

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 15 December 2023



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

11th December 2023

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday, 15th December 2023** at the **Boulia Shire Hall** commencing at **09:00** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

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

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

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

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

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

9 Deputations

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

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

For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 24 November 2023
COMMENCING AT 09:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9:00 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mr Trent Marshall (Director of Works & Operations)
Ms Nessa Swann (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

Moved: Cr Neilson

Seconded: Cr Britton

Councillor Edgar declared a Declarable Conflict of Interest in the report 13.1.1, Housing Report, in accordance with the *Local Government Act 2009* section 150EQ(4)(a) and (b), due to being a related party to the applicant being discussed. In accordance with section 150EM of the *Local Government Act 2009*, it was decided that Councillor Edgar is to leave the meeting while this matter is discussed.

Resolution No.: 2023/11.1

Carried

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

Chris Dickinson from Ground and Water Australia provided Council with an update on investigative work undertaken into the GAB as a potential future water supply for Boulia.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Neilson

Seconded: Cr Britton

That the minutes of the Ordinary Meeting held on 20 October 2023 be accepted.

Resolution No.: 2023/11.2

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations October 2023 Report	DOC REF: 11.1.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2023/11.3

Carried

TITLE:	Foreman Roads, Utilities and Services Report for October 2023	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Neilson

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

Resolution No.: 2023/11.4

Carried

TITLE:	Foreman Road Maintenance and Construction Report October 2023	DOC REF: 11.1.3
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PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for September 2023.

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2023/11.5

Carried

TITLE:	Rural Lands Protection Officer October 2023 Report	DOC REF: 11.1.4
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PURPOSE:

To advise Council of current activities by Rural Lands Protection Officer (RLPO) relating to weed management, pest control, animal management and stock routes.

Moved: Cr Norton

Seconded: Cr Britton

That Council receive the Rural Lands Protection Officer October 2023 Report for information.

Resolution No.: 2023/11.6

Carried

TITLE:	QRA Flood Damage Works Department October 2023	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2023/11.7

Carried

TITLE:	Engineering Service Report – Newsbrief for September 2023	DOC REF: 11.1.6
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

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

Resolution No.: 2023/11.8

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report October 2023	DOC REF: 11.2.1
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

That the CEO Report for October 2023 be received for information.

Resolution No.: 2023/11.9 **Carried**

TITLE:	Action List Update October 2023	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Norton **Seconded: Cr Britton**

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

Resolution No.: 2023/11.10 **Carried**

TITLE:	1st Quarter Operational Plan Report July to Sep 2023-2024	DOC REF: 11.2.3
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PURPOSE:

To present the first quarter Operational Report for July to September 2023

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

1. That Council receive for information the first quarter report from July to September 2023 in relation to the adopted Operational Plan 2023-2024.
2. That the report be displayed on the Council website.

Resolution No.: 2023/11.11 **Carried**

TITLE:	WHS Report for October 2023	DOC REF: 11.2.4
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PURPOSE:

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

Moved: Cr Norton **Seconded: Cr Britton**

That the Workplace Health and Safety Report for October 2023 be received for information.

Resolution No.: 2023/11.12 **Carried**

TITLE:	New Policy - Children in the Workplace	DOC REF: 11.2.5
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PURPOSE:

To present to Council a new policy for adoption regarding children in the workplace.

Moved: Cr Britton

Seconded: Cr Neilson

That the Children in the Workplace Policy, as presented, be adopted.

Resolution No.: 2023/11.13

Carried

TITLE:	Policy Reviews	DOC REF: 11.2.6
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

That the following policies, as presented, be adopted:

- Policy 105 Entertainment and Hospitality
- Policy 122 Councillor Interaction Policy
- Policy 130 Dealing with a Complaint involving a Public Official (CEO)
- Policy 141 Conflict of Interest Policy (Employee)
- Policy 142 Spelling Yards Policy
- Policy 150 Investigation Policy

Resolution No.: 2023/11.14

Carried

11.3 Corporate Services

TITLE:	Director of Corporate and Financial Services October 2023 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2023/11.15

Carried

TITLE:	Audit & Risk Management Committee Update November 2023 Report	DOC REF: 11.3.2
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PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 17th November 2023.

Moved: Cr Norton

Seconded: Cr Beauchamp

That the Director of Corporate & Financial Services Audit and Risk Management Report for November 2023 be received for information.

Resolution No.: 2023/11.16

Carried

TITLE:	Comparison of Budget versus Actual 2022/2023 Financial Year	DOC REF: 11.3.3
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PURPOSE:

To present the 2022/2023 Adopted Budget figures against the Actual Revenue and Expenditure for 2022/2023.

Moved: Cr Norton

Seconded: Cr Neilson

That the comparison of Budget versus Actuals for 2022/2023 report be received for information.

Resolution No.: 2023/11.17

Carried

TITLE:	Banking Signatories Update	DOC REF: 11.3.4
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PURPOSE:

To update changes to banking signatories adding Finance Manager, remove Relief Finance Manager.

Moved: Cr Britton

Seconded: Cr Neilson

That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.

That the Director of Corporate & Financial Services action the changes to signatories and electronic devices for the change in Finance Manager and Relief Finance Manager positions.

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- **Finance Manager – add Graeme Gillam**

- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

ELECTRONIC FUND TRANSFERS:

PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

- Chief Executive Officer - Lynn Moore
- Director of Corporate & Financial Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- **Finance Manager – add Graeme Gillam**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

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

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

VIEWING ACCESS:

- **Relief Finance Manager – Ian Honour - Remove**

Resolution No.: 2023/11.18

Carried

TITLE:	Plant Recovery and Costing Review as at 30th September 2023	DOC REF: 11.3.5
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PURPOSE:

To report to Council on the running costs and revenue of Council's fleet.

Moved: Cr Beauchamp

Seconded: Cr Edgar

That Council receive the Plant Recovery and Costing Review for information purposes.

Resolution No.: 2023/11.19

Carried

TITLE:	Financial Report for October 2023	DOC REF: 11.3.6
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PURPOSE:

Financial Summary as at 31st October 2023.

Moved: Cr Britton

Seconded: Cr Neilson

That the Finance Report for October 2023 be received for information.

Resolution No.: 2023/11.20

Carried

11.4 Community Services

TITLE:	Community Services October Report	DOC REF: 11.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

1. That the Community Services Report for October 2023 be received for information.
2. That policy 138 - Council Housing Policy, as presented be adopted.

Resolution No.: 2023/11.21

Carried

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – October 2023	DOC REF: 11.4.2
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

That the Min Min Encounter & Boulia Heritage Centre Report October 2023 be received for information.

Resolution No.: 2023/11.22

Carried

12 Late Reports

TITLE:	New Policy - Human Rights Policy	DOC REF: 12.1
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PURPOSE:

To present to Council a new policy for adoption.

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Human Rights Policy, as presented, be adopted.

Resolution No.: 2023/11.23

Carried

The meeting was adjourned for lunch at 11:46.

The meeting resumed at 12:18.

13 Closed Session

13.0 Move into Closed Session

13.0.1 Move into Closed Session

CLOSED MEETING AT 12.18 pm

Moved: Cr Britton

Seconded: Cr Neilson

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

(f) matters that may directly affect the health and safety of an individual or a group of individuals;

Resolution No.: 2023/11.24

Carried

Councillor Edgar declared a Declarable Conflict of Interest in the report 13.1.1, Housing Report, in accordance with the *Local Government Act 2009* section 150EQ(4)(a) and (b), due to being a related party to the applicant being discussed. In accordance with section 150EM of the *Local Government Act 2009*, it was decided that Councillor Edgar is to leave the meeting while this matter is discussed.

Cllr Edgar left the meeting at 12:18 and returned at 1:23 pm.

13.0.2 Move out of Closed Session

OUT OF CLOSED SESSION AT 1.23pm

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2023/11.25

Carried

The following recommendations were resolved from the closed session: 2023/11.26

13.2 Community Services

TITLE:	Housing Report	DOC REF: 13.2.1
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PURPOSE:

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

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

(f) matters that may directly affect the health and safety of an individual or a group of individuals;

Moved: Cr Britton

Seconded: Cr Neilson

CEO determined allocation of No. 41 Pituri Street in consultation with the Housing Committee.

Resolution No.: 2023/11.26

Carried

14 General Business

Proposed Sculptures

Council to seek clarity on liability matters with the proposed 3-meter-high dinosaur sculpture intended for placement in the central green area of the township.

Bicycle Track

Cllr Norton noted the Bike Track is not being maintained and is possibly dangerous. Council's responsibility to be established.

Remembrance Day 2024

Due to hot weather conditions, Cllr Neilson recommended that the Remembrance Day 2024 ceremony be held in the Shire Hall.

Boulia Primary Health Care Clinic

Mayor Britton advised:

1. The clinic can deal with only one emergency at a time; therefore, further equipment is required. Council will consider a fund-raising event, which Mayor Britton will share with David Arnold.
2. The clinic driveway requires a second sealing.

Boulia Shire Council Dates 2024

Council confirmed acceptance of the scheduled Ordinary Meeting dates for 2024.

Council Ambassador 2024

Unanimous agreement to the suggestion of K. N.

Future Considerations

Spirit of Australia

15 Meeting Closure

The Mayor closed the meeting at 1:56 pm.

16 Confirmed

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

UNCONFIRMED

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations November 2023 Report	DOC REF: 11.1.1
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REPORT BY:	Trent Marshall Director of Works and Operations	DATE: 11/12/2023
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Director of Works & Operations activities:

DWO carried out site inspections at:

- Donohue Highway project (by Sujan).
- New build duplexes at 58 Pituri St project.
- Council unit renovations at 26 Pituri St project.
- Slashers Creek Causeway
- RMPC pickups for Boulia Shire Council. Schedule 1 and Schedule 4 works.

DWO attended the following meetings:

- Forestry Water and Gavel utilization meeting with Ron and Mari. 1st Nov 2023
- Periodic Declaration Council license Ron. 2nd Nov 2023
- Doc assembler Trouble shooting – 3rd of Nov 2023
- SWIM local Water Security meeting 6th of Nov 2023
- 93E RMPC contractor meeting on site 8th of Nov 2023
- Slashers Ck Meeting on site 8th of Nov 2023
- Slashers Ck meeting on site 10th of Nov 2023
- 93E RMPC contractor meeting on site 13th of Nov 2023
- TMR RMPC meeting 15th of Nov 2023
- Slashers Ck Concrete Pour causeway 16th of Nov 2023.
- Waverly Creek Teams meeting 22nd of November 2023
- Ordinary Council Meeting -24th of November 2023
- Meeting with TMR RMPC regarding 93E RMPC works completed – 29th of November 2023

- TMR RMPC program 93D discussion. 30th of November 2023

Staff Training:

- Staff Performance Appraisals commenced. Training identified.
- BSC Works Annual Achievement planning under review. Currently in processes.
- BSC Works Training Matrix under review. David Parker WH&S now reviewing systems for BSC.

Disaster Management Works: Meeting held 1st of December 2023

Driest September in Australia on Record (Drought Statement) BM.

- Water usage is being monitored and investigating high usage issues when they occur.
- Fire Breaks have been put in around Boulia Township in anticipation of a high fire season coming up.
- Stopped the use of Slashers, mowers, wiper snippers, grinders, and welders around town for safety concerns with heavy winds.
- We are also closely monitoring all water usage, particularly roadworks. [Bores & River extraction]

Boulia Shire Council Projects 2023.

Building the Washdown Bay Stand Project.

Project Scope: Build platform for the washdown bay Boulia.

Current Status: Handrails have been fabricated. Fold down platform was attached. Unfortunately, the scope of works was faulty leading to the slab and stand being placed on the wrong side of the bay. A new foundation has been put into place on the correct side, a new slab will be constructed, and the completed stand can then be repositioned. Currently waiting on quotes to do the slab. 2024



Donohue Highway Project 2023

Project Scope: Building road formation & sealing on Donohue Highway.

Current Status: Boulia Shire Council has 5.5km of formation work was completed and the BSC crew has now completed the sidetracks getting ready for next section 2.5km starting January 2024. Jim and his road crew are producing quality work at an excellent rate as required by the contractual agreement.



Donohue Hwy Seal Program data: ch:170.5-176km, ch:111.1-114.7km, ch:116.45-122.4km, [Emergency airstrip] ch223.5-226.5km, ch:226.5-178.5km, ch:206.45-211.5km.

93E Diamantina Development Road [Boulija- Dajarra] Truck Stop Project.

Project Scope: Construction of truck bay on Winton town entry.

Current Status: Truck Stop roadworks have been completed by the BSC crews. The second coat seal was brought forward through TMR approval with Austek to 4th November; this seal is now completed, and line marking to take place in February 2024 with other works. A 3-month delay was required before a second coat could be applied. The solar lights have been purchased and the contractor is engaged to complete these works [looking at February 2023].



The second coat seal is on, batter reinstatement, culverts completed, and solar lights ready to be put up.

QRRRF – Concrete Floodways – Package 1&2 Slashes & Coorabulka Roads

Project Scope: Concrete Margins and Floodways on Slashes Creek and Coorabulka Roads.

Current Status: Phase 1 works by NQES [T2022-23.1] is completed with the package 2 [T2022-23.11] awarded to Stockham Building Services currently the causeway is completed, and work has begun on the margins. Quality concrete testing has been completed along with proof rolling and photos were used to get steel certification prior to the pours. Works are floodways and concrete margins as per the plans. Additional works required to repair a culvert was identified and is under construction.



Foundation work, forming and pouring of the floodway at Slashes Creek.

New Staff Housing: 58 Pituri St: Duplex Project.

Project Scope: Construction of 6 new housing units at Pituri St.

Current Status: Estimated finish c. March 2024. Services are being installed, the roofs are on, work is progressing as expected on the duplexes. There are some slight variations due to design corrections to the carports. Overall, the progress of this project has been excellent. Limited staff remains an issue, it is difficult to get staff at present.



Services, internal works, roof, and walls along with safety compliance; excellent work ethics.

Renovations of current staff housing at 26 Pituri St Project.

Project Scope: To renovate the current staff housing, replacing floors, wet areas, toilets, showers, and laundry along with external concreting to ensure safety and compliance with current building codes.

Current Status: The first unit is finished, exhibiting a highly professional appearance, and the tenant has already moved in. Refurbishments on the second unit have commenced. Quotes to concrete the central common area were received; the successful quote was \$79,522. The second couple of units need some additional plumbing upgrades to comply with the latest standards. Where required, instead of concreting, the pavers in the back areas were lifted and replaced providing a \$90k. This work was completed by the correction canter crew.



New concrete area design for quotes and second unit under construction.

Industrial Estate Project

Project Scope: Installation of power, water, sewer, NBN to the Industrial Estate, then seal roads.

Current Status: Industrial Estate work is now restarting; works were stopped while NBN reviewed the designs from GBA. Designs are now accepted, NBN and Ergon are now cleared to be completed. An easement has been identified and trenching work to recommence asap. Once all services are finished, the roads can be completed and sealed. Ergon have approved the surveyed easement and Pad site for the transformer. NBN and Ventia in town currently working.

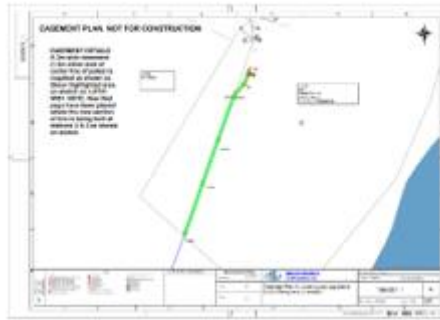


Service trenching by contractors and map showing easement/pad for Transformer and NBN design.

Boulia Show Grounds Project [Currently on hold].

Project Scope: To move the existing easement to allow for the implementation of a transformer and new connections to the current structure, removing existing power pole & unsightly power lines.

Current Status: Easement for Ergon required before the removal of the old pole, new transformer works. The required survey for Ergon was completed on the 21st of October 2023, works were completed by Morcom Surveyors, compliance to Ergon Energy's Conveyancing Officer's direction. [Electrical easement (our ref: 1686921) LOT31 W157 - Boulia Showgrounds complex].



Easement design requirements from Ergon.

Saltwater Chlorinator Project

Project Scope: Installation of a Saltwater Chlorinator (NaOCl Generation & Dosing) at the Boulia Water Treatment Plant.

Current Status: Work has started on the new site building. Trility Project Panager and Engineer flew to Boulia, inspected the site, and identified issues within the original scope of works. Corrective actions have been put in place enabling the project to progress. Once complete, Trility will forward a quote for a second dosing line. The removal of the existing Chlorination unit is the responsibility of Trility; I have not agreed to refurbish it for resale. I believe the risk would be extremely high for Council to progress down these lines. Old building to be returned to the depot for repurpose. Works have been delayed to mid-February 2024 to ensure staff have adequate time to train before starting the new system.



Existing chlorination facility on skids to be removed from site (not refurbishing at this stage).

Operational Inspections: Boulia Shire Council 2023

Boulia Airport Inspection completed by JASKO: Minor issues being addressed with contractors.

Urandangi Airport Inspected by JASKO: Minor issues being addressed with contractors and identified new windsock requirements.

Rex Airline Boulia airport Inspection: Minor issues being addressed with contractors.

Three bridge inspections completed; no issues to be addressed.

Fire in the rubbish pit.

Insurance claim from accident:

Unfortunately, the 963 drott [P127] which was pushing up the household tip broke down in the pit. Then a fire broke out causing severe damage to the machine. The insurance company has agreed to pay the sum of \$226,772.73 unsure of our excess at this stage. Drott to be buried at location.



CONSULTATION:

Council management and staff, George Bourne and Associates and contractors as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	Foreman Roads, Utilities and Services Report for November 2023	DOC REF: 11.1.2
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REPORT BY:	Ron Callope Foreman Roads, Utilities and Services	DATE: 11/12/2023
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Racecourse:

Arena and Grounds General maintenance by the caretaker of the Racecourse grounds is ongoing.

Town water testing and depot maintenance:

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

Town Entrances:

Three Mile In general tourists using the site are keeping the area tidy.
Campground

Parks and Gardens:

Council, Min Min
Encounter, ANZAC
and Airport gardens Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew.

Planning is being undertaken on the proposed upgrade of both entrances to town.

Mowing/Whipper Snipping

Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout November 2023:

- 1st November – Robinson Park
- 2nd November – Medium Strips, Pituri St
- 3rd November – Post Office, Herbert St
- 6th November – Main Office, Herbert St
- 7th November – Min Min Encounter
- 8th November – Stonehouse, Mulligan St
- 9th November – School Safety Park, Fire Station
- 10th November – Medium Strips
- 13th November – Sports Centre
- 14th November – Main Office
- 15th November – Boulia PHC
- 22nd November – Medium Strips

RMPC/Works crew:

The RMPC Crew have kept busy out on the Donohue Highway prepping for the reseal by doing surface correction and pothole patching; these works are still in progress.

The crew were also doing signage and guidepost installation on the Bedourie, Donohue, and Mt Isa Roads, and a guidepost replacement on the Winton Road.

The crew have continued to maintain and service the Waverly Creek Rest Area.

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

Urandangi:

Urandangi Council services continued over the month of November as required (Rubbish collection etc). Work remains focussed on the continued clean up and management of fire risk. Slashing is planned and will be ongoing based on availability of Council staff. There is a current Boil Water Alert in Urandangi and is in effect until further notice.

Water and Sewerage: Boulia Township

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

Urandangi Township

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

Boulia Airport activity: (Appendix 1)

Number of call outs: 0
RFDS/LifeFlight
Rescue

Avgas/Jet A1
Refuelling

Total 35 – 35 self-fuelled through Compac.

Road Report Closures Statistics: (Appendix 2)

Please see attached appendix page for the road closure statistics table.

Boulia Feral Animal Bounty Claims:

Feral Pigs NIL

Feral Dogs NIL

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations.

RECOMMENDATION:

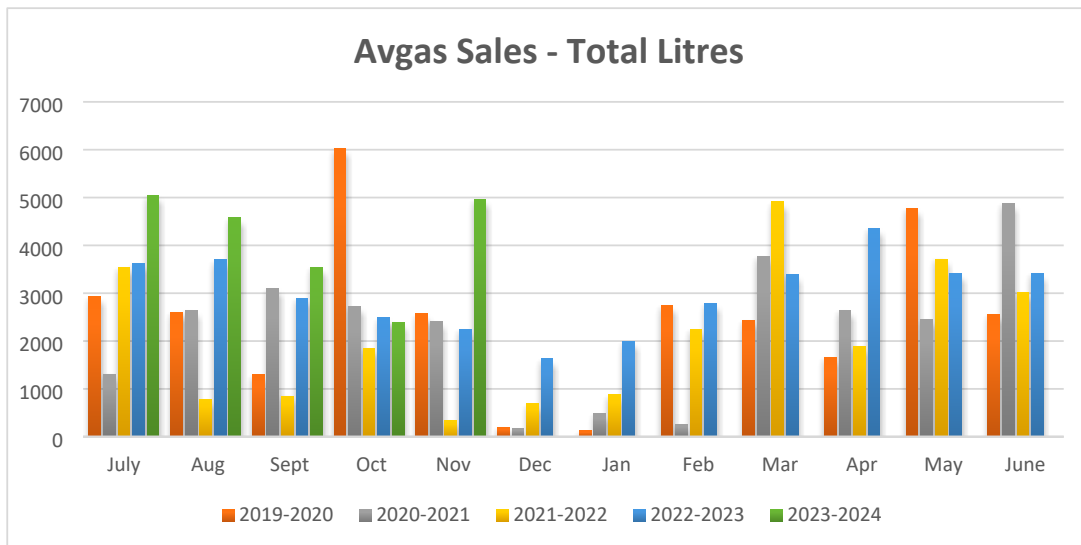
That Council receive the Foreman Roads, Utilities and Services November 2023 Report for information.

ATTACHMENTS:

1. Appendix Document for RUS Foreman November 2023 Council [11.1.2.1 - 1 page]

Reviewed by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

Appendix 1



Appendix 2

Nov 2023	Boulia/Dajarra	Dajarra/MtIsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	30	30	30	30	30
Closed	0	0	0	0	0
Restricted	0	0	0	0	0

Nov 2023	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashers Ck	Springvale	Selwyn
Open	30	30	30	30	30	30	30	30
Closed	0	0	0	0	0	0	0	0
Restricted	0	0	0	0	0	0	0	0

TITLE:	Foreman Road Maintenance and Construction Report November 2023	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for November 2023.

CONTENT:

Current and upcoming projects are as follows:

- **Donohue Highway**
 - Completed another 1.5kms of base course to coincide with seal
 - Completed 5.5kms of seal late October – this project was completed with a 2-coat seal and signage.
 - Continued 4kms of side track on next section
 - Crew have completed 15kms of maintenance grading on the Donohue Hwy
- **Truck Stop**
 - Completed topcoat seal at the end of October
 - Waiting online marking to be completed and solar lights to be installed
- **Annual Town Clean up**
 - General waste and hard refuse collection planned for early December
- **Plant**
 - Cleaning of all Plant for Certificate of Inspections that is coming up early December



CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads, Construction and Maintenance November 2023 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Rural Lands Protection Officer November 2023 Report	DOC REF: 11.1.5
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 30/11/2023

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment
4.3: Sustainable

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of current activities by Rural Lands Protection Officer (RLPO) relating to weed management, pest control, animal management and stock routes.

CONTENT:

RURAL LANDS PROTECTION OFFICER:

I spent the month doing 1080 baiting and domestic animal control.

I attended a Shire Rural Lands Officer Group Meeting (SRLOG) and a CWPRM meeting; at the SRLOG meeting, Wayne Vogler, BQ, gave a talk on the Sticky Florestina project he is working on.

Currently, the Sticky Florestina is not a declared pest weed in Queensland, but it is becoming problematic in Blackall/Tambo, Barcaldine, and Longreach Shires.

Wayne said this weed has the potential to become a WONS (Weeds of National Significance) in the west.

TOWN COMMON:

This month has seen some mixed falls of rain over the town common with feed now starting to show some regrowth.

An ongoing problem with the stock baulk is someone activating the sirens which then allows the stock through to the stock route.

The only resolution is a lockable cage on the box which has access to the power switch, lights, and sirens.

PONY/CAMEL PADDOCKS:

The recent rainfall will help with the feed in both paddocks.

DOMESTIC ANIMAL CONTROL:

One dog was impounded during the reporting month; the dog belonged to a visitor to town, so once notified the dog was returned to them.

Street patrols continue: Feedback from locals advise a decrease in roaming dogs on the streets during the day-light hours.

Stray dogs continue to be a problem at a night. With dogs and owners who are positively identified, I request the owner(s) to ensure their dogs are always contained within their property.

CWRPM (TECHICAL GROUP):

I attended a meeting in Longreach this month where Planning Key Projects for 2024 were discussed.

So far, no new projects have been put forward for 2024, but this could change if there is a good wet season; it is a case of wait and see.

The property where we carried out the Jumping Cholla Cactus control was revisited by the Barcaldine RLPO who has confirmed the sprayed cactus is dying. The property owner is happy with the work and the results and has advised he will push tracks through timber and stick-raking the pulled timber for easier access to the sprayed cactus growing there.

WEED SPRAYING SHIRE ROADS:

With the months rainfall and dependent on a good wet season, I will be busy spraying the Shire roads in the next couple of months.

RMPC:

With the recent rainfalls there is new regrowth in weeds; I will commence weed spraying in the next month. It is my intention to commence early in the morning and cease spraying before it gets too hot during the day.

Chris Kiernan, TMR attended the recent SRLOG meeting; Chris spoke about the importance of when undertaking RMPC work, Council should submit their claims with haste. This practice assists Chris when seeking funding from the Government.

When undertaking RMPC weed spraying, I use Reflect which enables me to show my start and finish by utilising GPS points and Chainage. I enter the details regarding the quantity of mix used, click complete, and all information is received in real-time, allowing Council to receive payment for work completed.

GRAVEL/BURROW PITS:

Due to the recent rainfalls, I will be return to the pits to garner where I may have missed spreading Graslan pellets and will replenish.

STOCK ROUTES:

There were no enquires for permits this month.

While at the SRLOG meeting, there was an update from Kent Morris, Senior Lands Officer for Stock Routes (DoR) regarding the requirements when using Capital Funding to replace old assets on the stock routes.

All water points must have 60-feet of water troughs with 4-inch pipe bringing the water from the Tanks/Tuckey's nests to the trough, with a separate 4-inch tap that can be turned-on to help fill the trough faster when watering large herds of cattle.

The one thing that all the RLPOs have in common is that when they got funding, they could not get contractors to come and do the work what this means is they will have to hand the funding back.

1080 BAITING:

Three properties undertook 1080 Baiting during the month with a total of 1231.5kg of meat treated with pig-strength 1080 solution.

It was noted at the SRLOG Meet & Greet evening, the licence/permit for Ariel Baiting expires in October 2024. There was some talk that a new licence/permit is being sorted out now before the existing one expires.

Another topic discussed at the Meet & Greet was what are the various Councils charging landholder/owners for treating their meat with 1080 solution. Some Councils have an hourly rate for one/two men plus vehicle/s while other Councils have a charge on the property rates, whilst some Councils do not charge as they are happy that the properties bait.

CONSULTATION:

Nil.

GOVERNANCE IMPLICATIONS:

(list any relevant implications)

RECOMMENDATION:

That the Rural Lands Protection Officer Report for September 2023 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department November 2023	DOC REF: 11.1.6
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

November 2023 has been a month of outstanding achievements from our road contractors, highlighted by the following;

Mixed Crew

- Restoration work on the Toolebuc Road has now been completed; this pavement had damage (some extensive) to 25 separate areas along this road (82kms in length) The team, led by Roy, have produced outstanding results, well above QRA required standards. The crew is now working on Pathungra Road with 39 pavement defects which is programmed for completion on the 12th, December 2023.

Harris Crew A & B

- Both Harris crews were combined to undertake RMPC shoulder re-sheeting works on the Mount Isa Road (93E). Starting at Ch 25.28 to Ch 41.00, total length 15.72kms. Works commenced 1st November 2023, with completion date being Sunday 26th November 2023.

The following gives management insight into the project.

1. 16,000 tonnes of gravel hauled to the job site
2. Production rate of 2kms completed daily.
3. All shoulder work is now compliant with TMR standards for this activity.

The finished result on this work has been remarkable with all parties involved through from initial planning, site works, traffic management and WH&S all carried out to perfection, great outcome for both Boulia Shire and TMR.

December 4, 2023 10:52 am
-22.718176, 139.751687
Diamantina Dev Road | 93E | 29.84



Section 2 – Mount Isa Road shoulder Re-sheeting 93E Completed November 2023

December 2, 2023 7:22 am
-22.633786, 139.722253
Diamantina Dev Road | 93E | 39.71



Section 1 – Mount Isa Road shoulder Re-sheeting 93E Completed November 2023

Bedourie Road 93D – Protection works to existing pavement.

- Boulia Shire Council's Road Contractors are in the process of ensuring the road pavement (6kms) at Hillary Flood Plains and Bellevue Flood Plains have protection to this asset, thereby minimising potential damage from flooding in the future, this work is being carried out for TMR. Working to their "scope of works "as agreed to by both parties.



Bedourie Road – Protection Works to existing Pavement – 93D

December 2, 2023 11:03 am
-23.604372, 139.622476
Diamantina Dev Road | 93D | 95.93



Bedourie Road - Bellview Flood Plain – Protection Works to existing Pavement - 93D

QRA Works - July – December 2023 Eastern Submission

- QRA submission “single”- NoBOSC.0025.2223G.REC (Slashers Creek Road) fully completed 5/9/2023
- QRA Eastern Submission – No. BOSC.0026.2223G.REC (9 Road Pavements) total value of work \$2,746,669.39. Currently on schedule to complete ALL works for this submission by 12th December 2023

Future Works

- Western Submission no: BOSC.0028.2223.REC value of submission \$3,768,655.25

Road Contractors Final day -Tuesday 12th December 2023

Start-up – Tuesday 30th January 2024

CONSULTATION:

GBA as project managers for Council QRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Director of Works and Operations	Mr Trent Marshall
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TITLE:	Engineering Service Report – Newsbrief for September 2023	DOC REF: 11.1.7
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

NIL

2. Flood Damage Works

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

Activated for the ‘Western Qld Low Pressure Trough 19 Jan – 4th Feb 2022’.

This event will be for Emergent works and REPA. Data collection complete. Submission has been approved by QRA for a total value of \$2,445,193.96. Works Completed, Acquittal completed. Submission Approved actual expenditure to date \$2,120,142.28

Activated for the ‘Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022’. This event will be for Emergency works and REPA. Data collection is complete. Submission has been approved by QRA for a total value of \$1,750,892.06. Works completed and completion photos taken. Acquittal completed and Lodged – Approved actual expenditure to date: \$1,416,455.37

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

Damage pickup has been completed. Emergent work started. Eastern roads and western roads have now been uploaded to MARs and waiting approval.

Slashers Creek Submission has been approved for \$292,926.90. – Works completed and Completion photos picked up.

Eastern Submission has been approved for \$2,746,669.39 – Works ongoing

Western Submissions has been approved for \$3,838,088.82

3. Other

Donohue Highway: Outback Way Funding Package 3

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

Design and CH clearance is complete for Stage 7 and 8. Works have commenced 5.5km sealed late October. The remaining 2.5km to be sealed early next year.

Bitumen procurement Tender – T2023-24.1 assessed and awarded to RPQ.

Aggregate procured through the Panel of Providers and awarded to PE & GC Harris Road Contractors

Priority Structures Upgrade.

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

4. Industrial Subdivision

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

Electrical works started.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 477806) [11.1.7.1 - 1 page]
2. Donohue Priorities (ID 477815) [11.1.7.2 - 1 page]

Reviewed by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (05/12/2023)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - Submission Approved
	Jan-22	Emergency Works	\$ 507,127.18	\$506,435.69		Approved
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06	\$ 1,416,455.37	Submission Approved Works started March Betterment submission ineligible - as restoration works for Jan event have been completed on the Betterment sites for April Betterment, the April Betterment submission is deemed ineligible.
	Apr-22	Emergency Works	\$283,262.81	\$282,983.20		Emergency Works Completed Emergent works submission Lodged Approved
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashers Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved Urandangi Bore Emergency Works Submission - approved Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashers Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
		Total 2023 FD	\$7,147,643.83	\$6,877,685.11		

Donohue Highway Projects - Prioritisation

Chainage from Boulia - Dajarra Rd Intersection	Length (km)	Location	Scope of Work	Justification	Priority
0 - 11km	11.0		10mm Reseal (16/17 FY)		
11 - 23.4km	12.4		10mm Reseal (15/16 FY)		
23.4 - 25.5km	2.1		Resealed 2020		
25.5 - 36.0km	10.5		Seal (14/15 FY) Resealed 2020		Completed as part of Section 1 Outback Way - FY 2014/2015
36.0 - 46.0	10.0	Telstra Tower Area/Badalia	10mm Reseal (14/15 FY) Resealed 2019		
46.0 - 49.67	3.7	Badalia/Herbert Downs Border	Seal Top Coat (15/16 FY)		Top Coat Seal Completed as part of Section 2 Outback Way - FY 2015/2016
49.67 - 53.53km	3.9	Realigned Section	Seal (15/16 FY)		As part of Outback Way remaining funding section 2 (\$1.5m) 2015/2016 amalgamated with \$2m from 16/17 FY Funding
53.53 - 60.90km	7.4	Realigned Section	Seal (16/17 FY) Sealed in Oct-16		As part of Outback Way \$2m for 16/17 FY Funding
60.90 - 62.00 km	1.1		Seal (16/17 FY) Sealed in Jun-17		
62.00 - 65.00 Km	3.0		Seal (17/18 FY) Sealed in April-18		
65.00 - 70.3	5.3		To be complete 18/19 (Design Stage 3)		
70.3 - 87.75	17.5	Herbert Downs	Resealed April 2018		
87.75 - 97.6	9.8		18/19 (Design Stage 3)		
97.6 - 103.66	6.06	Burnt out car	Reseal (16/17 FY) Completed October		
103.66 - 111.1	7.4		Seal (16/17 FY)		
111.1 - 114.46	3.36		Completed Dec 19		
114.46 - 114.7	0.24	Georgina River Crossing (Structure Approaches)	Planned reconstruction (16/17 FY)		Pave and Seal as part of the Bridge Renewal Programme
114.7 - 116.45	1.75		Sealed Dec 2020		
116.45 - 122.4	5.95	Glenormiston	Resealed (14/15 FY)		
122.4-134.5	12.1	PPR 4	Stage 8 Design Complete DWG 200111-1. CH cleared refer report 190087 Oct 2021	PPR4: A: 122.4-126.4 -> \$2m B: 126.4-130.4 -> \$2m C: 130.4-134.5 -> \$2m	\$6m
134.5 - 146.5	12.0	PPR 5		PPR5: A: 134.5-138.5 -> \$2m B: 138.5-142.5 -> \$2m C: 142.5-146.5 -> \$2m	\$6m
146.5 - 157	10.5	PPR 6		PPR6: A: 146.5-150.5 -> \$2m B: 150.5-154.5 -> \$2m C: 154.5-157 -> \$2m	\$6m
157 - 167.57	10.57	PPR 7		PPR7: A: 157-161 -> \$2m B: 161-165 -> \$2m C: 165-167.57 -> \$2m	\$6m
167.57 - 170.5	3.1	Piturie Creek		Reseal FY 16/17	122.4-138.4 Top rock underlying gravel which damages tyres when gravel is depleted. 138.4-167.57 Poor natural soils provide low bearing pressure, resulting in gravel pavement failure and section turning to bulldust in the dry and bog holes in the wet
170.5 - 182.5	12.0	PPR 1	Stage 7 Design Complete DWG 190162-1. CH cleared refer report 190087 Oct 2021 Works Started on PPR1	A: 170.5-174.5 -> \$1.95m B: 174.5-178.5 -> \$1.95m C: 178.5-182.5 -> \$2m	\$6m
182.5 - 194.5	12.0	PPR 2		PPR2: A:182.5-186.5 -> \$2m B:186.5-190.5 -> \$2m C: 190.5-194.5 -> \$2m	\$6m
194.5 - 198.71	4.2	PPR 3		188 - 198.71 High Maintenance section a considerable distance from Boulia resulting in high repair costs PPR3: A: 194.5-197 -> \$2m B: 197-198.71 ->1.2m	\$3m
198.71 - 200.635	1.9	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
200.635 - 202.65	2.0	Kelleys Creek	Reseal FY 15/16		
202.65 - 206.455	3.8	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
206.455 - 211.6	5.1		New Pave and Seal complete 2020/2021 Aug 27th 2020		
211.6 - 220.3	8.7		Sealed July 2021		
220.3-223.5	3.2	PPR 3	Stage 5 Design Complete DWG 170105-3, CH Cleared BWW refer report 170105 Aug 2020	C: 220.3-221 -> \$0.8m D: 221-223.5 -> \$2m	\$3m
223.5-225.5	2.0		Sealed FY 15/16		
225.5 - 227.5	2.0	Emergency Airstrip	Sealed FY 15/16		
227.5 - 232.1	4.6	The Ridges	Seal Rehab FY 15/16		
232.1 - 233	0.9	The Ridges	Sealed FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
233 - 238.6	5.6	The Ridges	Completed Dec 2020		
Total Unsealed	78.6	Kms			
Total Sealed	160.1	Kms		Total to seal remainder	\$37.5m
Total Length	238.7	Kms			

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report November 2023	DOC REF: 11.2.1
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Bouliia Shire Council Precinct - (1) Growing Our Regions funding

We have been successful in our Expressions of Interest lodged for the proposed Community Hub / Precinct which was notified on the 27th November. The full business case was then required to be submitted by 7th December with supporting documentation by the 22nd Dec (various dates). It is unreasonable to expect this to be able to be completed accurately during such a short time frame.

Bouliia Shire Council Precinct - (2) Regional Precinct and Partnerships Program

Due to the late notification of the GoR program requirements this will leave this application in abeyance until we see what happens in the immediate future.

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

Funding has been allocated to Bouliia under this program and we will provide suggestion for eligible projects for QRA to review before Dec 2023.

Water Resilience and Security

As part of future resilience - Council has suggested we provide a case study on the comparison between drilling for an artesian bore in town against the future of treating the existing bore water with a filtration plant.

Initial investigations have sourced a company which has completed numerous studies within the GAB over many years.

The first step would be a review of the GABORA Water Plan and its associated sub documents, and a call to the Department to discuss potential reserve water which is typically held for purposes such as this. This would provide us firstly with a sense of how much water might be accessible under the current plan conditions, from which a review of the sediments within the GAB would be undertaken to assess target viability within the local area. The council was privy to a presentation at the last council meeting which identified artesian water may be as far as 100klms away. Several 'local' reports have come to hand stating that artesian water is available within 25klms. This will be put forward to the hydrologist for his review.

Sales Permits for Gravel – Native Title and the Futures Act

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

- Wangkamadhla – (Mulligan River Aboriginal Corporation). A meeting was held on 27th Nov in Mt Isa with DAF- I am optimistic that securing an Interim Agreement before Council's sales permit's expiry date may be achievable.
- Pitta Pitta – Pitta Pitta have instructed their legal representative to sign an Interim Agreement, and DAF has received a document. I contacted Pitta Pitta representative to expedite the witnessing of the required document for DAF.
- Bularnu Waluwarra Wangkayujuru (BWW) – BWW has agreed to sign an Interim Agreement subject to certain conditions. DAF is working through those conditions with the Special Administrator and BWW's legal representative. As at the report date this has not been delivered to council for review.

Signage – Outback Way and Winton Intersection

- **OHDC (Longest Shortcut)** is currently updating their signage and the design has now been approved by the seven Councils at the AGM. OHDC will forward the high-resolution design to us, and we will have the new sign up before the next tourist season.
- **Winton Intersection ('This way to Boulia')** – 362klm.... Winton Shire who may also have a similar issue will be working with us to locate a suitable site and combined the installation of their signs and our sign at the same time to save costs (early New Year).

Sale of Staff Housing to Employees

One sale will proceed, and the lawyers have been instructed to prepare a sale contract as per council instructions in the October report. Settlement is expected at the end of January 2024.

Ergon Street Lighting project

Design and plans have been received from HIG and have been onforwarded to EnergyQ so that the upgrading of lighting in Boulia can proceed. I have requested that these new lights be considered when the upgrade of our existing lights to the town are completed in May 2024. Advise is that this may not be possible but will be considered.

Solar Farm – EnergyQ

Progress so far:

- Access Licence is in place
- Initial Cultural Heritage Assessment has been undertaken with the local indigenous group
- EQL Environmental and Engineering inspections have been undertaken
- Surveyor has pegged the proposed lot
- Surveyor has prepared the draft survey plan
- Valuation has been received.
- Council has accepted the new offer by Ergon (commercial in confidence).

The project stages for Boulia are as (subject to tender submissions, legislative and project approvals):

- Stage 1 - Solar Farm & Battery Tenders Released & Awarded: Dec 2023 – June 2024
- Stage 2 - Solar Farm Design and Build: June 2024 – Feb 2025
- Stage 3 - Battery Design and Build: April 2024 – Apr 2025
- Stage 4 - Ergon System Integration & Commissioning - Apr 2025 – Dec 2025

There will be no disruption to the existing electrical supply during these works, and the system's reliability will be maintained with the retention of the current power station.

Federal Government Funding - Outback Highway – Donohue Highway

The council crew have completed 5klm of seal and sidetracks for a further 4klm. They have a further 3klm to complete this PPR1 section (a/b). I have commenced the third section application of the existing PPR1 section (C) document which is for a further \$2m. Submission and approval takes time, however. The second claim for re-imburement for payment milestone 2 for \$1,937,500 has been prepared and sent to the funding body.

Local Housing Action Plan: Future Housing Development-Social housing

Council completed and adopted the Local Housing Action Plan in 2023. Availability of freehold land proved to be the issue for us in that the residential estate is not viable until funding is received to proceed with the necessary infrastructure. During my visit to Brisbane at the RAPAD AGM meeting discussions took place to indicate that privately owned land could be an option for us moving forward.

Several vacant pieces of land have been identified and contact with the owners will now take place. Investigations into privately owned land will be completed over the next month.

Positions Vacant:

Records Officer	Position filled – local person – working remotely.
Part-time Sports Centre Officer	This position is for 9 hours per week.
Admin Officer-trainee	Position filled – local person
Technical /Admin Officer	This position will be based at the Depot and support the DWO.

Events / Conferences

Date	Activity	Attendees	Location
26/11 - 30/11	RAPAD AGM	Rick, Lynn.	Brisbane

RECOMMENDATION:

That the CEO Report for November 2023 be received for information.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update November 2023	DOC REF: 11.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Central West Regional Biosecurity Strategy 2024-2029	DOC REF: 11.2.3
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

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

RISK MANAGEMENT:

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

PURPOSE:

To present the Central West Regional Biosecurity Strategy (2024-2029) to Council.

CONTENT:

In 2015, as a combined effort to manage the spread of weeds on a regional scale, the RAPAD board developed the Central West Regional Biosecurity Plan. The aim of the Plan was to set a strategic direction for this region by prioritising activities and guiding all stakeholders in the area to control invasive biosecurity matter such as pest animals and invasive plants for the benefit of the entire community.

RAPAD have now developed a Central West Regional Biosecurity (CWRB) Strategy (2024-2029) in accordance with the Biosecurity Act 2014 (the Act). By doing so, the Strategy contributes to a consistent, modern, risk-based and less prescriptive approach to the region’s biosecurity.

The goal of the Central West Regional Biosecurity Strategy is to involve and ensure all community members are aware of and are responsibly managing their biosecurity obligations. This Strategy encourages the community to act in accordance with the Act.

This Plan is a vital community tool, as it provides a strategic regional approach to improving the coordination and delivery of on-ground, nil-tenure pest animal management activities for terrestrial vertebrate and freshwater aquatic pest species and invasive pest weeds in Western Queensland.

Attached to this report is a copy of the Strategy for Council’s review. As a member of the RAPAD Board, it is recommended that Council formally endorse the Strategy.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

The Strategy was developed in accordance with the Biosecurity Act 2014.

RECOMMENDATION:

1. That Council endorse the Central West Regional Biosecurity (CWRB) Strategy (2024-2029).

2. That a letter confirming Council's endorsement of the Central West Regional Biosecurity (CWRB) Strategy (2024-2029) be sent to David Arnold at RAPAD.

ATTACHMENTS:

1. CWRBP 2024-2029 V 4.9 [11.2.3.1 - 19 pages]

Chief Executive Officer	Ms Lynn Moore
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**Central West Regional
Biosecurity Strategy
2024-2029**

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Foreword

I am pleased to present the Central West Regional Biosecurity Strategy 2024-2029.

This plan is a vital community tool, as it provides a strategic regional approach to improving the coordination and delivery of on ground, nil tenure pest animal management activities for terrestrial vertebrate and freshwater aquatic pest species, and invasive pest weeds in Western Queensland.

The Central West Regional Biosecurity Strategy 2024-2029 supported by the RAPAD Group of Councils is an excellent example how we can think regionally and act locally to achieve positive outcomes through combining resources. It supports local communities with the tools so they can work together to protect the environment, community and economy from the negative impacts of pest animals and weeds, and to support positive outcomes for our landscapes and ensure we maintain a bio-secure environment.

The Central West Regional Biosecurity Strategy 2024-2029 represents the importance of using our valuable resource and its relevant economic, environment and community benefit for each region. The Central West Regional Pest Management Group delivers a collaborative approach to setting regional priorities and is integral to the ongoing effective delivery of pest animal and weed management outcomes in the region.

This strategy is a product of extensive collaboration and engagement across numerous stakeholders involved in pest animal and weed management. It will continue to grow and evolve with the changing environment and is an excellent framework to contribute to the delivery of improved coordinated pest species management in Western Queensland.

We are justifiably proud of our ability, as several very different councils, to be able to work collaboratively together in the interests of protecting our unique environment for future generations.



Mr Eric (Rick) Britton
Mayor
Boulia Shire Council.

Executive Summary

- The Central West Queensland (CWQ) Remote Area Planning and Development Board (RAPAD) is the Regional Organisation of Councils for the seven shires of CWQ. They form the Central West Regional Pest Management Group (CWRPMG) and work together for regional pest management.
- RAPAD as the regional group of seven council areas, has this Key Priority in its 2022-2025 Strategic Plan – *RAPAD will enhance environmental outcomes and regional biosecurity through supporting innovation and leading the collaboration with federal, state and local governments, key stakeholder groups and landowners.*
- The CWRPMG established the Central West Regional Pest Partnership Group (CWRPPG) as the regional action group. The operational arm of CWQ local governments is the Shire Rural Lands Officers Group (SRLOG).
- This Central West Regional Biosecurity (CWRB) Strategy (2024-2029) was developed in accordance with the *Biosecurity Act 2014* (the Act). By doing so the Strategy contributes to a consistent, modern, risk-based and less prescriptive approach to the region's biosecurity.
- The goal of the Central West Regional Biosecurity Strategy (CWRBS) is to involve and ensure all community members are aware of and are responsibly managing their biosecurity obligations. This Strategy encourages the community to act in accordance with the Act.
- Achieving the goal of the CWRB Strategy involves using the seven (7) principles of weed management in Australia to guide planning, investment and actions (Page 7).
- The General Biosecurity Obligations (Page 8) and the CWRB Strategy recognise biosecurity is everyone's responsibility, and all in the community can take a role to ensure we minimise biosecurity risks.
- Individuals must recognise and minimise biosecurity risks within their industry, home, or places they are visiting. As well, individuals and organisations whose activities pose a biosecurity risk must take all reasonable and practical steps to prevent or minimise each biosecurity risk.
- The Act provides steps as the means to prevent or minimise biosecurity risks (Page 8).
- Table 1 shows the potential and often experienced impacts of invasive plants and animals on key environments in the Central West (Page 9).
- Risk-based decision-making for invasive species focuses on managing agreed outcomes, shared responsibility and keeping the number of prescribed requirements to a minimum. The benefit is flexibility in the application of the legislation and supports proportionate and rapid responses when required.
- Table 2 shows the management goals for each stage. They align to the management stages of the Generalised Invasion Curve. As well as highlighting the management goals, Table 2 also shows the challenges for success in each stage (Page 11).
- The successful application of the CWRB Strategy requires Local Government Officers who are trained for their roles.
- The Strategy will commence from the time that the Strategy is adopted by CWRPMG and endorsed by member councils. A 2026 review will ensure that the CWRPMG is aware of any changes in the nature of biosecurity risks.

Introduction

The Central West Queensland (CWQ) Remote Area Planning and Development Board (RAPAD) is the Regional Organisation of Councils for the seven shires of CWQ. Member councils, agreed in late 2010 to work together for regional pest management in partnership with other regional stakeholders and formed the Central West Regional Pest Management Group (CWRPMG).

The CWRPMG:

- Provides opportunities for more effective strategic control of pest animals and invasive plants through setting regionally agreed priorities, providing effective coordination and lobbying for resources.
- Established the Central West Regional Pest Partnership Group (CWRPPG) as the regional action group. It is made up of Rural Lands Officers (RLOs) from partner Councils, technical support from Department of Agriculture and Fisheries (DAF) and Desert Channels Queensland (DCQ) as well as partners AgForce and Lake Eyre Basin Rangers.

Regional Profile

The CWQ Region:

- Includes the seven local government areas of Barcaldine, Blackall-Tambo and Longreach Regional Councils and the Winton, Barcoo, Boulia and Diamantina Shire Councils. Total area is 396,609 km² which is 22.9% of the land area of Queensland.
- Has diverse landscapes
 - Open woodlands, spinifexes and escarpments of the Desert Uplands along the Great Dividing Range
 - Mitchell Grass Downs
 - Channel Country floodplains
 - Simpson-Strzelecki Dunefields – the driest part of Queensland
 - Mulga and Brigalow lands.
- Contains wetlands of international significance and national importance.
- Lies mostly within the Lake Eyre Basin catchment with smaller areas to the south-east in the Murray Darling catchment and to the east in the Burdekin and Fitzroy catchments.

The Strategy

The first Central West Regional Biosecurity Strategy (Plan) was for the years 2015-2022.

This Central West Regional Biosecurity (CWRB) Strategy (2024-2029) was developed in accordance with the *Biosecurity Act 2014* (the Act). The Act provides comprehensive biosecurity measures to safeguard the economy, agricultural and tourism industries, environment and way of life. The Act sets out how the Act is implemented and applied. Developed in accordance with The Act, the Strategy for CWQ contributes to a consistent, modern, risk-based and less prescriptive approach to the region's biosecurity.

Stakeholders involved in the CWRB Strategy (2024-2027) preparation included:

- Commonwealth Government
- Regional NRM Groups – Desert Channels Queensland (DCQ), Southern Queensland Landscapes (SQL), NQ Dry Tropics, Desert Uplands Committee and Lake Eyre Basin Rangers (LEBR),

-
- Queensland State Government agencies with responsibilities in pest and land management – Biosecurity Queensland and the Department of Resources (DoR).
 - Other partners are State agencies active in weed and pest control – the Department of National Parks, Recreation Sport and Racing (DNPRSR), Department of Transport and Main Roads (DTMR) and Queensland Rail (QR).
 - Additional partners are AgForce, the peak body representing many Queensland beef, sheep and wool, sugarcane and grains primary producers, as well as the region’s Landcare and local pest management groups.

The operational arm of local governments is their respective Rural Lands Officers which are responsible for local government-controlled lands and pest management in their regions.

The Chief Executive Officer (CEO) of each local government is responsible for delivery of the outcomes in the Central West Regional Biosecurity Strategy specific to their local government area. This is achieved by each local government developing individual biosecurity plans, as is required in the Act.

RAPAD as the regional group of seven council areas, has the following as a Key Priority in its 2022-2025 Strategic Plan:

- RAPAD will enhance environmental outcomes and regional biosecurity through supporting innovation and leading the collaboration with federal, state and local governments, key stakeholder groups and landowners.
- Link to RAPAD strategic documents: RAPAD Strategic Plan
<https://rapad.com.au/publications/strategic-plan/>

Scope

The Strategy considers biosecurity matters under the *Biosecurity Act 2014* (Qld), as well as identified region-specific threats within the following local government areas:

- Barcaldine Regional Council (BRC)
- Barcoo Shire Council (BaSC)
- Blackall-Tambo Regional Council (BTRC)
- Boulia Shire Council (BSC)
- Diamantina Shire Council (DSC)
- Longreach Regional Council (LRC)
- Winton Shire Council (WSC).

Goal of Central West Regional Biosecurity Strategy

The Strategy recognises the uniqueness of the regional landscape and the need to protect its ecosystems from plant and animal pests.

The goal of the Strategy is to involve all community members, ensuring they are aware of and responsibly managing their biosecurity obligations, having special regard for the region’s biodiversity, its agricultural and economic base, and cultural values.

This Strategy encourages the community to act in accordance with the Act through measures such as:

- Targeted communication and education activities

-
- Timely provision of information and advice
 - Encouraging voluntary compliance, cooperative assistance and collaboration
 - Raising awareness of the benefits of complying with the Act, and the potential consequences of non-compliance

Achieving the goal of the Strategy involves the application of key pest control activities, most effective when partners within the biosecurity system utilise similar principles to guide planning and investment. The *Queensland Invasive Plants and Animal Strategy 2019-2024* “embodies seven fundamental principles that underpin effective management of invasive plants and animals. The principles provide a common basis for all of Queensland, and should be incorporated into strategies, plans and actions across all management levels”.

The guiding principles are:

1. Integration, collaboration and coordination

Managing invasive species is an integral part of managing natural resources, biodiversity in our environment, and agricultural systems. It is best when integrated at every level by land managers, the community, industry and government. To achieve a collaborative and coordinated approach to management, we need to establish long-term consultation and partnership arrangements, including the consistent reporting and sharing of agreed datasets between land managers, local communities, industry groups, NRM groups, and federal, state and local governments.

2. Strategic risk-based planning

Planning for management of invasive species is most effective when guided by the latest research and best practice, and when focused on risk-based decisions and greatest return on investment. This will ensure that resources target the priorities identified at local, regional, state and national levels.

3. Shared responsibility and commitment

To effectively manage invasive species, we need shared responsibility and long-term commitment by everyone in the biosecurity network, including land managers, the community, industry groups and government. Everybody should play their part to minimise the impacts of invasive species on the economy, the environment, health and social amenity. Those who create biosecurity risks and those who benefit from management activities will be called upon to contribute to the costs.

4. Capability building through education and awareness

Public education and awareness campaigns on invasive species will increase the community’s capability and willingness to participate in management and control. For long-term best practice management, we need ongoing, targeted capability and capacity building within industry, NRM groups, and local, state and federal governments.

5. Prevention and early intervention

Risk-based prevention and early intervention is generally the most cost-effective approach for managing invasive species. This approach can be assisted by:

- developing and implementing early detection, diagnostics and monitoring systems
- preventing spread, especially human-assisted spread.

6. Best practice and research

Management is most effective when following evidence-based practices that protect the environment and the productive capacity of natural resources while minimising impacts on the

community. Ongoing research and extension programs will inform the development of best practice management and policies.

7. Monitoring and evaluation

We need regular monitoring and evaluation of control activities, including establishment of baselines and reporting on agreed shared datasets against baselines, to make evidence-based decisions and improve management practices.

Source: [Queensland Invasive Plants and Animals Strategy 2019-2024](#)

General Biosecurity Obligations

The *Biosecurity Act 2014* provides advice on how an individual's obligations can be met. In doing so it provides steps to prevent or minimise biosecurity risks¹.

Biosecurity is everyone's responsibility, and all in the community can take a role to ensure we minimise biosecurity risks to protect Queensland's lifestyle, industries and environment from pests and diseases.

All Queenslanders have a general biosecurity obligation (GBO) under Queensland's *Biosecurity Act 2014* to ensure you do not spread a pest, disease or a contaminant.

This means everyone is responsible for managing biosecurity risks that are under their control and to do so to the best of their ability. Individuals must recognise and minimise biosecurity risks within their industry, home, or places they are visiting.

Under the GBO, individuals and organisations whose activities pose a biosecurity risk must:

- Take all reasonable and practical steps to prevent or minimise each biosecurity risk.
- Minimise the likelihood of causing a 'biosecurity event' and limit the consequences if such an event is caused.
- Prevent or minimise the harmful effects a risk could have and not do anything that might make any harmful effects worse.

Steps to Prevent or Minimise a Biosecurity Risk

The Act provides these steps as the means to prevent or minimise biosecurity risks:

- **Come clean, go clean** - before entering and leaving agricultural properties, parks or forests, ensure your shoes, clothing, vehicles or equipment are free from weed seeds, dirt, soil or debris.
- **Check for and follow biosecurity zones and other movement restrictions** - before moving certain plant material, animals, food products, soil and related equipment, ensure you are aware of and comply with any requirements in your area.
- **Spot and report anything unusual** - if this is the first time you have noticed a pest or disease, and you think it may have an impact on human health, social amenity, the economy or the environment, report it immediately to Biosecurity Queensland on 13 25 23.
- **Know the property**—Before entering someone's property, make sure you are aware of what their biosecurity management plan requires, if there is one in place.
- **Take reasonable steps to be informed about pests and diseases** visit your local government websites for more information on specific risks to your area.

¹ The State of Queensland Department of Agriculture and Fisheries 2010–2022.

Impacts and Risks

Table 1 shows the potential and often experienced impacts of invasive plants and animal on key environments in the Central West.

	Terrestrial biodiversity and conservation environments	Agricultural production areas	Community and residential areas
Invasive plant impacts	<ul style="list-style-type: none"> • Smother and transform ecosystems • Outcompete native species • Reduce the ecological values of natural areas 	<ul style="list-style-type: none"> • Reduce productivity by outcompeting desirable pasture species • Increase costs of production • Contribute to loss of production/income 	<ul style="list-style-type: none"> • Reduce access to, amenity and scenic values of natural areas • Cause health issues • Reduce function and values of open space areas
Invasive animal impacts	<ul style="list-style-type: none"> • Displace and prey on native species • Degrade natural bushlands and ecosystems 	<ul style="list-style-type: none"> • Outcompete livestock • Contribute to loss of production • Prey on and threaten livestock • Carry diseases and parasites that can impact on livestock 	<ul style="list-style-type: none"> • Destroy infrastructure • Cause traffic hazards • Prey on native and domestic animal species

Table 1 - Potential impacts of invasive plants and animals on key environments (Adapted from North Burnett Local Government Area Biosecurity Plan 2019-2024)

Risk Assessment

Risk-based decision-making for invasive species now focuses on managing agreed outcomes, shared responsibility and keeping the number of prescribed requirements to a minimum. The benefit is flexibility in the application of the legislation and supports proportionate and rapid responses when required.

A risk-based approach to the management of invasive plants and animals is now being trialled in the RAPAD group of Councils to achieve its goals to manage any invasive species. The risk-based approach means a reasonable and practical response is matched to the degree of risk posed by the invasive species. What is considered reasonable and practical will depend on the seriousness of the risk, what the consequences could be and how likely they are to occur.

All Councils within the RAPAD footprint will develop individual Biosecurity Plans. They will however utilise a standard approach to analyse risk and determine management outcomes for their area.

The standard approach is the use of the Invasive Species Assessment Framework (ISAF) and involves the 4 steps shown in the Figure 1.

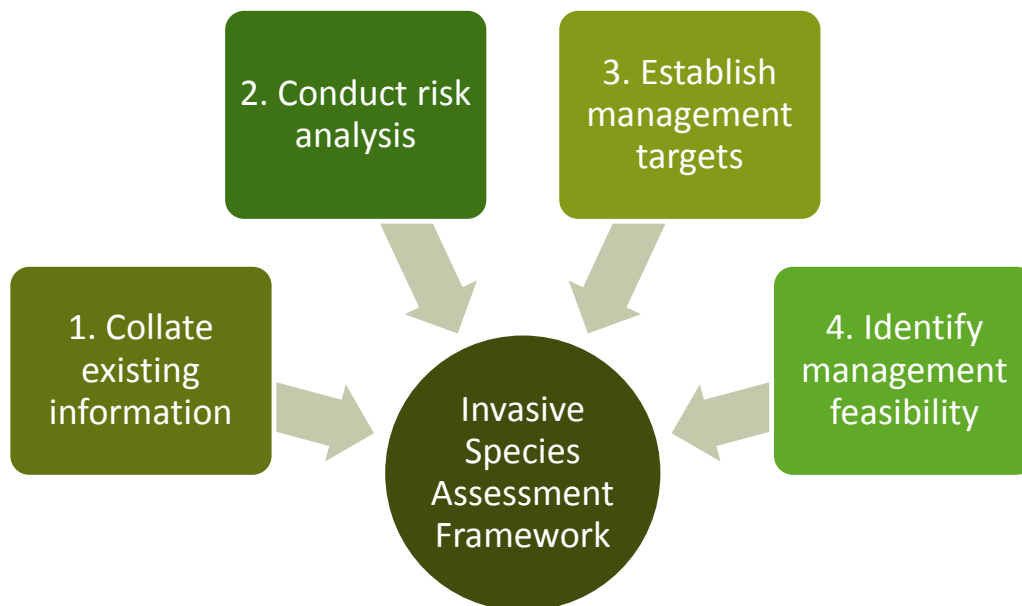


Figure 1 - Invasive Species Assessment Framework (Drawn from the North Burnett Regional Council (NBRC) Biosecurity Plan 2019-2024)

Locally Significant Pests and Management Actions

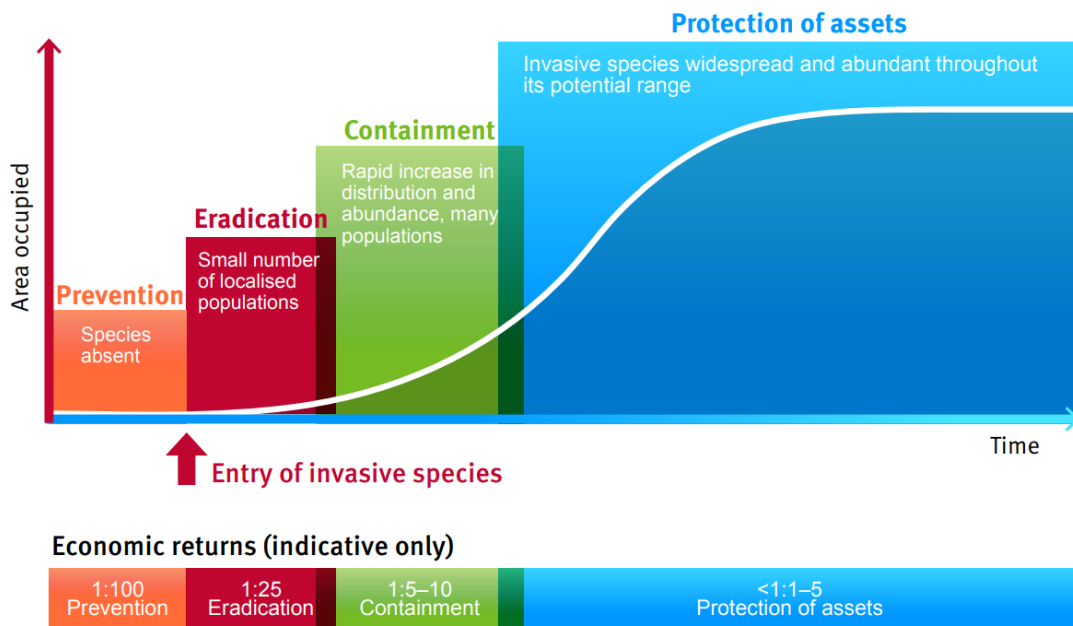
The Generalised Invasion Curve in Figure 2 demonstrates the invasion continuum and the associated gradient in return on investment at any point along the continuum and is based on the stages of invasion of a high-risk species.

The role of government, the responsibilities of industries/communities and the scale of industry/community benefits that accrue from government investment also vary depending on the stage of 'invasion'².

The invasion curve highlights the most appropriate approach to the management of invasive species, based on the area occupied as well as the indicative economic returns for each management option. The approach needed to prevent the entry of, or to eradicate an invasive species is very different to that of containment or asset protection.

There are Weeds of National Significance (WONS) in CWQ and these are shown in Appendix 2. National management strategies have been published for all WONS species. As well, national management groups have been established to oversee the implementation of the respective national strategic plans.

² (National framework for the management of established pests and diseases of national significance – National Biosecurity Committee 2016)



Generalised invasion curve showing actions appropriate to each stage

Source: Biosecurity strategy for Victoria (2009)

Figure 2 - Generalised Invasion Curve

Table 2 shows the management goal for each stage. They align to the management stages of the Generalised Invasion Curve. As well as highlighting the management goals, Table 2 also shows the challenges for success in each stage, and how achievement will be measured.

<p>Management Goal 1 Stage: Prevention</p>	<p>Prevent the establishment of new invasive species in the Central West The challenge is to:</p> <ul style="list-style-type: none"> • identify high risk invasive species early in their appearance and before they establish. • speedily assess potential invasiveness. • speedily implement effective barriers to prevent their entry. <p>How will we know if we have achieved this goal?</p> <ul style="list-style-type: none"> ▪ No new invasive species are found in the region. <p>How will achievement be measured?</p> <ul style="list-style-type: none"> ▪ The number of new invasive species identified as having potential impact on the Central West is stable.
<p>Management Goal 2 Stage: Eradication</p>	<p>Eliminate new establishments of invasive species in the Central West The challenge in this stage is to develop and deploy effective and efficient ways to eradicate a new infestation of an introduced invasive species before it spreads.</p> <p>How will we know if when have achieved this goal?</p> <ul style="list-style-type: none"> ▪ New invasive species are effectively managed to prevent establishment in the region through the application of efficient control responses.

	<ul style="list-style-type: none"> ▪ Established invasive species that have potential to be eradicated due to isolation are effectively removed, with future monitoring identifying no further establishments. <p>How will achievement be measured?</p> <ul style="list-style-type: none"> ▪ The number of new invasive species that are prevented from establishment in the Central West due to effective management is stable since previous assessment. ▪ The number of invasive species that have moved from the eradication stage to another stage (prevention, containment, asset protection). ▪ The number of invasive species eradication activities undertaken, with increasing participation and engagement from stakeholders.
<p>Management Goal 3 Stage: Containment</p>	<p>Contain the spread of existing invasive species to known areas The challenge is to identify areas free of invasive species and develop and deploy approaches to contain the invasive species to a known area.</p> <p>How will we know if when have achieved this goal?</p> <ul style="list-style-type: none"> ▪ Existing invasive species infestations are contained to the known area and prevented from becoming widespread throughout the Central West. <p>How will achievement be measured?</p> <ul style="list-style-type: none"> ▪ The number of invasive species that have moved from the containment stage to another stage (prevention, eradication, asset protection). ▪ Distribution and density of existing invasive species infestations in known areas is decreasing. ▪ The number of invasive species containment areas or known locations changes (increases or decreases). ▪ The number of invasive species containment activities undertaken, with increasing participation and engagement from stakeholders.
<p>Management Goal 4 Stage: Asset Protection</p>	<p>Reduce the impacts of widespread invasive species in the Central West The challenge is to manage or control these invasive species to reduce their impact where the benefits of control are the greatest.</p> <p>How will we know if when have achieved this goal?</p> <ul style="list-style-type: none"> ▪ Management and control investments will be directed based on the greatest benefit. <p>How will achievement be measured?</p> <ul style="list-style-type: none"> ▪ The benefits of control of the invasive species is proven to outweigh the investment required. ▪ The impact of invasive species on economic, agricultural, social, and conservation/biodiversity factors changes (increases or decreases). ▪ The number of invasive species that have moved from the asset protection stage to another stage (prevention, eradication, containment). ▪ The number of invasive species containment activities undertaken, with increasing participation and engagement from stakeholders.

Table 2 - Invasive Species Management Goals and Challenges (Adapted from NBRC Biosecurity Plan)

Biosecurity Program and Local Government

Management of invasive plants or animals across the RAPAD region in Central West Queensland will be done by each local government in line with the purpose of collaborating to achieve the optimum outcome for each local government area.

It requires Local Government Officers who:

- Can conduct regular and situation-targeted surveillance programs to identify new and emerging pest weed and animal incursions.
- Can monitor and report management actions for existing pest incursions.
- Are trained to address the threats, collect the data and prepare the status reports, as well as in the ways to generate community awareness and action.
- Can conduct prevention and control programs through knowledge of best industry practice and can undertake stakeholder/community engagement for appropriate responses.

For locally declared pest weeds and animals, triggers will be discussed and set by each of the seven local governments. For example, Leucaena (*Leucaena spp.*), Sticky Florestina (*Florestina tripteris*), deer (all species) and birds such as Common or Indian Myna (*Acridotheres spp.*) have been identified as emerging or potential threats in our region based on evidence from other regions within Queensland. Localised concerns may be brought from Councils through the Central West Regional Pest Partnership Group (CWRPPG) to the CWRPMG as the decision-making body for pest management for consideration as a regional issue, and group members will inform their respective Councils of outcomes of local significance.

Where imminent threats are identified they can be escalated to a regional focus with support from the CWRPPG and the CWRPMG. Regional priorities will be identified during this process, with co-investment opportunities investigated.

Community Engagement

Community engagement was undertaken in the period between the February and May 2023 meetings of the CWRPMG. The Draft Strategy was provided to stakeholders and community for their review and comment.

Outcomes

Membership of the CWRPMG, the decision-making body for the Central West Regional Biosecurity Strategy (CWRB Strategy), provides representation of each RAPAD Council and is essential to achieving the outcomes of the Strategy.

Outcomes will come from working with the CWRPMG and will be achieved through active engagement of stakeholders, landholders and community in the process of pest management control.

For the CWRPMG their focus will be to generate awareness, education and collaborative action. For each local government Council their focus will shift to awareness, education, compliance and enforcement. The shift embeds the principle of shared responsibility for managing biosecurity risks among government, community and rural industries where it includes invasive weed and animal pests. As well the shift demonstrates that biosecurity management applies equally to all land in the state, regardless of whether it is publicly or privately owned.

Individual RAPAD Councils will:

- Encourage landholders to complete and maintain Property Pest Management Plans (PPMP) to enable the identification and monitoring of pest weeds and animals and the control actions they've taken. This data can be used in funding applications, biosecurity planning activities and, if needed, implementing containment zones and the like.
- Collate all data (e.g. known pest quantities and densities) collected in their council areas to a central database. This data will be used for monitoring, research, individual council and RAPAD funding applications, as well as planned containment and eradication activities.
- Identify potential local risk areas such as:
 - Existing and emerging pest infestations
 - Potential high-risk areas and the actions to be taken
 - Potential vector pathways such as roadways, rivers, rail corridor etc.

Review and Reporting

The Strategy will commence from the time that the Strategy is adopted by CWRPMG and endorsed by member councils. It will be in force for 5 years, 2024-2029. A 2026 review will ensure that the RAPAD group of Councils is well placed to respond to any changes in the nature of biosecurity risks in the region. Specific details of the review process will be those agreed to by the CWRPMG.

Review and reporting to CWRPMG will be done annually. Annual reviews will cover:

- Known infestations in map format,
- Emerging threats, and
- Activities undertaken and planned e.g. community engagement, coordinated projects, funding outcomes (acquittals) and media.

A major review of the Central West Biosecurity Strategy (2024-2029) will commence in 2028 for completion in 2029.

Council may amend, replace or approve minor revisions of the Strategy at any time, if required in accordance with relevant requirements of the *Biosecurity Act 2014* or any other statutory requirements as they arise.

References, Resources and Further Information

Individual Council Biosecurity Plans will be referenced here as they become available from each of the seven Councils.

[Australian Pest Animal Strategy 2017-2027](#)

[Australian Weeds Strategy 2017-2027](#)

[Biosecurity Act 2014](#)

[Queensland Weed and Pest Animal Strategy 2019-2024](#)

[Queensland Biosecurity Strategy 2018-2023](#)

[Department Biodiversity conservation strategy](#)

Acronym Glossary

BQ	Biosecurity Qld Department Agriculture Fisheries
CWRBS	Central West Regional Biosecurity Strategy
CWRPMG	Central West Regional Pest Management Group
CWRPPG	Central West Regional Pest Partnership Group
CWQ	Central Western Queensland
DAF	Department of Agriculture and Fisheries
DCQ	Desert Channels Qld
DNPRSR	Department of National Parks, Recreation Sport and Racing
DoR	Department of Resources
DTMR	Department of Transport and Main Roads
DUC	Desert Uplands Committee
GBO	General Biosecurity Obligation
ISAF	Invasive Species Assessment Framework
LEBR	Lake Eyre Basin Rangers
LG	Local Government
NQDT	North Queensland Dry Tropics
QR	Queensland Rail
RAPAD	Remote Area Planning and Development Board
SQL	Southern Queensland Landscapes

Appendix 1 – CWRPMG

The purpose and role of the CWRPMG is written in its constitutional document as:

- Take a leadership and advocacy role in the effective regional planning and management of animal and plant pests in the Central West RAPAD group of Councils
- Provide the regional governance for the activities and projects of the Land Protection On-Ground and Research Fund
- Enhance local/regional ownership of projects and activities funded.

The objectives of the CWRPMG are to:

- Provide leadership, coordination and priority setting, with regards to advocacy to and funding from Federal and State sources, for:
 - Pest management activities in the region generally and
 - Pest management on stock routes and other State land.

Specifically, the CWRPMG is to:

- Identify priorities for Owner Reimbursement Cost (ORC) investment that are based on regional pest management priorities identified in Local Government Biosecurity Plans, risk assessment of emerging species or issues and relevant State pest management plans.
- Review currently funded ORC activities against regional priorities for continuation or transition to new investments.
- Consider interactions with other funded programs in the region, such as, but not limited to, Land and Sea Ranger programs.
- Reach consensus on priorities and projects in a collaborative manner.
- Engage with stakeholders to identify other projects and priorities that leverage additional resources for enhanced outcomes.
- Develop ORC project Expressions of Interest including approximate resource requirements for coordination and alignment by the Statewide Oversight Group.
- Engage and coordinate with other Regional Pest Management Sub-Committees on potential ORC projects/activities.
- Undertake six monthly ORC project implementation reviews and provide regional views to the Statewide Oversight Group about Statewide projects.

Appendix 2 – Weeds of National Significance

WONS – Weeds of National Significance

Under the [National Weeds Strategy](#), 32 introduced plants were identified as Weeds of National Significance (WONS). This list of 32 WONS was developed based on the following key criteria:

- invasive tendencies
- impacts
- potential for spread
- socioeconomic and environmental values.

National management strategies and manuals have been published for all of these species. National management groups have been established for each of these species to oversee the implementation of the respective national strategic plans.

Cat. → R/I = Restricted Invasive P = Prohibited

Weed – Common Name	Cat.	RAPAD?
African Boxthorn	R/I 3	
Alligator Weed	R/I 3	
Athel Pine	R/I 3	●
Asparagus Ferns (7 species)	R/I 3	
Bellyache Bush	R/I 3	●
Bitou Bush	R/I 2,3,4,5	
Blackberry	R/I 3	
Bridal Creeper	R/I 2,3,4,5	
Brooms		
Cabomba	R/I 3	
Cat's Claw Creeper	R/I 3	?
Chilean Needle Grass	R/I 3	
Fireweed	R/I 3	
Gamba Grass	R/I 3	
Gorse		
Hymenachne	R/I 3	
Lantana	R/I 3	
Mesquite	P/R/I 3	●
Madeira Vine	R/I 3	
Mimosa Pigra	R/I 2,3,4,5	
Opuntoid Cacti		●
Parkinsonia	R/I 3	●
Parthenium Weed	R/I 3	●
Pond Apple	R/I 3	
Prickly Acacia	R/I 3	●
Rubber Vine	R/I 3	●
Sagittaria	R/I 3	
Salvinia	P/R/I 3	
Serrated Tussock	P/I 2,3,4,5	
Silverleaf Nightshade	R/I 3	
Water Hyacinth	R/I 3	
Willows	R/I 3	

Opuntoid Cacti	
Prohibited & Restricted Invasive cacti	
<ul style="list-style-type: none"> • Aaron's beard cactus (<i>Opuntia leucotricha</i>) • Blind cactus (<i>Opuntia rufida</i>) • <i>Opuntia puberula</i> (no common name) • Sulphur cactus (<i>Opuntia sulfurea</i>) • Violet prickly pear (<i>Opuntia gosseliniana</i>) • Wheel cactus (<i>Opuntia robusta</i>) 	
Restricted invasive cacti	
<ul style="list-style-type: none"> • Bunny ears cactus (<i>Opuntia microdasys</i>) R/I 2,3,4,5 • Cane cactus (<i>Austrocylindropuntia cylindrica</i>) • Common pest pear, spiny pest pear (<i>Opuntia stricta</i>) R/I 3 • Coral cactus (<i>Cylindropuntia fulgida</i>) R/I 3 • Devil's rope pear (<i>Cylindropuntia imbricata</i>) R/I 3 • Drooping tree pear (<i>Opuntia monacantha</i>) R/I 3 • Eve's pin cactus (<i>Austrocylindropuntia subulata</i>) R/I 3 • Hudson pear (<i>Cylindropuntia pallida</i> & <i>Cylindro. tunicata</i>) R/I 2,3,4,5 • Jumping cholla (<i>Cylindropuntia prolifera</i>) R/I 2,3,4,5 • Riverina pear (<i>Opuntia elata</i>) R/I 3 • Snake cactus (<i>Cylindropuntia spinosior</i>) R/I 3 • Tiger pear (<i>Opuntia aurantiaca</i>) • Velvety tree pear (<i>Opuntia tomentosa</i>) R/I 3 • Westwood pear (<i>Opuntia streptacantha</i>) 	
Category 2	The invasive plant must be reported within 24 hours Biosecurity Queensland on 13 25 23.
Category 3	The invasive plant must not be distributed either by sale or gift, or released into the environment.
Category 4	The invasive plant must not be moved.
Category 5	The invasive plant must not be kept.

“This Strategy is an excellent example how we can think regionally and act locally to achieve positive outcomes and protect our unique environment for future generations”
- Mr Rick Britton



This Strategy was prepared by the Longreach Regional Council on behalf of the Central West Regional Pest Partnership Group (CWRPPG) and the seven local governments within RAPAD.

TITLE:	WHS Report for November 2023	DOC REF: 11.2.4
REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 4/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> TMR Traffic Management Registration Certification issued until 31st May 2025.
Toolbox talks / Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to council staff have recommenced and are completed every two weeks. Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe work Practices).
Compliance and Education	<ul style="list-style-type: none"> Present WHS actions/issues/iAuditor/ Audit rectification plan to ManEx meetings weekly. Update WH&S registers – move current paper-based register to electronic copies (continuous process) On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed). Reviewing IAuditor Systems and running test demonstrations of other on-line safety platforms. Defib Audits complete – New batteries received and pads for Min Min Centre Defib ordered.

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor • Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers). 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 0 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> • Face-to-face Inductions: Online Inductions: Learning systems and updating tasks for completion. • Toolbox talks with depot staff. • WHSA is completed Drug/Alcohol testing course on Dec 6 • WHSA conducted a review of the Boulia Aerodrome's DAMP, bringing it into line with current legislation, Australian Standards and CASA requirements. 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boulia Shire Council Hazard Risk Register. • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings) • Populating and uploading information into the new WHS Computer based system – Sky Trust. Audit/Inspection uploads continuing 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Adam Stevenson is now our LGW Rep, as Julian Soler has left LGW. Spoke with Adam and dates for face-to-face visit TBA, but early next year during Start Up. 		
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. 		

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Workplace Health and Safety Report for November 2023 for information.

ATTACHMENTS:

Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	State Penalties Enforcement Register (SPER)	DOC REF: 11.2.5
REPORT BY:	Nessa Swann Executive Assistant	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

5.4.4: Implement good practice in managing and maintaining our assets

5.4.5: Advocate for improved services and infrastructure

RISK MANAGEMENT:

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

PURPOSE:

To provide a comprehensive overview of the strategic utilisation of the State Penalties Enforcement Registry (SPER) by the Council for the purpose of debt recovery.

CONTENT:

At the ManEx Meeting of 18th October 2023 there was a proposal to register debts to Council with the State Penalties Enforcement Registry who:

1. Maximise the number of fines and penalties paid before enforcement action is taken; and,
2. Emphasise that unpaid work is an option for eligible people in hardship who cannot afford to pay their SPET debt; and,
3. Reduce the use of imprisonment for people who do not pay their fines and penalties by using other enforcement methods; and,
4. Inform the community about the obligations of offenders and the consequence of non-compliance.

Boulia Shire Council is empowered to leverage SPER for Acts such as:

1. Duties Act 2001
2. Land Tax Act 2010
3. Mineral Resources Act 1989
4. State Penalties Enforcement Act 1999

This strategic utilisation will strengthen Council's ability to manage and enforce debts effectively across various legislative frameworks.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Nil.

RECOMMENDATION:

1. That Council endorse utilising the State Penalties Enforcement Registry for responsible and judicious debt recovery, aiming to benefit both the Shire and its residents.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Review of MOU: North West Indigenous Catholic Social Services Ltd	DOC REF: 11.2.6
REPORT BY:	Nessa Swann Executive Assistant	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

Key Priority 1: A strong supportive community environment

1.3: Bouliia Shire to have active inclusive communities

1.3.2: Recognise the outstanding work done by volunteers by partnering with relevant groups to support volunteering services within the shire

RISK MANAGEMENT:

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

PURPOSE:

To consider the request to extend the Memorandum of Understanding (MOU) for the North West Indigenous Catholic Social Services Limited (N.W.Q.I.C.S.S.) to continue the use of the Burke Street Hall Building.

CONTENT:

The current MOU between Bouliia Shire Council and the N.W.Q.I.C.S.S. for the use of the Burke Street Hall Building expired 7th October 2023 and this report seeks Council's approval to continue the use of the Burke Street Hall Building as a base for the branch of the Bouliia North West Indigenous Catholic Social Services Limited. The reviewed MOU is attached for Council's reference.

Council is endeavouring to make use of all Council buildings within the shire and the Burke Street Hall Building is one which is utilised sporadically. It is a smaller building of which the greater part of the area is used for open use with a small kitchen and separate internal toilet facility. The location of the main street is an excellent position with a small outside area also able to be used if needed.

What periods the building would be open for the public?

The building will be open for members and visitors of the N.W.Q.I.C.S.S. Bouliia with control being in the hands of the President or other authorised person during meetings and other mandated times such as training or classes.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

As listed in the MOU.

RECOMMENDATION:

1. That Council endorse the Memorandum of Understanding between the North West Indigenous Catholic Social Services Limited and Bouliia Shire Council for a term of 3

years and advise the North West Indigenous Catholic Social Services Limited Chief Executive Officer, Mr Faisal Khan.

ATTACHMENTS:

1. MOU 2023-2024 [11.2.6.1 - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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Memorandum of Understanding

Between

Boulia Shire Council

And

North West Indigenous Catholic Social Services Limited
(N.W.Q.I.C.S.S.)

Burke Street Hall Building:
Burke St, BOULIA
'THE OLD RSL BUILDING'

THIS MEMORANDUM OF UNDERSTANDING is made between:

Owner: BOULIA SHIRE COUNCIL
18 Herbert St, BOULIA, QLD

AND:

Occupier: Boulia Community Support Services

BACKGROUND

Council is endeavouring to make use of all Council buildings within the shire and the Burke Street Hall, Boulia is vacant. It is a smaller building of which the greater part of the area is used for open use with a small kitchen and separate internal toilet facility. The location off the main street is an excellent position with a small outside area also able to be used if needed.

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to recognise Council's commitment to the public and to clarify the relationship between Boulia Shire Council and potential occupier in respect to the operation and management of the building known as the Burke Street Hall. The MOU will identify the roles and responsibilities of each party to this agreement.

This MOU is not intended to be a legally binding document.

OBJECTIVES

To provide an operational framework for the use of the Burke Street Hall building.

DEFINITIONS

"Occupier" refers to the Lessee.

"Council" refers to Boulia Shire Council

"Building" refers to the Burke Street Hall, Burke Street, Boulia.

"Chief Executive Officer" refers to the Chief Executive Officer of Boulia Shire Council.

1. BUILDING ACCESS

- The Occupier shall have reasonable access to the building located on land described as the Burke Street Hall.
- The Occupier shall allow Council access to the building subject to prior notification.
- The Occupier shall allow access to the building for other users to access the building at times when the occupier is not using the building.
- The Occupier shall have full responsibility for the security of any items left in the property which belong to the occupier.

2. INSURANCE

As a condition of operation, the Occupier must provide the Council with:

- An annual submission of the current Certificate of Public Liability Insurance, indicating a coverage amount of \$20 million, must be provided to the Council.

3. MAINTENANCE

The Council assumes responsibility for covering the expenses associated with routine general maintenance on the premises, encompassing, but not confined to the following areas:

- Structural upkeep of the building.
- Plumbing maintenance for corroded or damaged pipes, such as, leaking taps and calcification-related leaks in cisterns, excluding blockages.
- Maintenance of doors and windows, including handles, locks, and hinges.
- It is imperative that the Occupier promptly reports any necessary maintenance to the Council office.
- At the Occupier's expense, it is incumbent upon them to uphold the building's presentability in a manner that aligns with the intended purpose, both during and after its use.
- The Council, in turn, assumes responsibility for evaluating additional maintenance requests, including repairs and replacements of fittings and fixtures such as hot water systems. These requests should be submitted in writing to the Council at the earliest convenience.

4. HOURS OF OPERATION

- The operational hours for the initial 12-month period are stipulated as follows:
 - Monday to Friday 8:00 am to 12:30pm

5. WH&S, SECURITY, & FIRE SAFETY

- The Occupier is responsible for ensuring the secure locking of the building during periods of unoccupancy to prevent unauthorized access.
- Adequate fire safety equipment, including extinguishers, blankets, and hoses, must be provided by the Occupier to comply with regulations. Regular maintenance checks on this equipment shall be conducted by a qualified contractor.
- The Occupier is tasked with the development and conspicuous display of an appropriate evacuation plan for the building. This plan must be positioned prominently for the

awareness of all staff and patrons when necessary.

- The Occupier is to guarantee that all patrons are familiar with the fire evacuation plan and that all fire exits remain unobstructed.
- The Occupier is further obliged to adhere to all legal requirements associated with the operation of the business, including covering any related costs or fees.

6. FINANCIAL MANAGEMENT

- All proceeds generated from the business operations shall exclusively belong to the Occupier.
- The Occupier assumes responsibility for all requisite license fees essential for the maintenance and operation of the business.

7. ELECTRICITY

- The Occupier is tasked with the responsibility of arranging and covering the costs associated with the connection and payment of electricity accounts for the premises, essential for the uninterrupted operation of the Occupier's business.

9 TELEPHONE

- The occupier will be responsible for connection and charges associated with any telephone service.
- The Occupier is tasked with the responsibility of arranging and covering the costs associated with the connection and payment of a dedicated telephone accounts for the premises.

10 ACTIVITIES / LICENCES

- The Occupier bears the responsibility for covering all expenditures related to promotional activities and advertising initiatives for the business.
- Additionally, the Occupier is accountable for all costs associated with obtaining the necessary licenses for the lawful operation of the building.

11 CONTACTS

- The Occupier is required to furnish the Council with comprehensive information, including names, addresses, telephone contact numbers, and email addresses of an alternate representative.
- The designated contact at the commencement of this Memorandum of Understanding (MOU) shall serve as the primary point of contact for any subsequent matters pertaining to the operation:

Group/Organisation/Individual- N.W.Q.I.C.S.S. Ltd

Name: Mr Faisal Khan CEO

Address: 17 Stanley St, Mt Isa Qld 4825

Phone: 07 4749 8500

Email: fkhan@nwqicss.org

The Council contact at the commencement of this MOU shall be:

Name: Chief Executive Officer
Phone: 07 4746 3188
Mobile: 0429 463 188
Email: ceo@boulia.qld.gov.au

12. IMPLEMENTATION

- Any modifications to this Memorandum of Understanding (MOU) necessitate mutual agreement from both parties involved.
- The parties commit to conducting a formal review of this agreement no later than three (3) months from its expiration date, or at any other juncture during the tenure of the Memorandum of Understanding (MOU), at the request of either party. Such a request for review requires a minimum of three (3) months' notice of intention, communicated to the other party.
- Upon the execution of any new or amended Memorandum of Understanding (MOU), both parties commit to a collaborative inspection aimed at assessing and documenting the current condition of the building. The resultant inspection report will be endorsed by both parties and annexed as an integral attachment to the MOU.

13. TERMS OF MEMORANDUM OF UNDERSTANDING

- Both parties mutually concur that the duration of this Memorandum of Understanding (MOU) spans a period of 12 months (1 year).

RENTAL PAYMENT AND REVIEW PERIOD

- The weekly rental amount of **\$50.00**, payable to Boulia Shire Council, becomes effective from the date of the execution of this agreement. It is understood that this payment structure aligns with the **not-for-profit** nature of the business.
- Upon the conclusion of this Memorandum of Understanding (MOU), both parties retain the option to engage in negotiations for a subsequent term, contingent upon the success of the existing arrangement.
- Subsequent to the initial term, the annual rent payment will be subject to negotiation between the Occupier and the Council, accounting for relevant operating costs.
- Monthly invoices will be generated and remitted in accordance with the prevailing invoice payment requirements outlined by the Council.

TITLE:	Local Disaster Management Plans - Review	DOC REF: 11.2.7
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment:

4.2: Resilient

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

4.2.2: Establish and maintain a disaster management response capability to meet community needs when required

RISK MANAGEMENT:

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

PURPOSE:

To advise Council of the reviewed Local Disaster Management Plan 2024-2025, Natural Disaster Risk Management Strategy 2024-2025 and the Local Disaster Evacuation Sub-plan 2024-2025.

CONTENT:

The Local Disaster Management Group is supported by the District Disaster Management Group in Mt Isa and is regulated by the *Disaster Management Act 2003*.

Part 3 - Division 3 - Subdivision 1 - Section 59 – Reviewing and renewing the Plan

A local government may review, or renew, its local disaster management plans when the local government considers it appropriate. However, the local government must review the effectiveness of the plans at least once a year.

Local Disaster Management Plan 2024-2025

The Boulia Shire through the work of the Local Disaster Management Group will maintain their commitment to effective disaster management for the shire. To be effective our disaster management planning must be a moving feast, we learn from events in the Shire, and we examine the actions of other shires to ensure that we improve and adapt to changes such as the expectations of the community and climate change.

This plan is a plan for the community, to be truly effective we must draw on the collective knowledge of the community to develop a document that is suitable and effective.

The purpose of the Boulia Shire Disaster Management Plan is to address the disaster management needs of the Boulia Shire.

This will be achieved by:

- Ensuring that community risks related to events are effectively managed;
- Ensuring that risks requiring District level support are identified and communicated to the District Level;
- Ensuring that Local Government and Local Groups comply with their disaster management obligations under the *Disaster Management Act 2003*; and
- Other purposes related to disaster management the Local Government determines.

The plan ensures that community risks relating to disaster events, or events that affect the wellbeing of the community are identified and effectively managed.

The plan is to detail the arrangements and responsibilities between response agencies, supporting government and non-government organisations.

The 2024-2025 version of this document takes into account changes to Government Departments, the implementation of the Australian Warning System (AWS) and updated references to the *Disaster Management Act 2003* and *Disaster Management Regulation 2014*.

Natural Disaster Risk Management Strategy 2024-2025

Natural Disaster Relief and Recovery Arrangements (DRFA) funding guidelines require Local Governments to provide evidence of mitigation (where mitigation means measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment). This decision follows a shift in the philosophical ideas on disaster management in Australia. Research has determined that every \$1 spent on mitigation saves approximately \$3 in economic and social recovery costs.

In this Strategy each natural hazard has been evaluated in respect of the level of likelihood and consequence. Each hazard was also assessed according to the risks to different elements of the community including:

- People
- Buildings
- Environment
- Business
- Lifelines
- Critical Facilities

The strategy gives a balanced approach to the preparedness, prevention and delivery of critical services across the shire.

Evacuation Sub-Plan 2024-2025

The purpose of the evacuation sub-plan is to provide support to local government when planning and implementing an evacuation of exposed persons within the Boulia Shire Local Disaster Management Group (LDMG) area of responsibility.

The completion of this plan will support the LDMG to:

- identify and map local hazards and the population exposed
- relevant data document community education awareness programs - before, during and after an event
- document the decision to evacuate
- develop and disseminate user-friendly public information and warnings to the community
- coordinate an organised and coordinated movement of exposed persons to a safer location and their eventual return home.

This sub-plan forms part of the Local Disaster Management Plan (LDMP).

Due to the large size of these documents, they have been uploaded onto the Councillor 'Bigtincan' platform for access to review.

CONSULTATION: Elliott Dunn, Emergency Management Coordinator - Mount Isa District

GOVERNANCE IMPLICATIONS: Compliance with the Disaster Management Act 2003

RECOMMENDATION:

That the Council adopt the following, as presented:

- Local Disaster Management Plan 2024-2025

- Natural Disaster Risk Management Strategy 2024-2025
- Evacuation Sub-Plan 2024-2025

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Privacy Policy and Statement	DOC REF: 11.2.8
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

To present to Council the proposed Privacy Policy and updated Privacy Statement for adoption.

CONTENT:

In 2018 Council adopted a Privacy Plan that outlined Boulia Shire Council's commitment to protecting the privacy and security of personal information it collects and manages about its employees, customers, members of the community, contractors and service providers. It explained such information as what 'personal information' is, the types of information that may be collected, how it may be collected and our obligations in relation to this in accordance with the *Information Privacy Act 2009* and *Right to Information Act 2009*.

The Privacy Plan is due for review and has been transferred over into Council policy format to be included in the policy suite of documents for more efficient monitoring and to enable easier and quicker access for staff and community members to locate and view.

In conjunction with the Privacy Policy, Council's Privacy Statement has also been updated. This Statement is a quick reference to Council's commitment to privacy and also includes more detailed information in relation to privacy and data collection from the Council website. Both these documents have been attached for Council's review and are recommended for adoption.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Privacy Policy and Statement, as presented, be adopted.

ATTACHMENTS:

1. Draft Privacy Policy [11.2.8.1 - 16 pages]
2. General Privacy Statement [11.2.8.2 - 2 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

PRIVACY POLICY

Category:	Policy
Policy Number:	Policy ***
Document Version:	1
Obsolete Version:	n/a
Keyword Classification:	Privacy, Personal Information
Summary:	The purpose of this policy is to help staff and members of the public understand how personal information is managed within the Council.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation
Revision Date:	
Date Revoked:	n/a
Related documents:	Boulia Shire Council – Privacy Statement Policy 121 - Confidentiality (use of information) procedure policy Policy 127 - Complaints Management Policy and Process Policy 152 - Security Access Card and CCTV Policy
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Information Privacy Act 2009 Right to Information Act 2009

OBJECTIVE

Boulia Shire Council (Council) is committed to protecting the privacy and security of personal information it collects and manages about its employees, customers, members of the community, contractors and service providers.

The purpose of this policy is to help staff and members of the public understand how personal information is managed within the Council and provide assurance that their personal information is safeguarded and maintained in accordance with the *Information Privacy Act 2009* (IP Act) which governs the way public sector agencies such as the Boulia Shire Council, manage personal information.

SCOPE

This policy applies to Council employees, Councillors, Work experience participants and volunteers, Community individuals and organisations that perform a function for Council, Contracted service providers (contractors and consultants) to the Council and Joint venture partners. This policy should be read in conjunction with Council policy 121 Confidentiality (Use of Information) Procedure Policy, which aims to assist Councillors and staff to determine what might be considered confidential information and how this information should be handled.

WHAT IS PERSONAL INFORMATION?

Personal information is any information about an individual which allows their identity to be reasonably determined. It is defined in the IP Act as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Examples include:

- A person's name and address
- Signature
- Email address
- Date of birth
- Drivers licence details
- Unlisted phone numbers
- Physical characteristics such as height, birthmarks, tattoos and psychological profiles
- Sensitive information such as political and religious beliefs, medical records, disabilities and sexual preferences
- Images and photographs
- Sounds and voice recordings

An individual is a natural person. Information about a company, or someone deceased, is not regarded as personal information.

Information generally available to the public (magazines, books, newsletters or newspaper articles and annual reports) is not considered personal information.

Some personal information is considered exempt from the *Information Privacy Act 2009*:

- Covert activity
- Witness protection
- Disciplinary actions and misconduct
- Whistleblowers
- Commissions of enquiry
- Cabinet and Executive Council documents

- Other documents that are one of the following:
 - A generally available publication
 - A document kept in a library, art gallery or museum for reference, study or exhibition purposes
 - A public record in Qld State Archives, classed as unrestricted
 - A letter or anything else, while it is being transmitted by post

Further explanation on this exempt information is provided in Appendix 2.

POLICY

The IP Act contains a set of principles which define how personal information should be managed and accessed (see Appendix 1) and operates in partnership with the *Right to Information Act 2009* (RTI Act).

The IP Act provides safeguards to protect personal information and allows people to access and correct their own personal information. The RTI Act creates a right for individuals to apply for other non-personal information.

The IP Act may be found on the Office of the Queensland Parliamentary Counsel's Queensland Legislation website: www.legislation.qld.gov.au

The Office of the Information Commissioner (the Office) has been established to support the IP and RTI Acts. The Office has produced extensive guidelines on the IP Act, which may be viewed on the Office's website: www.oic.qld.gov.au

Boulia Shire Council's privacy commitments involve the following performance goals:

Goal	Task
Develop sound policies and procedures	<ul style="list-style-type: none"> • Monitor and audit personal information Council collects and how it manages it. • Review, and if required, update Council privacy policies and procedures
Improve awareness	<ul style="list-style-type: none"> • Review and if required, update privacy statements on information collection forms. • Publish this policy and privacy information on our website. • Facilitate privacy awareness training for employees and business units.
Ensure contracts and outsourced service agreements are compliant	<ul style="list-style-type: none"> • Include privacy clauses in all new contracts, service level agreements and other service arrangements which involve dealing with personal information, from the adoption of this policy.

Information Privacy Principles

There are three sets of privacy principles within the IP Act:

1. Information Privacy Principles (IPP's).
2. Transfer of personal information out of Australia principles.
3. Contracted service provider principles.

The following eleven items form Information Privacy Principles (see Appendix 1 for detailed descriptions of each principle):

- Principle 1: Collection of personal information (lawful and fair)
- Principle 2: Collection of personal information (requested from individual)
- Principle 3: Collection of personal information (relevance, etc)
- Principle 4: Storage and security of personal information
- Principle 5: Providing information about documents containing personal information
- Principle 6: Access to documents containing personal information
- Principle 7: Amendment to documents containing personal information
- Principle 8: Checking of accuracy, etc. of personal information before use
- Principle 9: Use of personal information only for relevant purpose
- Principle 10: Limits on use of personal information
- Principle 11: Limits on disclosure of personal information

Transfer out of Australia principles safeguard the way personal information can be provided to people or organisations outside Australia.

Contracted service provider principles require Council to put in place new contract arrangements that bind contracted service providers to abide by the eleven IPP's.

Responsibility for privacy within Council

All employees are responsible for ensuring that Council continues to comply with the principles of the IP Act. This includes:

- Council employees
- Councillors
- Work experience participants and volunteers
- Community individuals and organisations that perform a function for Council
- Contracted service providers (contractors and consultants) to the Council
- Joint venture partners

The overall responsibility for privacy in the Boulia Shire Council rests with the Chief Executive Officer. The day-to-day management of privacy has been delegated to the Administration Supervisor. The Administration Supervisor is the first point of contact for members of the public and employees on privacy matters including:

- Breach of privacy complaints
- Requests for internal reviews of formal decisions
- Requests to amend records
- General information on privacy in the Boulia Shire Council.

The Administration Supervisor is also responsible for reporting privacy matters to the Chief Executive Officer, and for preparing relevant statistical reports for senior management. The Administration Supervisor can be contacted at snradmin@boulia.qld.gov.au or by telephone on (07) 4746 3188.

Legislation that affects the way Council manages information

The following list identifies some of the legislation that we administer or partly administer in order to deliver our community services and Local Government responsibilities. In some circumstances, this legislation provides specific rules about how we must collect or disclose certain personal information. Complying with those specific rules will not be a breach of the privacy principles.

For example, Acts which prevail over the privacy principles include:

- Public Records Act 2002 (Qld)

The Council administers all or parts of the following legislation:

- Agricultural Chemicals Distribution Control Act 1966
- Animal Management (Cats and Dogs) Act 2008
- Biosecurity Act 2014
- Brands Act 1915
- Building Act 1975
- Building Units and Group Titles Act 1980
- Burials Assistance Act 1965
- Disaster Management Act 2003
- Environmental Protection Act 1994
- Fire and Emergency Service Act 1990
- Food Act 2006
- Fossicking Act 1994
- Holidays Act 1983
- Industrial Relations Act 2016
- Information Privacy Act 2009
- Judicial Review Act 1991
- Land Act 1994
- Land Protection (Pest and Stock Route Management) Act 2002
- Libraries Act 1988
- Local Government Act 2009
- Metropolitan Water Supply and Sewerage Act 1909
- Native Title (Queensland) Act 1993
- Ombudsman Act 2001
- Payroll Tax Act 1971 (Queensland)
- Pest Management Act 2001
- Place Names Act 1994
- Planning Act 2016
- Plumbing and Drainage Act 2018
- Property Law Act 1974
- Public Health Act 2005
- Public Health (Infection Control for Personal Appearance Services) Act 2003
- Public Records Act 2002
- Queensland Competition Authority Act 1997
- Queensland Treasury Corporation Act 1988
- Residential Tenancies and Rooming Accommodation Act 2008
- Right to Information Act 2009
- Soil Conservation Act 1986
- State Development and Public Works Organisation Act 1971
- State Penalties Enforcement Act 1999
- Transport Infrastructure Act 1994
- Transport Operations (Marine Safety) Act 1994
- Transport Operations (Road Use Management) Act 1995
- Water Act 2007
- Water Fluoridation Act 2008
- Water Supply (Safety and Reliability) Act 2008
- Workers Compensation and Rehabilitation Act 2003
- Workplace Health and Safety Act 2011

The following legislation, is not directly administered by Council, but affects its activities:

- Acquisition of Land Act 1967
- Acts Interpretation Act 1954
- Animal Care and Protection Act 2001

- Anti-Discrimination Act 1991
- Auditor-General Act 2009
- Civil Aviation Act 1988
- Crime and Corruption Act 2001
- Neighborhood Disputes (Dividing Fences and Trees) Act 2011
- Electrical Safety Act 2002
- Financial Administration and Audit Act 1977
- Financial and Performance Management Standard 2019
- Gaming Machine Act 1991
- Iconic Queensland Places Act 2008
- Justices Act 1886
- Liquor Act 1992
- Mineral Resources Act 1989
- Mining and Quarrying Safety and Health Act 1999
- Oaths Act 1867
- Public Sector Ethics Act 1994
- Public Sector Act 2022
- Public Interest Disclosure Act 2013
- Queensland Building Services Authority Act 1991
- Recording of Evidence Act 1962
- Vegetation Management Act 1999
- Weapons Act 1990
- Witness Protection Act 2000

Personal information Council collects and manages

We collect and manage a range of personal information that is necessary for us to deliver local government and community services. It can be broadly grouped into the following categories:

- Staff and personnel information
- Managing finances and contracts
- Managing services, assets and community facilities
- Developing sport, recreation and youth
- Community consultation and development
- Planning, development and assessment information
- Managing enquiries, complaints and local laws
- Regional libraries, art and culture
- Correspondence
- Information and security systems

These categories of personal information can be explained in more detail as follows:

Staff and personnel

- Our employees and prospective employees
- Councillors
- Work-experience students and volunteers
- Committee members, Board members and Advisory group members
- Workplace, Health and Safety incidents
- Gifts and hospitality register

Employee information is used to administer our workforce. It includes personal information volunteered or collected as part of a person's employment history, performance management, payroll, staff selection and recruitment, enterprise bargaining, training, leave and other internal human resource management functions. It may also include personal

details about workplace health and safety accidents, including compensation and rehabilitation case files, counselling and disciplinary matters. It may also contain information about access and identification cards, and licenses and tickets to operate plant and equipment.

Personnel information is managed by the Director of Corporate & Financial Services, the Human Resources Officer and the Payroll Section. Where it is required by law, limited and specific employee information is provided to appropriate third parties such as the Australian Taxation Office and Local Government Superannuation Board. Otherwise, this personal information is only disclosed to third parties with signed consent from the employee.

Information about licenses and tickets to operate plant and equipment are managed by the WH&S Officer and the Human Resources Officer. These records are not normally disclosed to other persons or organisations, except as required by law for example a workplace, health and safety incident or infringement. Records are kept for variable periods and in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Personal information about Councillors is also collected and includes personal statements of interest. Council also maintains a register of hospitality and gifts received, which includes details about the donor and recipient of the gift, the nature of the gift and date it was received. Information about Councillors and gifts is managed by the Chief Executive Officer. Records are kept in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Managing finances and contracts

- Vendors and service providers
- People who apply for and/or receive community grants, subsidies and assistance
- Service providers and contractors
- Rates management

This information is used to account for expenditure and revenue, order goods and services, and to manage applicants and receivers of grants, subsidies or financial assistance. Some information is also collected and used to administer service level agreements and manage service providers and tenders.

The information is managed by the Director of Corporate & Financial Services, Director of Works and Operations and Community Services Manager, who are the authorised employees who manage our finance systems and community grants programs.

Generally financial and contract personal information is not normally disclosed to other persons or organisations. The few instances disclosure might occur include to external auditors and members of grant assessment panels. Some of the information supplied by not-for-profit organisations in their applications for grants and subsidies is disclosed to a few community representatives appointed to Council officers assisting with the application. These appointees are under strict guidelines about non-disclosure of this information during and post the assessment process. All of these records are kept in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Rates information is used for recovery of general rates and service charges from owners of land parcels and properties. It includes personal information about the owner, parcels of land, payment records and contact details. The information is managed by the Director of Corporate & Financial Services and the Rates Clerk. Rates staff use the information to manage billing enquiries and financial data relating to rates. All of these records are kept in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Managing services, assets and community facilities

- People in housing owned and managed by Council
- People who hire community venues and facilities
- People who work at the Boulia airport
- Internal information management systems

Housing tenancy information is used to manage staff accommodation and residency units for seniors. Information relating to venues and facilities is used to manage bookings, hire and access into the venues. This information is managed by the Community Services Manager (Housing), and administration staff (venues). No information about venue hire is disclosed to any third party. The only tenancy information occasionally disclosed is a contact phone number, and only in those instances when a contractor is needed to undertake a repair in a particular unit or facility. This is done in consultation with the tenant. Records are kept for variable periods and in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Personal information that relates to the Boulia airport is used to comply with the legislated security requirements for aviation and airports. This includes the Aviation Security Identification Card (ASIC) and AusCheck procedures for background checks on people working at the facility. The information is managed by the Director of Works and Operations and the Airport Operations Coordinator. By law, this information is shared with the Attorney Generals Department of the Australian Government. Records are kept in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Information collected in relation to waste and landfill management is used to manage community complaints or requests regarding landfill operations and waste disposal. The information is managed by the Director of Works and Operations and the Roads and Utilities Foreman. Records are kept in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Developing sport, recreation and youth

- People that hold office contact positions in sporting clubs and organisations
- People involved in organised youth programs and activities

Sport and recreation information is used to maintain an up-to-date directory of sport and recreational clubs and organisations within the region. This information is available from the Community Services Manager on request. The information is generally kept for a period of twelve months, then updated and replaced with the current contact details.

Youth development information is used for registration purposes for younger people participating in programs and events. It includes client and guardian consent information (for youth under 18 years of age), media consent information, any volunteered medical issues, and client complaint issues. The information is managed by the Community Services Manager.

Where it is required by law, limited and specific personal information is provided to a referral agency, for example, the Department of Housing. Generally, this personal information is not normally disclosed to other persons or organisations. Records are kept for variable periods and in accordance with the general retention and disposal guidelines issued by Queensland State Archives.

Community consultation and development

- People who nominate to and/or participate in community consultation activities
- People nominated for awards, or who make the nomination

At various times, Council conducts community consultation processes, surveys and interviews across the shire. Information collected from these processes is used by Council to develop community and corporate plans, operational strategies and decide on priorities. It also forms a record that Council has sufficiently engaged with the community on particular issues. The information is used to maintain an effective community contact list for subsequent community engagement activities. It is managed by the Chief Executives Office. It is kept for varying periods.

Planning, development and assessment information

- Personal information relating to town planning and development applications
- Personal information relating to decision notices

This information is collected in the process of receiving and tracking development applications, submissions regarding those development applications, and decision notices.

This information is required by law under the *Planning Act 2016 (PA)* and used by Council to assess applications, make appropriate town and rural planning decisions, and set appropriate conditions on permissible development. Much of this information is available to Council staff and Councillors. It is also available to the general public - on request and in accordance with chapter 7, part 3 of the PA. It is managed by the Chief Executive Officer. Records are kept indefinitely and in accordance with the general retention and disposal guidelines issued by Queensland State Archives

Some information is lodged with Council using the electronic lodgement system (SARA – an internet based service for preparing, lodging and tracking development applications. Council has not adopted the full online IDAS publishing system whereby decision notices are published online for public viewing. As a result, personal information lodged via the SARA system is only viewable by the Council staff authorised to access SARA and development planning applications.

Managing enquiries, complaints and local laws

- Personal information relating to administration of local laws and environmental health, and any compliance matters.
- People making general Council enquiries, or lodging complaints and grievances

Personal information is collected in the process of administering permits and licences for a range of local laws conducting investigations relating to these. Examples include operation of food premises, camping grounds, hairdressing and skin penetration premises, commercial use of or goods on footpaths, dangerous goods, transport of regulated waste, advertising signs and portable advertising devices.

This information is managed by the Chief Executives Office and Environmental Health Officer. Some of this data is available to Customer Services staff so that they can respond to counter and phone enquiries.

Regional libraries, art and culture

- People who are members of the library and using library resources

Some personal information is collected from local and travelling library customers as part of the registration process to become a library user, and for billing purposes where books and library resources are not returned. This information is managed by the library staff. Temporary

library customer information is destroyed once the library resource has been returned. All other records are kept indefinitely within an electronic database with appropriate access restrictions.

Correspondence

- Information addressed to the Mayor
- Information processed by Council business unit staff or referred to us for response

Correspondence addressed to the Mayor or Chief Executive Officer, from the public or other agencies on a wide range of official business, may be referred to the Council for consideration, advice and response, including outward correspondence. This may contain personal information, personal opinions about public administration matters, occupational and organisational information about individuals. Senior Management staff, administrative staff that process correspondence, and other Council staff authorised to respond to the correspondence may have access to this information.

Information and security systems

- Internal information system management – electronic and paper record systems
- Closed circuit television (CCTV) security and public safety systems

Council's information technology system routinely carries, enables processing of, and stores for varying periods, much of the core business and corporate support business of Council. This includes the majority of personal information records described by this privacy policy. The Director of Corporate & Financial Services, the IT Officer and the Records Officers manage the security of Council's electronic and paper record system.

Council staff have access to the personal information subject to appropriate security authorisation and operational need:

- Staff supervisors and/or managers
- System administrators
- The individual staff member concerned

On odd occasions, the information system may be accessed by Council's shared service providers when they undertake software technical support roles. This is done under strict confidentiality and information privacy arrangements. All Council personnel are routinely made aware of system usage rules concerning collection and use of the information, and complete and sign an induction about appropriate use.

CCTV photographic imagery is collected and used to monitor security and public safety issues at a number of Council facilities, for example the airport, Council office/Library, Min Min Encounter Information Centre and Shire Hall. Imagery collected is only retained in electronic form and only accessed by authorised officers responsible for managing these issues. If these authorised officers become aware of an incident and depending on the nature of that incident, CCTV recording may be disclosed to the police when requested under official protocol.

Accessing or correcting personal information Council holds

If you have seen personal information we hold about you, and you think it is inaccurate, out-of-date or misleading, you can contact us and apply to have it corrected.

Applications to gain access to or alter your personal records must be made in writing as required by the IP Act (privacy principles 6 and 7). These rights are confined to the individual the personal information relates to.

If you wish to gain access to your records, your application needs to:

- be on an approved form. For an Information access application, this is the *Right to Information and Information Privacy Access Application*, able to be obtained via the right to information section on the Boulia Shire Council website (www.boulia.qld.gov.au) or via the Right to Information website (http://www.rti.qld.gov.au/__data/assets/pdf_file/0005/133277/RTI-Access-App-form.pdf)
- If you wish to correct your personal records with Council, your application needs to:
 - be on an approved form. For correction of records, this is *Information Privacy Personal Information Amendment Application*, able to be obtained via the right to information section on the Boulia Shire Council website (www.boulia.qld.gov.au) or via the Right to Information website (<https://www.rti.qld.gov.au/accessing-government-information/personal-information-amendment>)
 - show that you have seen the personal information you think is incorrect
 - explain why you think it is incorrect and what needs to be done about it.

There is no charge for asking us to correct your personal information.

Breaches of the privacy principles

If you think that Council has done something with your personal information that breaches the information privacy principles, you can make a complaint. We will try to resolve your concerns promptly. The complaint must be provided in writing to Council. Council must respond to your complaint within forty five business days of receiving it.

If you have lodged a written formal complaint, and you are not satisfied with the response you have received from us, you can refer your complaint to the Office of the Information Commissioner. By law you must not do this until forty-five business days have lapsed from making your first complaint to Council. The Office of the Information Commissioner will decide whether mediation is suitable, and if so, mediate the complaint between you and Council.

If you have a complaint, or would like more information on the complaints process or privacy matters in general:

- please contact the Chief Executive Officer on (07) 4746 3188 or by email to: snradmin@boulia.qld.gov.au
- or post your request to the Chief Executive Officer, Boulia Shire Council, 18 Herbert Street, Boulia, QLD, 4829.

APPENDIX 1 – INFORMATION PRIVACY PRINCIPLES

Principle 1 – Information collection is lawful and fair

1. An agency must not collect personal information for inclusion in a document or generally available publication unless:
 - a. the information is collected for a lawful purpose directly related to a function or activity of the agency; and
 - b. the collection of the information is necessary to fulfill the purpose or is directly related to fulfilling the purpose.
2. An agency must not collect personal information in a way that is unfair or unlawful.

Principle 2 – Intended use and purpose is explained

1. This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
2. However, this section applies only if the agency asks the individual the subject of the personal information for either:
 - a. the personal information; or
 - b. information of a type that would include the personal information.
3. The agency must take all reasonable steps to ensure the individual is generally aware of:
 - a. the purpose of the collection; and
 - b. if the collection of the personal information is authorised or required under a law:
 - i. the fact that the collection of the information is authorised or required under a law; and
 - ii. the law authorising or requiring the collection; and
 - c. if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity) - the identity of the first entity; and
 - d. if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity)—the identity of the second entity.
4. The agency must take the reasonable steps required under subsection (3):
 - a. if practicable - before the personal information is collected; or
 - b. otherwise - as soon as practicable after the personal information is collected.
5. However, the agency is not required to act under subsection (3) if:
 - a. the personal information is collected in the context of the delivery of an emergency service (for example personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service; and
 - b. the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and
 - c. the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3)

Principle 3 – Collection is relevant and not overly intrusive

1. This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
2. However, this section applies to personal information only if the agency asks for the personal information from any person.
3. The agency must take all reasonable steps to ensure that:
 - a. the personal information collected is:
 - i. relevant to the purpose for which it is collected; and
 - ii. complete and up to date; and
 - b. the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

Principle 4 – Information is protected from loss and misuse

1. An agency having control of a document containing personal information must ensure that:
 - a. the document is protected against:
 - i. loss; and
 - ii. unauthorised access, use, modification or disclosure; and
 - iii. any other misuse; and

- b. if it is necessary for the document to be given to a person in connection with the 7 provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.
2. Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

Principle 5 – Finding out what personal information is collected

1. An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out:
 - a. whether the agency has control of any documents containing personal information; and
 - b. the type of personal information contained in the documents; and
 - c. the main purposes for which personal information included in the documents is used; and
 - d. what an individual should do to obtain access to a document containing personal information about the individual.
2. An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

Principle 6 – Gaining access to personal information

1. An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.
2. An agency is not required to give an individual access to a document under subsection a if:
 - a. the agency is authorised or required under an access law to refuse to give the access to the individual; or
 - b. the document is expressly excluded from the operation of an access law.

Principle 7 – Altering or correcting personal information

1. An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information:
 - a. is accurate; and
 - b. having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.
2. Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.
3. Subsection (4) applies if:
 - a. an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
 - b. no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).
4. The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

Principle 8 – Accuracy of personal information

Before an agency uses personal information contained in a document under its control, the

agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used; the information is accurate, complete and up to date.

Principle 9 – Using personal information for correct purpose

1. This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.
2. The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

Principle 10 – Using personal information for other purposes

1. An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless:
 - a. the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or
 - b. the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - c. use of the information for the other purpose is authorised or required under a law; or
 - d. the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency, for example:
 - i. the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - ii. the enforcement of laws relating to the confiscation of the proceeds of crime;
 - iii. the protection of the public revenue;
 - iv. the prevention, detection, investigation or remedying of seriously improper conduct;
 - v. the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
 - e. the other purpose is directly related to the purpose for which the information was obtained.

Examples for paragraph (e):

An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.

An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.

- f. all of the following apply:
 - i. the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - ii. the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
 - iii. it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.

2. If the agency uses the personal information under subsection (1) (d), the agency must include with the document a note of the use.

Principle 11 – Limits on disclosure of personal information

1. An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless:
 - a. the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
 - b. the individual has expressly or impliedly agreed to the disclosure; or
 - c. the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - d. the disclosure is authorised or required under a law; or
 - e. the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency:
 - i. the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - ii. the enforcement of laws relating to the confiscation of the proceeds of crime;
 - iii. the protection of the public revenue;
 - iv. the prevention, detection, investigation or remedying of seriously improper conduct;
 - v. the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of court or tribunal; or
 - f. all of the following apply:
 - i. the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - ii. the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
 - iii. it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
 - iv. the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
2. If the agency discloses the personal information under subsection (1) (e), the agency must include with the document a note of the disclosure.
3. If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.
- 4.
5. The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that:
 - a. it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
 - b. the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
 - c. the individual has not made a request mentioned in paragraph (b); and

- d. in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
- e. each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically

Appendix 2 - Personal information exempt from the IP Act 2009

Covert activity

- Personal information about an individual arising out of or in connection with a controlled operation or controlled activity within the meaning of the Police Powers and Responsibilities Act 2000;
- Personal information about an individual arising out of or in connection with a covert undertaking of an operation, investigation or function of a law-enforcement agency;
- Personal information about an individual arising out of a warrant issued under the Telecommunications (Interception) Act 1979 of the Commonwealth.

Witness protection

Personal information about a witness included in a program under the Witness Protection Act 2000, or who is subject to other witness protection arrangements made under an Act.

Disciplinary actions and misconduct

- Personal information about an individual arising out of a complaint made under Part 7 of the Police Service Administration Act 1990.
- Personal information about an individual arising out of an investigation of misconduct or official misconduct under the Crime and Misconduct Act 2001.

Whistleblowers

Personal information about an individual that is contained in a public interest disclosure within the meaning of the Whistleblowers Protection Act 1994, or that has been collected in the course of an investigation arising out of a public interest disclosure.

Commissions of inquiry

Personal information about an individual, that arises out of a commission of inquiry.

Other

Additionally, the privacy principles do not apply to a:

- Document held in a library, art gallery or museum for reference, study or exhibition
- Public record in the open access period held by Queensland State archives
- Letter or anything else while it is being transmitted by post



Boulia Shire Council – Privacy Statement

Boulia Shire Council is committed to providing you with the highest level of customer service including protecting your privacy. Privacy is about protecting the personal information of individuals that interact with Boulia Shire Council, by any means including our website. Under the *Information Privacy Act 2009* (IP Act), personal information held by local government must be responsibly and transparently collected and managed.

Personal Information

Personal information is defined as any information that would allow a person to be identified and may include your name and address, signature, date of birth, current and previous addresses, contact phone numbers, email address, bank account or credit card information and physical characteristics such as height and birthmarks.

The information does not have to clearly identify a person. It need only provide sufficient information to lead to the identification of a person. It covers information held in paper or electronic records, including images and sounds. If you choose not to provide certain information, we may not be able to provide you with the services you require.

How we collect personal information

We collect personal information in a number of ways:

- Directly from you in either verbal, written or electronic form
- When you visit our website/Facebook/Twitter accounts
- From other government agencies
- From publicly available sources of information
- From third parties such as credit reporting companies

What personal information do we hold?

We hold a range of information including personal information relevant to conducting business with Council such as your name, address, property details, correspondence, building records and security footage.

How we use your personal information

Any personal information you choose to provide will only be used for the purpose for which it was provided and will not be disclosed to other persons or organisations without your prior agreement or if required by law.

Help us ensure we hold accurate information

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

That's why we recommend you keep us up-to-date with changes to your personal information.

You can access your personal information

If you want to get access to your personal information, you should contact Council to see if this can be accessed administratively without the need to apply for it under the IP Act. If not, you will have to make a formal application for access under the legislation. There is no charge for applying, but there may be costs associated with copying documents or retrieving information.

Further details and application forms are available on our website at www.boulia.qld.gov.au. Click on *Right to Information* under *Council* or call the Council office on (07) 4746 3188.

The Boulia Shire Council website

As a general rule, Council does not collect information that can directly identify you when you visit our website. When you visit the site to read or download information, web measurement tools and Internet Service Providers record the following information for statistical purposes:

- your server and IP address
- the name of the top level domain (for example, .gov, .com, .edu, .au)
- the type of browser used
- the date and time you accessed the site
- the pages accessed and documents downloaded
- the previous site you visited

These statistics provide information to assist Council to make improvements to the content and structure of the website.

Cookies are text files that a website can transfer to your computer when you access information on that site. Cookies allow websites to recognise you as you browse their website.

Boulia Shire Council uses such platforms as Google Analytics to gather statistics about how the website is accessed. These platforms use cookies to gather information for the purpose of providing statistical reporting. The cookies do not collect information that can directly identify you.

The information generated by the cookie about your use of the website will be transmitted to and stored by Google (or other applicable platforms) on servers located outside of Australia. No personally identifying information is recorded or provided to Google.

Information gathered using the cookie is used for the purpose of determining:

- the number of visitors to website
- how visitors arrive at the website, for example, did they type the address in directly, follow a link from another webpage, or arrive via a search engine?
- the number of times each page is viewed and for how long
- time and date of visits
- geographical location of visitors
- information about what browsers are used to view the website and the operating system of the computers or devices
- whether these browsers support Java and Flash
- the speed of the user's internet connection

This information is used to refine and improve Boulia Shire Council's online service delivery and in turn the community's online experience.

E-mail correspondence, blog comments and information provided via web forms can constitute public records and can be retained as required by the *Public Records Act 2002* and other relevant legislation. Council will only use personal information collected via the website for the purposes for which it was given to us and/or for related, internal management purposes.

Your email address details will not be added to a mailing list nor will Council disclose these details to third parties without your consent, unless required by law. Email messages may be monitored by our information technology staff for system trouble-shooting and maintenance purposes.

Council take strong precautions to protect the personal information we hold concerning you from loss, unauthorised access, use, modification or disclosure, and against other misuse. However, please be aware Council do not provide a mechanism for securing the transmission of information across the Internet.

Council's website contains links to other websites. Boulia Shire Council is not responsible for the content and privacy practices of other websites.

Contact Us

If you have any questions or concerns in relation to privacy please contact us on (07) 4746 3188 during business hours or alternatively you can write to us at Boulia Shire Council, 18 Herbert Street, Boulia, QLD, 4829 or email admin@boulia.qld.gov.au.

Policy * Privacy Policy**

This statement is linked to the Boulia Shire Council Privacy Policy which sets out Council's legislative obligations and approach to managing, handling and protecting the Personal Information of internal and external customers. To view the Privacy Policy, please request a copy by calling (07) 4746 3188, by visiting Council's website or visiting our Council Office.

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services November 2023 Report	DOC REF: 11.3.1
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

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

The University of Qld conducted training for both Elected Members and Officers working in Local Government in Boulia. Training dates were 13th September 2023 for Councillors, 14th September 2023 for Council Officers.

Training was successful and lots of ideas were workshopped.

The second part of the training, an online workshop has had completed as a group session, for Council Officers and Councillors jointly, this was held on 15th November 2023.

Insurance Claims

Urandangi Township insurance claim has been initially lodged. Assessor went to Urandangi 28th April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review. Further discussions have been made with the Insurance Assessors and the CEO. CEO has been dealing with this.

Stolen Ute / Equipment

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

Broken Windscreen – Truck

Lodged a new claim, truck hit wedge tailed eagle on return from Mount Isa. Finalisation in progress.

Burnt Track Loader at Dump

Lodged claim, sent off CCTV footage to assessors, Report received, offer of payout given, awaiting payment of \$226,772.73 (excl. of GST).

Regional University Hub for Boulia

Awaiting updates from RAPAD. No update received yet.

NEC Telephone System

Council contracted to implement a new Telephone system, this is now ready for implementation, final touches being completed, date for site visit is being planned. This will allow calls to be transferred directly to mobile phones as well as be on its own network.

RMPC Road Claims

Worked with Trent to complete 2 RMPC claims for the 2023/24 period, this has taken us to 44% of works completed against the total schedules for 2023/24 year.

Further analysis of unit rates is underway in preparation for the future contracts.

Meetings

I have attended the following meetings during October:

- LGMS – James Picking, update on policies.
- SurePact – Georgie Craft - planning meeting.
- Service Planning QTC, USQ workshop
- TMR Catchup – Patrick Curtain, Garth Kath, Tony Elliott – RMPC
- SurePact – Produce Development Advisory Group Meeting
- Altius & Associates – Peter Catterson, debrief on Statements
- Audit and Risk Management Committee meeting – Signed Statements.
- QRA – Gavin Williams and Andrew Abbott.
- LGFP (Local Government Finance Professionals) - Conference 21-24 November 2023
- LGFP – Committee meeting, elected as Committee Member, Observer – Gold Coast

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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CTITLE:	Financial Report for November 2023	DOC REF: 11.3.2
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REPORT BY:	Graeme Gillam Finance Manager	DATE: 11/12/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 30th November 2023

CONTENT:

Cash Position:

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

	30-Nov-23	31-Oct-23
Cash at Hand	17,287,524	21,366,276
Net Cash Equivalent (Debtors-Creditors)	254,430	144,069
Total	\$17,541,954	\$21,510,345

Income

Total revenues to 30th November 2023 are \$9,995,549. This equates to approx. 62% of this year's budget.

Expenditure

Total expenses to 30th November 2023 are \$8,534,184. This equates to approx. 41% of this year's budget.

Liquidity

CBA \$205,444

Floats \$1,150

Investments

CBA At Call 4.15% \$5,541,227

QTC 5.14% \$11,539,703 \$17,080,930

\$17,287,254

Total

Additional Information on Cash Position:

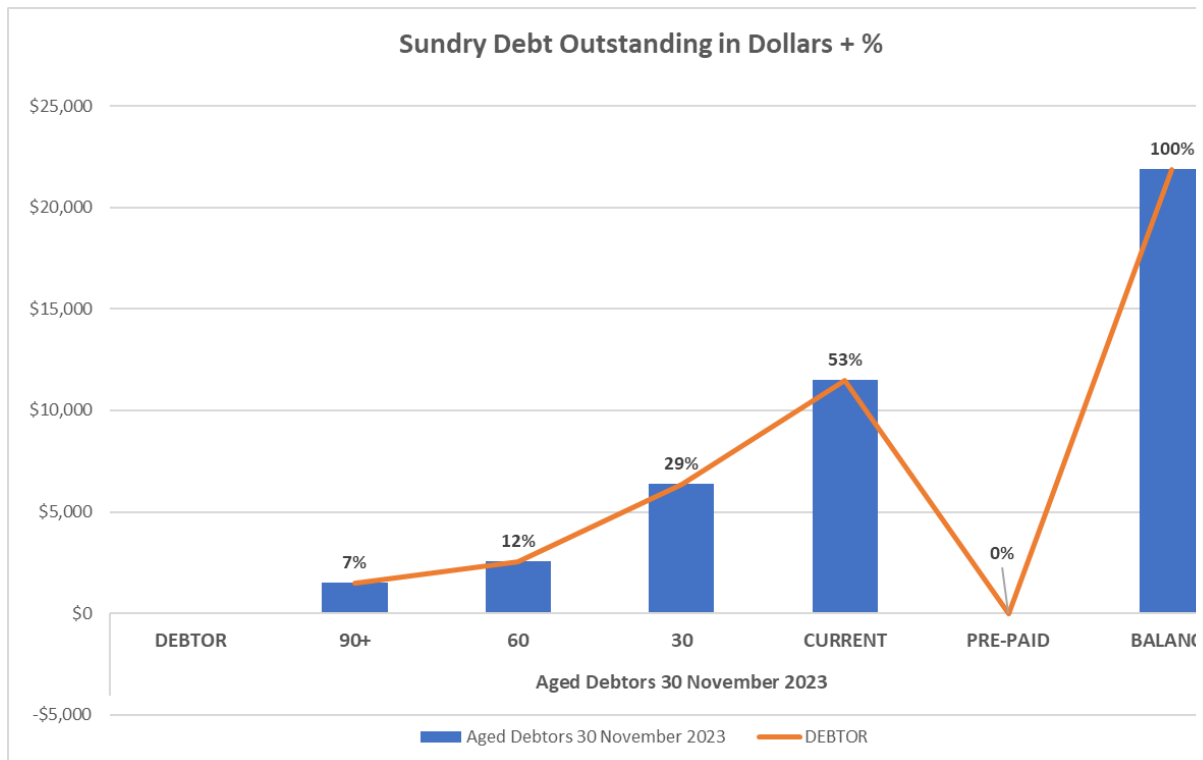
Cash Balances as at 30 November 2023		17,287,254
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		(2,070,350)
Funded		
Funded Employee Entitlements (Current and Non-Current)		676,415
Grant Funding (paid in Advance)		2,723,543
Working Capital Cash		1,500,000
Capital Grants		3,778,696
Operating Result for 2023/2024		(2,678,191)
Less Capital Expenditure 2023/2024		(6,061,204)
	Backed by Cash	5,473,070
Cash unallocated as at 30 November 2023		11,814,184

Aged Debtors 30th November 2023

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 1,488	\$ 2,549	\$ 6,363	\$ 11,494	(\$20)	\$ 21,874

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$1,488, which constitute 7% of the total de Payment arrangements are in place.



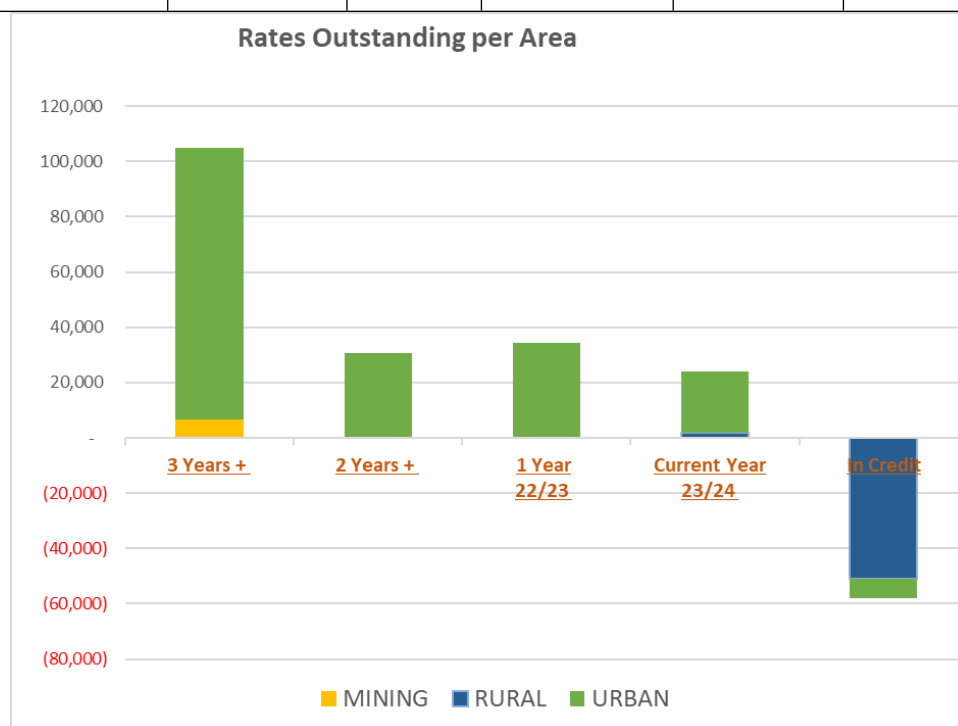
Creditors 30th November 2023

Total amount waiting for payment, not yet due **\$0**.

Rates 30th November 2023

Total Outstanding **\$135,991**

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$98,241	\$30,693	\$34,242	\$22,230	\$(6,963)	\$178,443
RURAL	-	-	-	\$1,786	\$(51,101)	\$(49,315)
MINING	\$6,831	-	-	\$32	-	\$6,863
ALL	\$105,073	\$30,693	\$34,242	\$24,047	\$(58,064)	\$135,991



CONSULTATION:

(insert any consultation that took place, or delete if not applicable)

GOVERNANCE IMPLICATIONS:

(list any relevant implications)

RECOMMENDATION:

That the Finance Report for November 2023 be received for information.

ATTACHMENTS:

1. 1. FS Income Statement Nov-23 [11.3.2.1 - 1 page]
2. 2. FS Balance Sheet Nov-23 [11.3.2.2 - 1 page]
3. 3. FS Cash Flow Statement Nov-23 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - 6. CONFIDENTIAL - G-2022 LRCI Progression Table - Phase 2 \$390,090 as at 30-11-2023 [11.3.2.4 - 1 page]

5. CONFIDENTIAL REDACTED - 7. CONFIDENTIAL - 2022 LRCI Progression Table - Phase 3 30-11-2023 [**11.3.2.5** - 1 page]
6. CONFIDENTIAL REDACTED - 8. CONFIDENTIAL - 2023 LRCI Progression Table - Phase 4 as at 30-11-2023 [**11.3.2.6** - 1 page]
7. CONFIDENTIAL REDACTED - 9. CONFIDENTIAL - 2024 Outback Way PPR 1 Stage 7 Progression Table as at 30-11-2023 [**11.3.2.7** - 1 page]
8. CONFIDENTIAL REDACTED - 10. CONFIDENTIAL - G-2021-2024 W 4 Q Progression Table \$1,026,667 30-11-2023 [**11.3.2.8** - 2 pages]
9. CONFIDENTIAL REDACTED - 5. CONFIDENTIAL - Capital Budget 2023-2024 November 2023 [**11.3.2.9** - 3 pages]
10. CONFIDENTIAL REDACTED - 11. CONFIDENTIAL - G- LGGSP 2022-24 as at 30-09-2023 [**11.3.2.10** - 1 page]
11. CONFIDENTIAL REDACTED - 4. CONFIDENTIAL Revenue Expenses Nov-23 [**11.3.2.11** - 2 pages]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 November 2023

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	924,268	1,782,240
Fees and charges	304,948	504,900
Rental income	64,805	248,700
Interest received	304,983	301,900
Sales - contract and recoverable works	197,020	1,796,990
Other Income	-	304,500
Grants, subsidies, contributions and donations	2,369,250	7,212,550
Total Recurrent Revenue	<u>4,165,274</u>	<u>12,151,780</u>
Capital Revenue		
Grants, subsidies, contributions and donations	3,778,696	10,416,324
Sale of property, plant and equipment	90,909	-
Total Capital Revenue	<u>3,869,605</u>	<u>10,416,324</u>
Total Revenue	<u>8,034,879</u>	<u>22,568,104</u>
Total Income	<u>8,034,879</u>	<u>22,568,104</u>
Expenses		
Recurrent Expenses		
Employee benefits	(1,667,432)	(8,668,070)
Materials & Services	(3,097,912)	(2,687,580)
Finance Costs	(7,771)	(45,100)
Depreciation	(2,070,350)	(5,275,610)
Total Recurrent Expenses	<u>(6,843,465)</u>	<u>(16,676,360)</u>
Capital Expenses	-	-
Total Expenses	<u>(6,843,465)</u>	<u>(16,676,360)</u>
Net Result Attributable to Council	<u><u>1,191,414</u></u>	<u><u>5,891,744</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
as at 30 November 2023

2023/2024 Actuals

Current Assets

Cash and cash equivalents	17,287,524
Trade and other receivables	426,099
Inventories	479,077

Total Current Assets	18,192,700
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Non-current Assets

Property, plant and equipment	198,994,757
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Total Non-current Assets	198,994,757
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TOTAL ASSETS	217,187,457
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Current Liabilities

Trade and other payables	(171,669)
Borrowings	(76,790)
Provisions	(626,785)
Contract Liabilities	(662,149)

Total Current Liabilities	(1,537,394)
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Non-current Liabilities

Borrowings	(1,196,587)
Provisions	(35,690)

Total Non-current Liabilities	(1,232,277)
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TOTAL LIABILITIES	(2,769,671)
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NET COMMUNITY ASSETS	214,417,786
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Community Equity

Asset revaluation reserve	99,282,343
Other reserves	2,328,551
Retained surplus	112,806,892

TOTAL COMMUNITY EQUITY	214,417,786
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BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 November 2023

	<i>2023/2024 Actuals</i>	<i>Adopted Budget 2023-24</i>
Cash Flows from Operating activities:		
Receipts from customers	1,741,747	5,726,000
Payments to suppliers and employees	<u>(5,361,305)</u>	<u>(11,832,000)</u>
	(3,619,559)	(6,106,000)
Interest received	173,576	715,000
Rental income	64,805.00	357,000
Non-capital grants and contributions	2,369,250	5,766,000
Borrowing costs	<u>7,771</u>	<u>(36,000)</u>
Net Cash Inflow (Outflow) from Operating Activities	(1,004,157)	696,000
Cash Flows from Investing activities:		
Payments for property, plant and equipment	<u>(6,061,204)</u>	<u>(45,968,000)</u>
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	<u>3,778,696</u>	<u>40,829,000</u>
Net Cash Inflow (Outflow) from Investing activities	(2,282,508)	(5,139,000)
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	<u>(1,488)</u>	<u>(631,000)</u>
Net Cash Inflow (Outflow) from Financing activities	(1,488)	1,369,000
Net Increase (Decrease) in Cash and Cash Equivalents held	(3,288,153)	(3,074,000)
Cash and Cash Equivalents at beginning of Reporting period	20,575,678	20,575,678
Cash and Cash Equivalents at end of Reporting period	<u>\$ 17,287,524</u>	<u>\$ 17,501,678</u>

TITLE:	Policy Reviews 155 Giving of Gifts and Awards, 156 Information Technology (IT)	DOC REF: 11.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 11/12/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

Information Report only - not applicable.

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:

Changes as detailed in table below and highlighted in Policy.

Policy 155 – no policy changes, front page changes only.

Policy 156 – Information Technology (IT) Policy, front page changes

Page	Change required	Change Made
9	Diagram	Updated to latest diagram
10	Diagram	Updated to latest diagram

RECOMMENDATION:

1. That Policies 155 Giving of Gifts and Awards Policy and Policy 156 Information Technology (IT) Policy be endorsed as presented
2. That the Policies 155 Giving of Gifts and Awards Policy and Policy 156 Information Technology (IT) Policy be updated on the Councillor Hub

ATTACHMENTS:

1. 155 Giving of Gifts and Awards Policy Dec 23 [**11.3.3.1** - 3 pages]
2. 156 Information Technology IT Policy Dec 23 [**11.3.3.2** - 11 pages]

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



BOULIA SHIRE COUNCIL

Giving of Gifts and Awards Policy

Category:	Policy
Policy Number:	Policy 155
Document Version:	1
Obsolete Version:	n/a 2020/12.14
Keyword Classification:	Giving Gifts and Awards Policy
Summary:	The purpose of this policy is to recognise employees for years of continuous service to Council.
Adoption Date:	18th December 2020
Resolution:	
Due for Revision:	3 years
Revision Date:	18th December 2023
Date Revoked:	n/a
Related documents:	
Responsible Section:	CEO
Responsible Officer:	Director of Corporate and Financial Services
Legislation:	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

Information Technology (IT) Policy

Category:	Policy
Policy Number:	Policy 156
Document Version:	1
Obsolete Version:	n/a-2020/12.15
Keyword Classification:	Information Technology
Summary:	The purpose of this policy is to ensure that Council information technology is kept up to date and secure.
Adoption Date:	18th December 2020
Resolution:	
Due for Revision:	3 years
Revision Date:	18th December 2023
Date Revoked:	n/a
Related documents:	<p>Queensland Government Information Standards and Frameworks, International, Australian and Industry Standards (various information, technology and security standards)</p> <p>Corporate Plan</p> <p>Policy 146 – Code of Conduct - Staff</p> <p>Policy 121 – Confidentiality (use of information procedure policy)</p> <p>Policy 123 – Risk Management Policy</p> <p>Policy 129 – Councillor Code of Conduct</p> <p>Policy 112 – Email and Internet Policy</p>
Responsible Section:	CEO
Responsible Officer:	Director of Corporate and Financial Services
Legislation:	<p>Local Government Act 2009</p> <p>Crime and Corruption Act 2001</p> <p>Copyright Act 1968</p> <p>Criminal Code Act 1995</p> <p>Electronic Transactions (Qld) Act 2001</p> <p>Evidence Act 1977</p> <p>Information Privacy Act 2009</p> <p>Right to Information Act 2009</p> <p>Public Records Act 2002</p> <p>Public Sector Ethics Act 1994</p>

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 Boulia 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 symbol eg. ?Today1238
- Password history – can not reuse a password until 24 passwords have past
- Minimum password age – 1 day

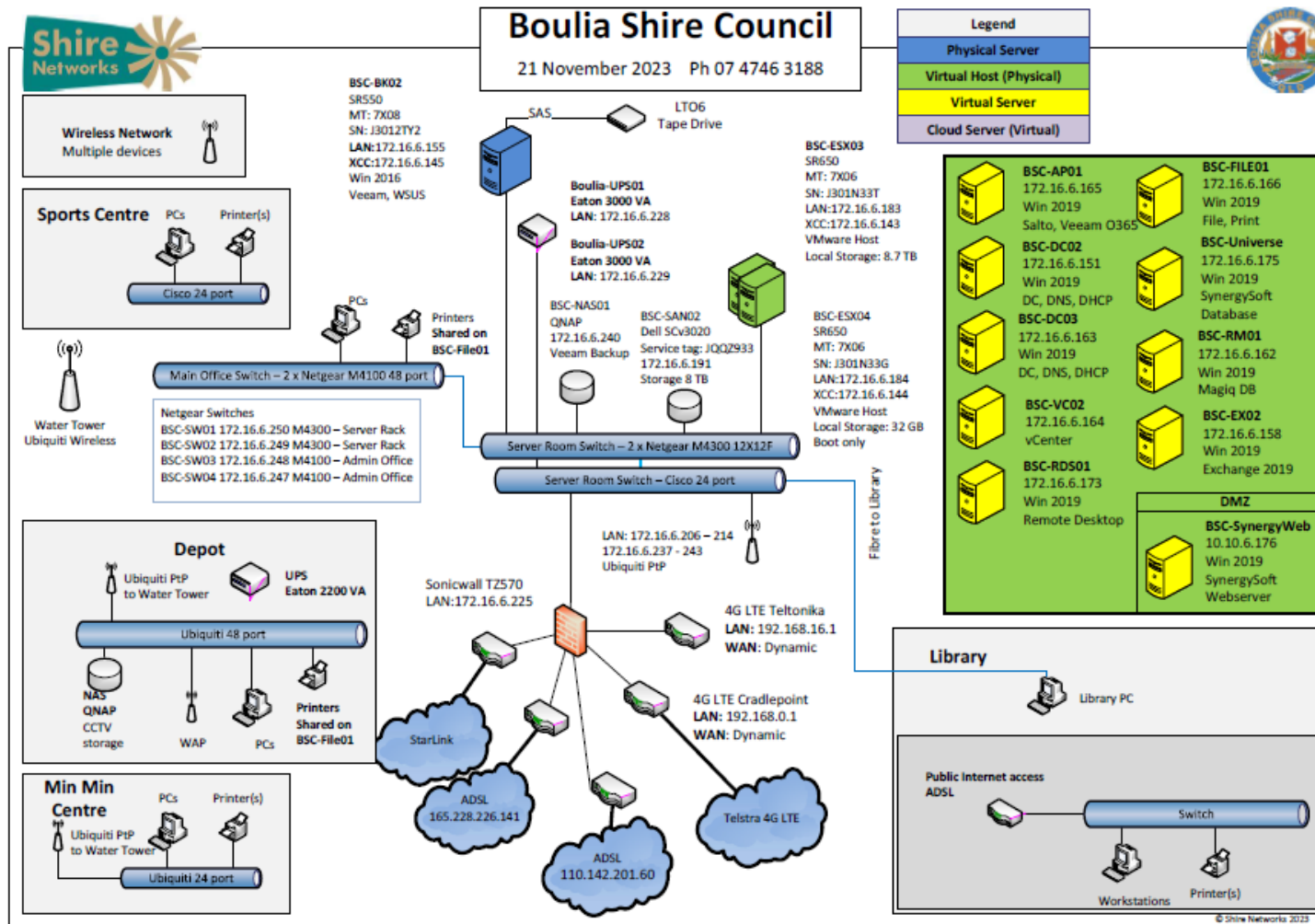
User Responsibilities

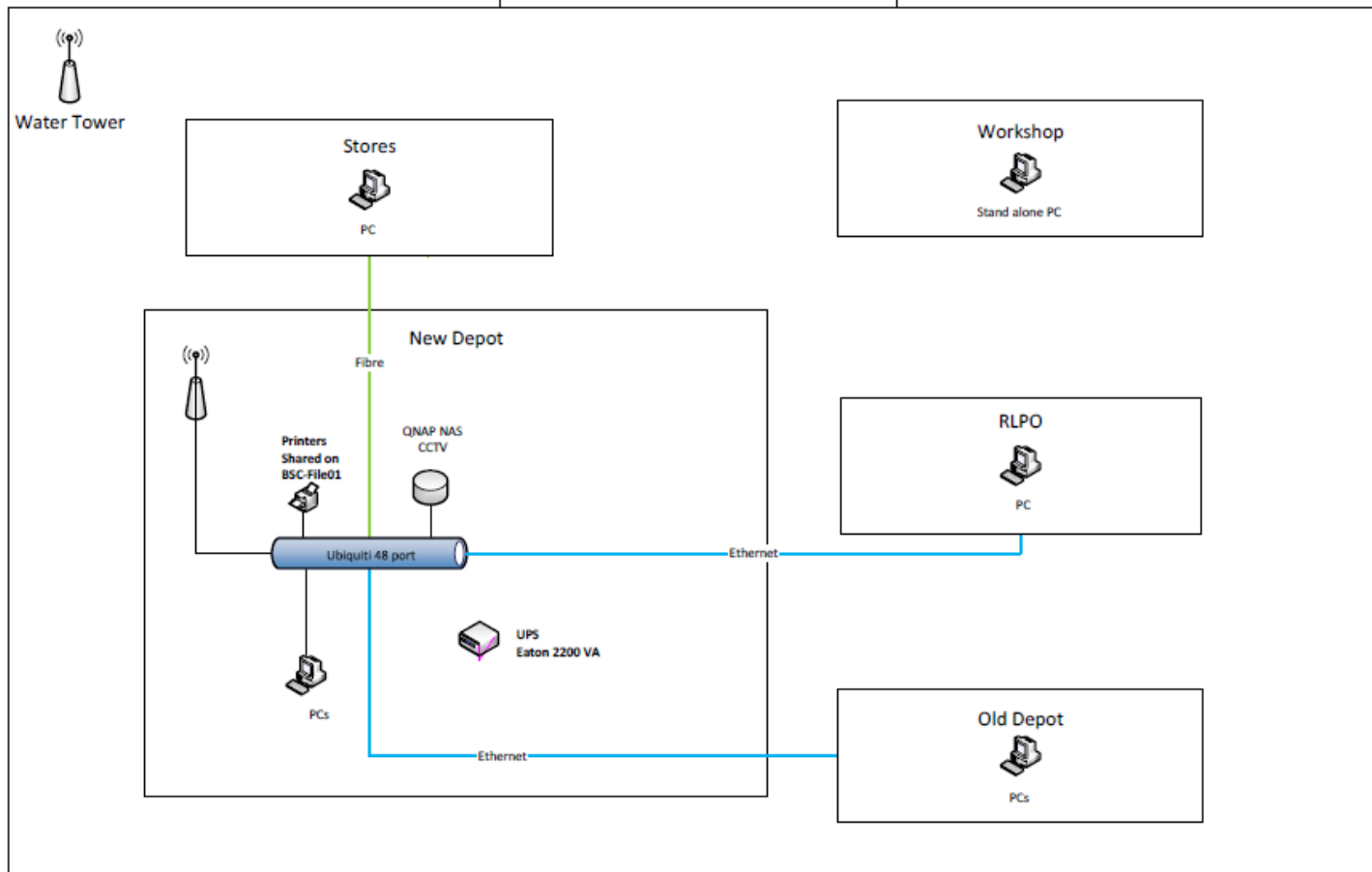
All users must comply with this policy, other relevant policies and supporting policy instruments.

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	Bouliā Shire Council.
Councillors	Councillors refer to all elected officials in Bouliā 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.

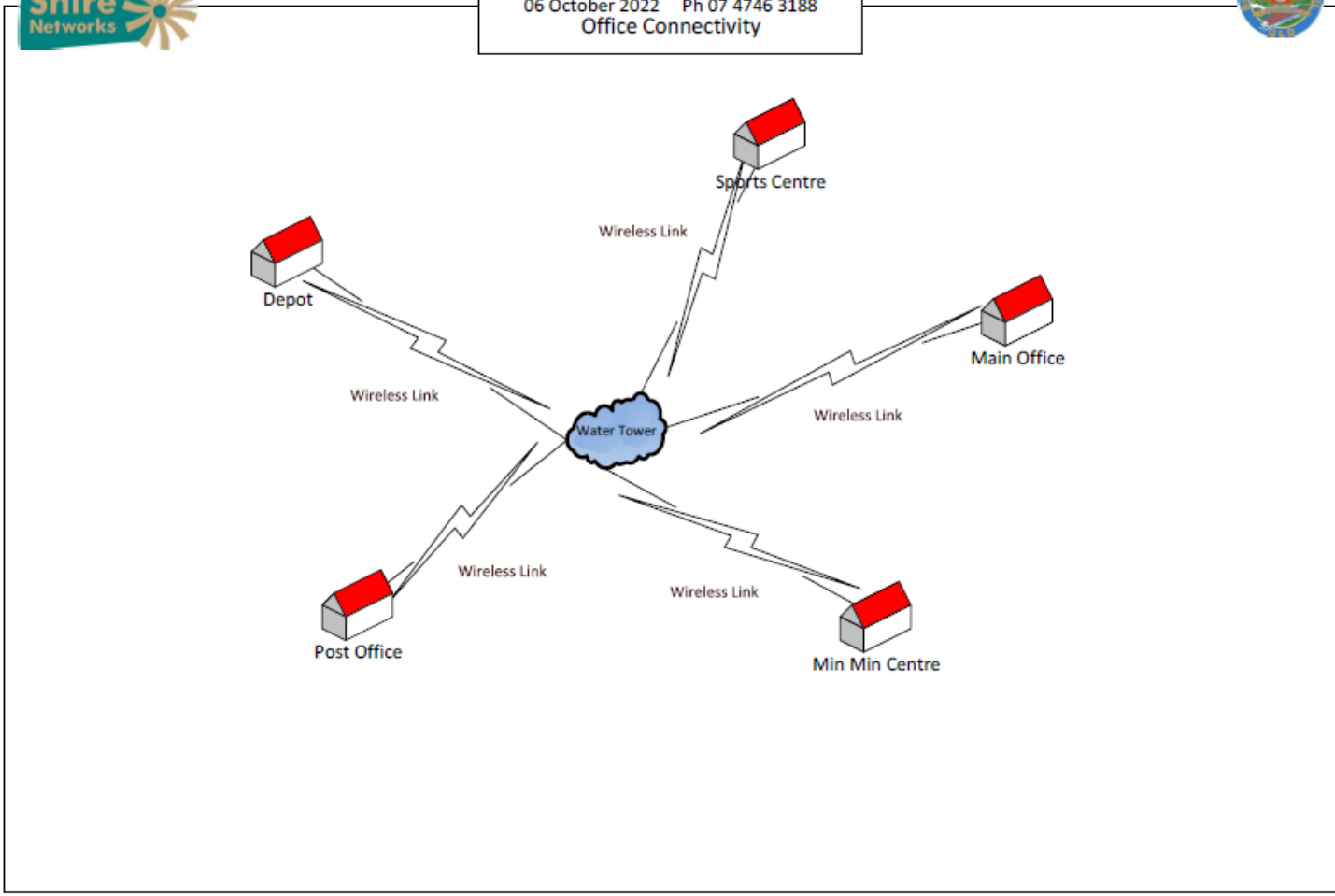
Programmable Devices	Any device whose operation is controlled by a stored program that can be changed or replaced. Information may comprise automated software, data files and temporary work files. Such devices would include desktop computers, mobile communications devices, SCADA devices or even a modern 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.







Boulia Shire Council
06 October 2022 Ph 07 4746 3188
Office Connectivity



11.4 Community Services

TITLE:	Community Services November Report	DOC REF: 11.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 11/12/2023
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

6.1.2: Provide community services through government funded programs for the benefit of disadvantage members of the community

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Boullia the place on everyone's bucket list

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

Housing update:

- 2 applications from casual Council employees were submitted to the housing committee but were denied as not permanent staff yet and no vacant units/houses currently available until 2024

- One newly appointed admin. staff person moved into 2/47 pituri Street.
- 41 Pituri Street will also go to a permanent admin. employee when it becomes vacant.

Tourism:

- Xzibit will be out in January to conduct a maintenance visit for the Min Min Encounter, they will be here for a week.

Grants:

- A submission was sent to the Minor Infrastructure and Inclusive Facilities for shade cover over the skate park and outdoor fitness station for the park.
- No word on Qld Day 2024 submission.

Community:

- The drought gift cards have finished, there are no more to be handed out in 2024.
- We do still have blank cards which can be loaded by the company and invoiced to Council
- NWQICSS have just asked for 25 cards to the value of \$2000 be loaded for use in the community. These will be ordered through the purchase ordering system and invoiced to NWQICSS by Council.

Sports Centre: Pool patron numbers: **November- 256** (by Dave Karel)

Library report by Tarsha Shaw:

This month our first 5 forever program was held twice a week. Set days being Monday and Wednesdays. We have started to plan ahead and have a month-to-month calendar that we send to all the local mums.

Library patron numbers for **November: 205**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	54	74	49	18	137	135	17 0	64	67	75	71	42
2023	51	137	86	131	129	88	13 1	197	275	182	205	

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. That the Community Services Report for November 2023 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer Ms Lynn Moore

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – November 2023	DOC REF: 11.4.2
REPORT BY:	Karen Savage Tourism Officer	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: November 2023

Sales – tickets/merchandise	\$2550.30
MME total Visitor Stats	85
MME Tickets	25
BHC Tickets	3
COMBO Tickets	10
Rezdy Online Bookings during the month (no payment taken)	1

Social Media Statistics: November 2023

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	243 profile views, 55 interactions 15 website visits from the profile

REPORT ON ACTIVITIES HELD FOR NOVEMBER

Visitor Statistic Reporting:

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

Tourists have mostly gone now, however we have seen a steady flow of locals during this month in addition to Territorians driving south for the summer.

Group Bookings: no group bookings at this time of year however plenty of group bookings coming in for next season.

Social Media

Facebook posts this month reached 9.6K people with 1677 engagements.

Explore Queensland Network: n/a

Merchandise:

Merchandise continues to sell well. Some Christmas merchandise also available at this time along with the regular gifts.

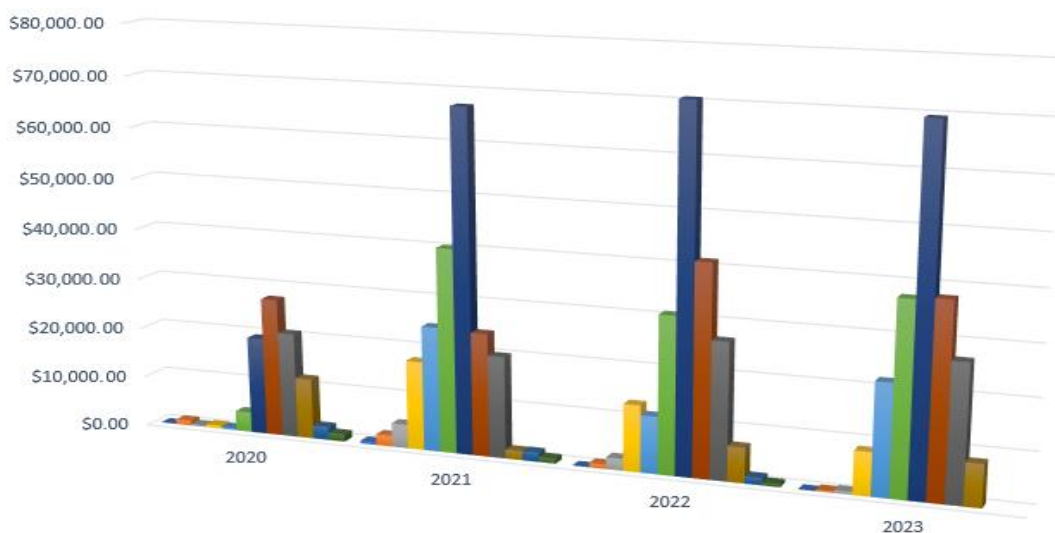
Bouli Heritage Centre:

The Heritage Complex continues to be popular especially as a combination ticket with the Min Min Encounter. Weekend opening now suspended until next year.

General:

Min Min Encounter remains open Monday-Friday until the 22nd December and re-opens on 22nd January. A full service will be carried out by Xzibit during this closed period.

MME & BHC YTD INCOME



Total Sales MME, BHC & Merchandise

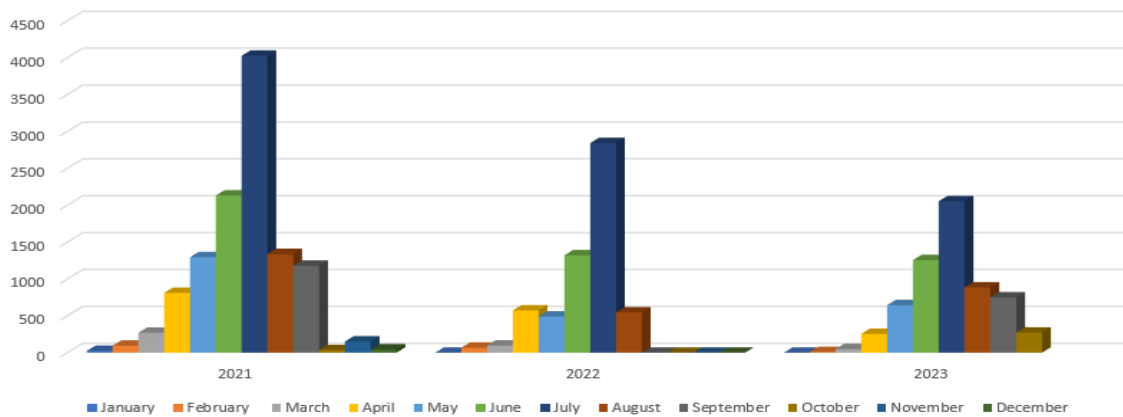
	2020	2021	2022	2023
January	\$ 27.80	\$ 522.25	\$ -	\$ -
February	\$ 974.45	\$ 2,192.35	\$ 869.50	\$ 327.85
March	\$ 315.35	\$ 4,735.20	\$ 2,341.35	\$ 589.53
April	\$ 590.20	\$ 17,599.45	\$ 13,157.75	\$ 8,518.56
May	\$ 412.80	\$ 24,691.00	\$ 11,267.15	\$ 21,869.34
June	\$ 3,985.95	\$ 40,253.80	\$ 30,891.56	\$ 37,490.68
July	\$ 19,329.20	\$ 67,167.50	\$ 70,637.11	\$ 69,549.33
August	\$ 27,432.71	\$ 24,277.55	\$ 41,365.90	\$ 37,939.03
September	\$ 20,851.55	\$ 20,091.75	\$ 26,832.70	\$ 26,862.68

October	\$ 11,987.00	\$ 1,791.30	\$ 6,954.73	\$8382.64
November	\$ 2,622.70	\$ 1,838.70	\$ 1,426.85	
December	\$ 1,462.75	\$ 976.90	\$ 635.35	

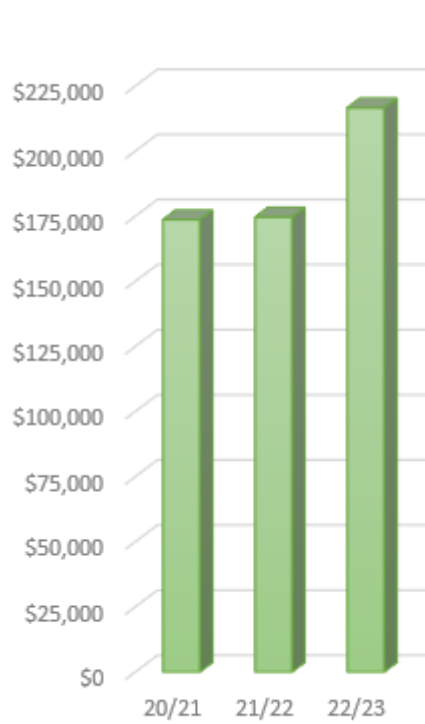
MME & Heritage Complex Visitor Numbers

	2021	2022	2023
January	24	0	0
February	95	67	10
March	270	97	49
April	811	573	255
May	1296	490	645
June	2132	1320	1255
July	4026	2842	2054
August	1338	546	885
September	1179	0	750
October	35	0	272
November	152	0	
December	44	0	

MME & Heritage Complex Visitor Information



Financial Year Income Chart		
20/21	21/22	22/23
\$173,679	174,671	\$216,648



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Centre Report November 2023 be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager	Mrs Julie Woodhouse
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	LGMS Summary regarding Proposed Sculptures	DOC REF: 11.4.3
REPORT BY:	Nessa Swann Executive Assistant	DATE: 11/12/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

The Council's concerns about potential climbing-related risks associated with the public art installation have been addressed by evaluating liability coverage, legal principles, and risk management strategies. This report recommends a comprehensive risk assessment based on contemporary risk management principles to determine and implement suitable risk treatments.

CONTENT:

Liability Coverage

Council's liability arising from its involvement in public art installations is confirmed to be covered under the LGM Liability membership, ensuring protection under Scheme Rules and relevant Wording.

Liability

The report emphasizes Council's duty of care at common law and under legislation, guided by the "Shirt calculus" and Section 9 of the *Civil Liability Act 2003*. These principles highlight the need for a reasonable response to identified risks, considering factors such as the probability and seriousness of harm, the burden of precautions, and the social utility of the activity.

Risk Management Approach

A "detailed and documented "good-faith risk assessment" is prudent to inform the evaluation of climbing-related risks; this approach aligns with *Australian Standard AS ISO 31000:2018 Risk Management - Guidelines*, providing a structured and documented framework to minimize legal and liability exposure.

Possible Risk Treatments

The advice suggests three main approaches for further treatment: risk avoidance, reducing likelihood, and reducing consequences.

1. Risk Avoidance:

- a. Complete exclusion of access to the public artwork.
- b. Not applicable to Boulia but decommissioning and removing the public artwork.
 - a. Factors such as cost, visual amenity, public interest, and reputation should be considered in determining the most suitable approach.

2. Reducing Likelihood:

- a. Redesign/modification of the structure or locality.

- b. Signage.
- c. Monitoring and enforcement.

- a. Sculptures have yet to be forged.
- b. Signage should be considered in conjunction with modification, inspections, maintenance, and/or to isolate the risk using fencing or barriers. Consideration should be given to the number of signs required and their placement and the potential effectiveness in reducing liability.

The use of signage does not obviate Council’s legal liability, including with respect to discharging its common law duty of care, and may increase the level of exposure to legal liability risk for Council.

Prohibition signs: are only effective if enforced and may increase Council’s exposure to liability.

Warning signs: it is critical they are designed to draw attention to the actual risks associated with the sculpture and not merely identify them. Further, children, literacy difficulties and non-English are important considerations for areas popular with families and tourists.

- c. Proactive monitoring during high-visitation periods may be considered a short-term treatment plan until longer-term risk treatments can be implemented.

3. Reducing Consequences:

- a. Rendering the surface and/or installing softfall.

- a. The practicality and effectiveness of these options should be carefully assessed, considering potential unintended consequences such as encouraging climbing.

CONSULTATION:

GOVERNANCE IMPLICATIONS:

(list any relevant implications)

RECOMMENDATION:

That the LGMS Summary regarding the proposed sculptures be noted.

ATTACHMENTS:

- 1. LGML Public art climbing risks [11.4.3.1 - 6 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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SHORT DESCRIPTION

Climbing risk associated with public art installation

QUERY

Council has concerns that people (including children) may be inclined to climb the public art work with harm or injury to a person or persons arising as a result

NATURE OF QUERY

Common Law Liability; Liability Cover; Risk Management

MUTUAL SCHEME

LGM Liability

ADVICE

COVER

It is confirmed that **Council's liability** arising from **Council's involvement** in **Council activities and functions** (including with respect to the provision and management of public art installations) will be covered under the liability cover provided pursuant to Council's LGM Liability membership subject to the Scheme Rules and relevant Wording.

The legal liability coverage provided by way of Council's membership of LGM Liability extends to provide liability coverage in the following terms:-

The Member means (amongst other things)

1. Member named in the Schedule.
2. The Mayor, President, Chairman, Councillors, Board Members, Executives, officers and Employees of the Member, members of any committee established by The Member under the Local Government Act or any other enabling legislation, and Welfare Organisations Fire, Medical and Emergency services and Voluntary Workers whilst acting within the scope of their duties for and on behalf of The Member."

LIABILITY

Council has a duty of care both at common law and under legislation in performing its roles and responsibilities. The duty is essentially the same in that Council is required to act reasonably to avoid injury or damage that is reasonably foreseeable. In other words, Council has to respond reasonably to an identified risk; the difficulty is in determining what constitutes that reasonable response.

Guidance can be obtained from an often quoted legal principle articulated by the High Court in 1980 (repeatedly confirmed since then), and referred to as the "Shirt calculus" derived from the name of the plaintiff in that case. This effectively provides that a range of issues should be considered by a Council when determining an appropriate response to a risk including the magnitude of the risk and the degree of probability that it will occur. Balanced against these considerations are the expense, difficulty and inconvenience to Council in taking steps to alleviate the danger, and any other competing or conflicting responsibility or commitments of Council.

Section 9 of the *Civil Liability Act 2003* (the Act) sets out general principles in relation to the standard of care required to avoid a breach of duty, as follows:

1. A person does not breach a duty to take precautions against a risk of harm unless –

- (a) the risk was foreseeable (that is, it is a risk of which the person knew or ought reasonably to have known); and
 - (b) the risk was not insignificant; and
 - (c) in the circumstances, a reasonable person in the position of the person would have taken the precautions.
2. In deciding whether a reasonable person would have taken precautions against a risk of harm, the court is to consider the following (among other relevant things) –
- (a) the probability that the harm would occur if care were not taken;
 - (b) the likely seriousness of the harm;
 - (c) the burden of taking precautions to avoid the risk of harm; and
 - (d) the social utility of the activity that creates the risk of harm.

The Shirt calculus and s9 of the Act are effectively an application of the contemporary risk management principles articulated in the Australian Standard AS ISO 31000:2018 *Risk Management – Guidelines* (Standard).

MANAGING RISK

Council has flagged the conduct of a risk assessment to inform Council's evaluation of these risks and the need, type and implementation of risk treatments that may be required.

It is confirmed that such an approach is recommended to minimise Council's legal and liability exposure and satisfy Council's common law duty of care. It is emphasised that the requirement is to exercise reasonable care and by conducting a detailed and documented good-faith risk assessment that is consistent with Australian Standard ISO 31000: 2018 *Risk Management – Guidelines* is a prudent, and perhaps the only viable step, to determine whether a risk is acceptable or requires control or treatment in reference to Council's risk appetite and tolerance.

Naturally, the primary risk in these circumstances is anticipated to be harm or injury to a person, or class of persons, which occurring as a result of climbing the structure, noting there may be a range of causative factors and consequences.

Assuming the risk assessment concludes that further treatment is required to control the risk to an acceptable level, it is suggested that the risk assessment might reasonably consider the following approaches for further treatment:

- Risk avoidance
- Reducing likelihood
- Reducing consequences

Some general comments regarding these approaches and possible risk controls are provided below.

Risk Avoidance

There are a number of possible treatments that may be able to be considered to avoid the risk and these include:

- Completely excluding access to the public art work, such as through complete exclusion fencing/barriers/encapsulation or complete redesign of the public art; or
- Decommissioning and removing the public art work.

Having regard to the photographs provided with your email, it is possible that the risk assessment may consider relevant constraints on avoid the risk by removing or excluding access to the art work for a range of reasons including cost/expense, visual amenity, public interest, political reasons and/or reputation.

If such a determination is made, it will likely be necessary to consider treatments designed to reduce the likelihood or the consequences of a risk event. In all likelihood, a combination of treatments may be required to reduce the risk to what Council could reasonably consider to be an acceptable level.

Reducing the Likelihood

Possible treatments to reduce the likelihood of a risk include:

- Redesign/modification of the structure or locality;
- Signage; and/or
- Monitoring and enforcement.

Redesign/ Modification

It may be possible to minimise the likelihood of a risk event occurring by redesigning the public art structure or the adjacent area.

Modification or redesign of the public art may not be possible, however there may be options available to modify the adjacent area to reduce the accessibility and attractiveness of the structure for persons to climb on it, for example by surrounding the artwork with a water feature or installing landscaping measures.

Naturally, it would also be prudent to consider and assess any risks that may be associated with options for modification or redesign (for example, if a water feature were to be considered the risk of someone climbing, falling and then subsequently drowning).

Signage

Council may specifically consider signage as a risk control, and in appropriate circumstances, the use of signage can be considered a reasonable response by a court in terms of satisfying Council's common law duty of care.

However it is also important to recognise that the use of signage may not be the best response in all cases, and there may be other risk treatments that are more appropriate or should be considered in conjunction with signage, for example modification, inspections and maintenance, and/or steps taken to isolate a particular risk, such as exclusion fencing or barriers.

Whilst signage will inevitably comprise a central element of a Council's risk management for public areas and spaces, it is absolutely critical to understand that the mere presence of a sign does not obviate Council's legal liability including with respect to discharging its common law duty of care.

Indeed, the inappropriate installation, deficient design or insufficient maintenance provided with respect to signage erected these areas can actually result an increased level of exposure to legal liability risk for a Council.

It is not possible to provide specifications for signage given the nature of the site-and-situation-specific risks and issues involved, however LGM Liability recently produced the *Signs (Public Places) Guide 2019* (Signs Guide) to assist Members develop a principles-based approach for the use of signs as a risk management response, and is available on the Member Centre at <https://lgms.jlta.com.au>.

The Guide indicates that the first step with respect to the consideration of signs is to have in mind a clear understanding of the purpose of the signs. This may be difficult without first undertaking the detailed and documented good-faith risk assessment as mentioned above. This process will identify risks that require assessment, the possible treatment options for those risks, an evaluation of those options, and a plan for their implementation.

In this regard it is worthwhile noting the judgment of Gummow J in the High Court decision of *Roads and Traffic Authority of NSW v Dederer* [2007] HCA 42 at 18 where he restated “basic and settled matters of legal principle”:

*“First, the proper resolution of an action in negligence depends on the existence and scope of the relevant duty of care. Secondly, whatever its scope, a duty of care imposes an obligation to exercise reasonable care, it does not impose a duty to prevent potentially harmful conduct. **Thirdly, the assessment of breach depends on the correct identification of the relevant risk of injury.** Fourthly, breach must be assessed prospectively and not retrospectively. Fifthly, such an assessment of breach must be made in the manner described by Mason J in *Wyong Shire Council v Shirt* [The Shirt calculus mentioned above].”*
[Emphasis added]

Briefly, the facts of the case involved a 14-year-old boy being rendered partially paraplegic when he dived from a bridge into shallow water, and struck his head on the bed of an estuary. He had climbed on to the flat wooden top railing of a wooden post and rail fence enclosing a footpath on the bridge. The bridge was over an estuary containing navigable channels as well as a large central sandbar of shifting depth and dimensions. The claimant had originally intended to jump into the water, but changed his mind and dived headfirst instead. The claimant was successful in the Supreme Court of New South Wales and in the Court of Appeal in that jurisdiction.

The High Court overturned the decision of the NSW Court of Appeal, and at paragraphs 59 and 60, Gummow J said:

“... It is only through the correct identification of the risk that one can assess what a reasonable response to the risk would be. In this, too, the majority in the Court of Appeal erred.”

*“In the Court of Appeal, the risk faced by Mr Dederer was characterised by the majority as being ‘serious spinal injury flowing from the act of diving off the bridge’. That risk, it was said, was one created by the RTA through the erection of the bridge by its predecessor. **However, such a characterisation of the risk obscured the true source of potential injury. This arose not from the state of the bridge itself, but rather from the risk of impact upon jumping into the potentially shallow water and shifting sands of the estuary.** This mischaracterisation of the risk led to two consequent errors. First, the majority were distracted from a proper evaluation of the probability of that risk occurring. Secondly, they erroneously attributed to the RTA a greater control over the risk than it possessed.”*
[Emphasis added]

Once the purpose of the sign has been determined, the next question is to consider what type of sign to use to best convey the message about that purpose. For example, is it intended the sign should be a prohibition, a warning or to merely provide information.

If the decision is made to create a prohibition, the effectiveness of the sign may be reduced if there is no intention to enforce that prohibition. In other words, members of the public quickly become aware that there will be no enforcement and therefore no need to comply with the prohibition. In circumstances such as these, it is possible that the sign may in fact increase Council’s exposure to liability.

It may be that the relevant message should be conveyed as a warning to alert readers – usually entrants to a particular area – about the hazards they will face if they enter that area. The warning should be designed to draw attention to the actual risk associated with the facility or location, and this may include warnings about specific areas which may be unsuitable for younger users. In addition, the effectiveness of signs in communicating the warning to persons with literacy difficulties and those from a non-English speaking background may be important, and this is likely to be a particularly important consideration in an area popular with families and tourists.

Alternatively, it may only be that an information sign is required to provide necessary information to readers.

A common problem with the use of signs is the potential to contain different messages resulting in important messages being lost amongst the less significant messages. One method of combating the dilution of the message is to separate the wording into separate signs and the use of pictorial wordings. In this way, Council can bring the reader's attention to the important message, e.g. providing a warning about hazards or risks associated with the facility or activity.

Another problem with signage is in relation to young readers who are well-known not to read signs nor comprehend their message. This is a particularly important consideration to the circumstances of your email.

A court will consider all the circumstances in a particular matter to determine whether a sign has conveyed the appropriate message. In this regard, it will be critical to ensure that any sign identifies and addresses the actual risk, and not merely identifies the mere presence of the rocks or other similar broad or general advice.

When the type of sign has been considered, the next question will be the number of signs that would be required, and their placement. It would be pointless erecting one sign at a location where there are multiple entry points, for example.

On the other hand, the erection of myriad signs at a location may seem foolish, or in fact tend to create their own risk and by extension an increase in liability risk exposure. In such a situation, it may be that entrants should be funnelled towards designated entry points to reduce the number of signs required.

Also, on the topic of placement, consideration should be given to whether there may be some distraction in the location such that the reader's attention is drawn from the sign. In the Queensland Court of Appeal decision of *Kelly v State of Queensland* [2013] QSC 106 two signs were provided. The first was at the beginning of a long path to the particular recreational attraction, and the distance of this path was considered to be too long and the significance of the sign was lost by the time the reader had completed the journey. The second sign was placed adjacent to the particular attraction, and it was considered the reader's attention would have been diverted from the sign by the attraction.

Monitoring and Enforcement

Council may also wish to consider proactive monitoring of the locality by officers with a view to intervening when persons attempt to climb the structure.

Such an approach may involve significant cost and prove uneconomic and/or ineffective over an extended period of time, however short-term targeted monitoring during periods of high visitation rates until longer-term risk treatments can be implemented could be considered by Council to form an aspect of an effective treatment plan.

Reducing the Consequence

It may also be possible to consider risk treatments that focus on reducing the consequences of a risk event, such as rendering the surface and/or installing softfall, noting however the practicality and effectiveness of these options would likely be considered limited in these circumstances. Indeed, any proposal to install softfall should be assessed with a high degree of caution, as it may in fact be arguably considered to encourage climbing on the structure.

In any case, it is reiterated that risks and treatments should not be considered in isolation and it is likely that a combination of treatments may be required to reduce the risk to what Council could reasonably consider to be an acceptable level, and the risks associated with any proposed treatments will also need to be considered and assessed.

IMPORTANT NOTES

In considering the content of this advice, it is important to recognise that the LGMS Schemes are not authorised legal practitioners and these comments are not a substitute for a Member's independent legal advice; rather the comments are provided from an insurance coverage and risk management perspective only. To the extent that Council requires legal advice, Members are referred to their legal advisers.

This advice has been prepared in confidence for Members of the Mutual Scheme(s) identified above and must not be distributed to any person or party external to the Membership of same

Members requiring further advice in relation to their own specific circumstances should direct same to LGMS Member Services on 07 3000 5555 or memberservicesqld@jta.com.au

12 Late Reports

Nil

13 Closed Session

TITLE:	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia	DOC REF: 13.1.1
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CLOSED SESSION REFERENCE:

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

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

PURPOSE:

To provide Council with information regarding submissions received under tender T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia.

14 General Business

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