

Ordinary Meeting of Council

Date: Monday 17th February 2020



Late Reports/Tabled Documents:

- ★ Item CEO3 - 2nd Quarter Operational Plan Report Sep 2019 to Dec 2019
- ★ Item FM2 - Budget Review December 2019
- ★ Item CSM2 - House Refurbishments Report
- ★ Item D.1 - Pony Club Paddock Fence
- ★ Item WH&S1 - Work Health and Safety January 2020 Information Report
- ★ Item WH&S2 - Policy Review - 147. Boulia Sports and Aquatic Centre Membership
- ★ Item WH&S3 - Policy Review - 143. Use of Gym Facilities (Repealed)

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th November 2019

TITLE:	2nd Quarter Operational Plan Report Sep 2019 to Dec 2019	DOC REF: Item CEO3 Late Report
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 12/02/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

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

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

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

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

The report on the Operational Plan for 2019-2020 has been prepared in accordance with the legislation and has been linked to the Queensland Plan by reference to our Corporate Plan goals.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

- Prepared in accordance with Local Government Regulation 2012

RECOMMENDATION:

- That Council receive the second quarter report for the 2019-2020 Operational Plan for information.
- That the report be displayed on the Council website.

TABLED DOCUMENT: 2nd Quarter Operational Plan Report 2019-2020

Chief Executive Officer

Ms Lynn Moore



Operational Plan 2019-2020

2nd Quarter Review Sep to Dec 2019

Key Priority 1: A strong supportive community environment

Our communities are our heartland and boast a unique character. They are places where we demonstrate our diversity and community spirit and provide vital hubs for the services and activities that connect us. We will encourage individual and community responsibility, foster acceptance and reduce disadvantage - bringing our communities closer together.

HOW ARE WE GOING TO DO THIS?

By the promotion of Boulia to attract industry and business thereby encouraging families to come, enjoy the freedom and stay for a lifetime. We will support all agencies who provide health, safety and education which will make the community a great place to live.

WHAT WILL THE IMPACT BE?

Boulia will be a vibrant and safe place to live and raise a family - a place to call home.

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities, Cemeteries, Grant funding.

1.1: Promotion of community events, services and facilities


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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.1.1.1	Application for RADF funding and the assessment and allocation of funding applications during the year from community groups.	Community Services Manager	\$20,000 has been allocated to RADF for 2019-2020 from Arts Qld. Council is to put \$2500 to it.	


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

Action: Support not-for-profit community groups with grant information opportunities and grant development.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.1.2.1	Support not-for-profit community groups with grant information opportunities and grant development.	Community Services Manager	Ongoing support offered when asked for.	

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

Action: Community celebrations are able to be held in the Shire Hall or Aquatic Centre.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.1.3.1	Community celebrations are able to be held in the Shire Hall or Aquatic Centre.	Community Services Manager	Community events continue to be facilitated in Council venues. A Pitta Pitta meeting held in November. A Christmas party will be held in the hall in December.	

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.2.1.1	Preservation of historic information within the shire with locations documented identified on a plan available to the general public.	Community Services Manager	A mud map flyer is still handed to visitors, new machinery information signs have been added to the items on display.	


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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.2.2.1	Continue the operation of the Boulia Heritage Complex as a tourist attraction which showcases the heritage and history of Boulia.	Community Services Manager	The complex continues to attract great comments on its preservation and display of artefacts and historical material. A new film screening room will be soon completed to open in the 2020 tourist season.	

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


Action: Provide information days focused on the past history of Boulia both indigenous and non-indigenous.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.2.3.1	Provide information days focused on the past history of Boulia both indigenous and non-indigenous.	Community Services Manager	Regular Qld Day, NAIDOC and Heritage week events acknowledged annually. Funding has been applied for for Qld Day 2020.	

1.3: Boulia Shire to have active inclusive communities


1.3.1: Partner with relevant organisations to support educational opportunities for the shire

Action: In conjunction with Job Network provider, support the continued opportunity for trainees to work with the Council.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.1.1	In conjunction with Job Network provider, support the continued opportunity for trainees to work with the Council.	Director Works and Operations	New MOU signed with Rainbow Gateway to provide potential pathway to employment for participants.	

1.3.2: Recognise volunteers who support events throughout the year

Action: Assist local community organisations which deliver community events, to engage volunteers, which support the well being of the community and support continued growth in tourism.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.2.1	Assist local community organisations which deliver community events, to engage volunteers, which support the well being of the community and support continued growth in tourism.	Community Services Manager	Partnership ongoing with Boulia Community Support Office, QCWA, Historical Society and Boulia Social Club.	

1.3.3: Facilitate opportunities for learning, social activities, community events

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.3.1	The Boulia Aquatic Centre staff are fully trained and the facilities are well maintained and fit for purpose.	Community Services Manager	Training will occur for staff at end of November and casual positions have been advertised.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.3.2	The Council bus to be available for sporting activities when required.	Road and Construction Maintenance	Boulia shire continues to support local entities with having the bus available.	

1.3.4: Build social capital through provision of accessible community infrastructure and programs


Action: All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.4.1	All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards.	Road and Construction Maintenance	Parks and gardens are being maintained well with Rainbow Gateway workers.	

Action: Community events such as ANZAC Day, NAIDOC, Australia Day are celebrated by the community.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.4.2	Community events such as ANZAC Day, NAIDOC, Australia Day are celebrated by the community.	Community Services Manager	Held annually by Council in partnership with other organisations occurs annually.	

Action: Community Halls and open spaces are well managed, clean and key system and security deposit taken.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.4.3	Community Halls and open spaces are well managed, clean and key system and security deposit taken.	Finance Manager	All venues including Halls are on a routine cleaning and maintenance program which includes checklists to be completed prior to a booking and post bookings. This process is reviewed monthly at our Team Meeting.	

1.3.5: Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion

Action: Library, swimming pool and WiFi continue to be provided as a free service to encourage educational advantage, physical advantage and social advantage.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
1.3.5.1	Library, swimming pool and WiFi continue to be provided as a free service to encourage educational advantage, physical advantage and social advantage.	Community Services Manager	The community is able to attend swimming pool free and there is free public WiFi for community and visitors at Library and tourism centre.	

Key Priority 2: Building and maintaining quality infrastructure

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

Service areas:

Land development, Waste management services, Technical services, Project design and management, Infrastructure services, Depots and workshops operations, Water utilities

HOW ARE WE GOING TO DO THIS?

We will plan effectively for the future with the use of Town Planning Schemes. Our small population means an ever vigilant search for grant funding opportunities and then the fortitude to manage these well to secure our reputation. This will enable us to meet the needs of the community.

WHAT WILL THE IMPACT BE?

Buildings and infrastructure that meet the needs of the community both now and into the future.


Service Areas

Public assets and facilities, Libraries, Community planning and development, Parks and recreational services, Sport and recreational facilities, Grant funding, Infrastructure services, Land development


2.1: Well connected - buildings and infrastructure

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.1	Compliant aerodrome facility including lights and markings meet with CASA requirements	Road and Construction Maintenance	Audit completed with new manual passed by CASA. 6 minor issues were identified which are all rectified apart from ponding in one small area near the fuel which poses little risk.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.2	Disaster Recovery Funding Arrangements (DRFA) Flood events are identified and managed with 'value for money' principles.	Director Works and Operations	2019 March flood damage has been captured through Recover software, utilised Virb camera to capture the photos of the road network. Field assessment completed. Awaiting on final approval.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Director Works and Operations	Ch: 111.1 to 116.5 sealing completed in Dec 2019. Work in progress to complete next section for sealing.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.4	Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc.	Director Works and Operations	Urandangi town streets sealed, Boulia town streets sealed and Footpaths completed. Dust-drop zone's will be sealed in March or April 2020.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.5	Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future.	Director Works and Operations	Donohue road maintenance in progress. All Shire roads are open to all traffic. Donohue Hwy, from green tanks, loose surface formed.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.1.6	Council manages extraneous Council equipment to obtain value for money and generate private works income where possible.	Director Works and Operations	Council replaced 3 Utes, 2 Prado's and purchased a new Sooth drum roller. Grader tender will be closed on 16/12/19.	

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


Action: Reflect system to be utilised to record and then to action defects on TMR roads within program and budget.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.2.1	Reflect system to be utilised to record and then to action defects on TMR roads within program and budget.	Road and Construction Maintenance	This system is being used effectively and reported on each month to Council. Defects are listed to enable TMR to ascertain how much money is required to keep the roads in good condition.	

Action: Transport and Main Roads RMPC roadworks are completed and maintained within budget.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.2.2	Transport and Main Roads RMPC roadworks are completed and maintained within budget.	Road and Construction Maintenance	The Reflect system is enabling a good management program to be completed and tracked.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.2.3	TMR Roads and maintenance contracts are prepared, reviewed and submitted within approved time frames.	Road and Construction Maintenance	Contracts have been reviewed and signed by senior staff to enable progress.	

2.1.3: Lobby for appropriate State and Federal government funding to upgrade the quality of major access roads within the shire and also accessing the region

Action: Continue to support the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way with representation to State and Federal Governments in conjunction with Councillors and Mayor.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.3.1	Continue to support the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way with representation to State and Federal Governments in conjunction with Councillors and Mayor.	Chief Executive Officer	Continued lobbying for our case for this road to be made a state road is continuing. In the meantime we are supporting the Outback Way - Australia's Longest Shortcut in the further sealing of this road. We have received excellent support from the OHDC in raising the awareness of the cost to Council in the immediate sealing and also the future of the re-sealing projects to follow.	


Action: Road safety and widening between Winton and Boulia and Boulia to Mt Isa is a priority.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.1.3.2	Road safety and widening between Winton and Boulia and Boulia to Mt Isa is a priority.	Chief Executive Officer	This project is another 'win, win' for Boulia in the widening of this narrow roadway to Winton. It is well on its way to completion of this section.	


2.2: Well serviced - buildings and infrastructure

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.1.1	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	Road and Construction Maintenance	Continuing to maintain regular collection of residential and commercial waste.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.1.2	Regular scheduled water sampling conducted and variations reported to Water Board and the CEO.	Director Works and Operations	As per WQMP, all samples collected and tested. SWIM data submitted. WQMP under review, it will be submitted to the regulator by end of December 2019.	


Action: Waste facility managed in line with EPA requirements.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.1.3	Waste facility managed in line with EPA requirements.	Director Works and Operations	EPA conducted audit - waiting on the report. No major concerns. Installed temporary fence around the dumping trench. Still working on purchasing a landfill compactor.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.1.4	Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant.	Road and Construction Maintenance	Water treatment continuing to be consistent and within department guidelines.	

Action: Consumer confidence in water supply for clarity, taste and low turbidity.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.1.5	Consumer confidence in water supply for clarity, taste and low turbidity.	Director Works and Operations	Disinfection system working good after few hiccups. Data logger working. Water wise notices have been published for the summer months. One interruption on water supply.	

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.1	Buildings and all Council facilities meet regulatory requirements and also meet WH&S standards. Annual inspections of power boxes and RCD's are completed.	Director Works and Operations	Test and Tagging completed. RCD testing in progress. Fire panels and extinguishers have been tested.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.2	Building facilities are well maintained with building use monitored by the venue booking forms, income is generated where possible.	Finance Manager	Bi-monthly inspections are done of the venues by the Manager of Corporate & Financial Services or delegate as requested. On a monthly basis the revenue is reconciled against the bookings made.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.3	Maintain the buildings, grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	Road and Construction Maintenance	Continuing to maintain the grounds, fencing and buildings to the set requirements.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Director Works and Operations	All maintenance up-to-date.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.5	RSL Building renovations including a ramp, renovated kitchen and an internal toilet to be installed.	Director Works and Operations	Project completed.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.6	Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Community Services Manager	Library continues to follow State Library procedures. It offers free WIFI access and an excellent well equipped playroom for children.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.7	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	Road and Construction Maintenance	The Boulia Cemetery has been maintained to standards required.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Road and Construction Maintenance	The Urandangi Cemetery has been maintained to standards required.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Road and Construction Maintenance	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the Community.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.10	All Council owned buildings are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards.	Community Services Manager	Parks and Gardens staff continue to maintain all green areas and housing tenants are sent regular notices re yards.	

Action: Concept completed for the redesign and plan for an incorporated Council administration building.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.11	Concept completed for the redesign and plan for an incorporated Council administration building.	Chief Executive Officer	EOI called for schematic design. Increased funding required to complete this stage as Hydraulic engineering will also need to take place to ensure the plan encompasses all possible issues. 90% funding has been applied for through the Building Better Regions Fund which was restricted to drought communities. Preliminary costs have been received from the quantity surveyors.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.2.2.12	Council housing stock is managed in a clear and accountable manner with allocation of housing stock to applicants completed via the Housing Committee.	Community Services Manager	Housing is still managed by the CEO and Housing Committee.	


2.3: Well planned - buildings and infrastructure

2.3.1: Develop and implement a robust Asset Management Plan to support effective long-term asset management


Action: Asset Management Plans completed for all major asset classes which will consider both the future anticipated income projections, and the future expenditure requirements to sustain services. The plan to consider the expenditure is identified in the Asset Management Plans and will provide input into the annual budget.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes which will consider both the future anticipated income projections, and the future expenditure requirements to sustain services. The plan to consider the expenditure is identified in the Asset Management Plans and will provide input into the annual budget.	Director Works and Operations	Asset Management Plans completed for Roads, Airport, Bridges, Footpaths and a revised buildings AMP. The next stage will be the complete set of plans for all infrastructure assets held by Council and this will support Council's long term financial plans.	


Action: NAMS PLUS Asset Management Plan course completed by CEO to enable asset management plans to be completed for all classes of assets.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.1.2	NAMS PLUS Asset Management Plan course completed by CEO to enable asset management plans to be completed for all classes of assets.	Chief Executive Officer	CEO has passed the NAMS Plus exam in Asset Management.	

Action: Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Director Works and Operations	Levels of service for all AMP's to be discussed in early 2020. Initial discussions have revealed some changes to work plans may be necessary to fund required work into the future.	

Action: Asset Management Plans are reviewed annually prior to the development of the annual budget.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.1.4	Asset Management Plans are reviewed annually prior to the development of the annual budget.	Director Works and Operations	AMP draft has been developed by Shepard Services. All the data has been collect by using virtual RACAS system. Budget forecast has been developed for the roads, footpaths, K&C and Airports.	

2.3.2: Identified projects to be approved by Council and shelf ready projects created ready for future funding


Action: QTC Project Decision Framework system to be used for all projects over \$100K.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.2.1	QTC Project Decision Framework system to be used for all projects over \$100K.	Director Works and Operations	QTC model Whole life cost has been utilised for the funding applications.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Chief Executive Officer	No further work completed on this project as the Regional Community Precinct has been the focus of our attention. This subdivision will be reviewed during the discussion on the Town Plan.	

Action: All identified future projects to have a shelf ready funding application ready for funding opportunities.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.2.3	All identified future projects to have a shelf ready funding application ready for funding opportunities.	Community Services Manager	All small funding opportunities are shelf ready. Several for 2020 have been applied for.	

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


Action: All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Road and Construction Maintenance	Adequate street lighting has been maintained.	

Action: Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Road and Construction Maintenance	Town entrances have been well maintained.	

Action: New seasonal plantings of shrubs and annuals in identified gardens completed.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed.	Road and Construction Maintenance	New plants and shrubs have been planted to suit seasonal weather for Boulia.	

Action: Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	Finance Manager	The records are currently being sorted and added to the templates in preparation for implementation to the new IT system.	

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

Action: Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.4.1	Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development.	Chief Executive Officer	Purchase of 14 Herbert Street completed to allow for future expansion to include the Regional Community Precinct. Deed of Grant sought from DNRME for the existing Council block of land as it is a reserve and will need to be freehold to be amalgamated with the 14 Herbert Street property.	

Action: All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	Director Works and Operations	All the project expenditure will be updated on a fortnightly basis and monitored closely.	


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

Action: 2019-2029 Town Planning scheme to be reviewed with community consultation and adopted.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.5.1	2019-2029 Town Planning scheme to be reviewed with community consultation and adopted.	Chief Executive Officer	Town Plan has been reviewed by Council and will be put to community consultation and reviewed in early 2020. The final decision will now not be made available until after the Council election.	

2.3.6: Facilitate land and infrastructure planning and development that meets the needs of the community

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.6.1	All building applications are completed in a timely manner with the correct fees charged.	Director Works and Operations	ABS data up-to-date.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
2.3.6.2	Native Title/Cultural Heritage requests are dealt with as they eventuate.	Director Works and Operations	Good relationships with all groups. Council engages an external resource to ensure we comply with Native Title requests.	

Key Priority 3: Economic development - a sustainable local economy

Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us.

Service areas:

Regional development, Tourism development, Agribusiness development

HOW ARE WE GOING TO DO THIS?

By partnering regional groups and organisations to align our attributes with theirs for joint benefit. We will encourage all newcomers who can enhance life in Boulia - be it mining, new businesses and decentralized government agencies who wish to make Boulia home.

WHAT WILL THE IMPACT BE?

A strong vibrant community which is attractive to new and existing tourism opportunities and potential mining ventures.

Service Areas

Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Grant funding

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices

Action: Advertise the rates concession for new and renovated buildings within the shire.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.1.1.1	Advertise the rates concession for new and renovated buildings within the shire.	Chief Executive Officer	No interest in this at present but this may change once the residential subdivision is up and running. This may be sometime into the future.	


3.1.2: Town Planning encourages growth, is sustainable and is suitable to meet demands

Action: All houses and units owned by Council are rented out, with applications submitted through the Housing Committee for approval.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.1.2.1	All houses and units owned by Council are rented out, with applications submitted through the Housing Committee for approval.	Community Services Manager	Houses managed by CEO and Housing Committee as per order of applications.	

3.1.3: Facilitate networks and partnerships between local business, industry groups and government


Action: Facilitation of meetings between government agencies which may assist local business.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.1.3.1	Facilitation of meetings between government agencies which may assist local business.	Chief Executive Officer	Continued engagement with all of our networks - LGAQ, RAPAD, OHDC, QFES, IGEM, SES.	

3.2: Support local business and advocate for the region


3.2.1: Support opportunities for new and existing businesses

Action: Continuance of television and other media advertising of the shire including our website.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.1.1	Continuance of television and other media advertising of the shire including our website.	Community Services Manager	New television advertisement being shown on Channel Seven Network. New promotional video being constructed for social media when staff are available. Website and social media continue to enjoy good reviews.	

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


Action: Outback Regional Road Group (ORRTG) represents the importance of our shire roads, roads of regional significance so we receive our fair share of funding from TMR.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.1	Outback Regional Road Group (ORRTG) represents the importance of our shire roads, roads of regional significance so we receive our fair share of funding from TMR.	Director Works and Operations	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Director Works and Operations	Actively participating in the group and heavily involved in joint procurement.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.3	Collaboration with Outback Queensland Tourism Association (OQTA) to improve the exposure for Boulia's Tourist product - Min Min Encounter, Boulia's Heritage Complex and our 100 million year old marine fossil exhibit.	Community Services Manager	All contacts within the tourism industry are maintained.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Rural Lands Protection Officer	The Chemical has been brought and the Councils are just waiting for it to rain so they can get together and spray the Sticky Florestina before it flowers and goes to seed.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.5	Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Chief Executive Officer	Attendance at the WQLGA meeting to be held in Richmond on 5-6th May 2020 by three Councillors and the CEO is planned. Submissions lodged for both WQLGA and LGAQ to lobby for a 1% increase to Financial Assistance Grants (FAGs), submission lodged for the Work for Queensland Grants (W4Q) to continue with thanks to the State Government and a challenge for the Commonwealth to match it.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Chief Executive Officer	Meeting held in December primarily to discuss our vulnerability to fire. This meeting was attended by QFES (Elliott Dunn and Bruce Evernden), our pre-planning was considered adequate and as we had not had bush fire impacts here for several years it was an unknown quantity. Fire Breaks have been completed on the Town Common and Urandangi earlier in the year.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.2.7	Inland Queensland Road Action Plan (IQRAP) - Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities.	Chief Executive Officer	The February report - \$294 million over four years to address the most urgent safety and productivity pinch points on the network (this complements the \$106 million of commitments on IQRNS priorities noted in the 2018/19 QTRIP). An indicative commitment to \$1.887 billion over 2023/24-2028/29 to address the next highest priorities. Completion of works on corridors prioritised under the Northern Australia programs. The IQRNS to be used as a planning tool to support future road investment programs.	

3.2.3: Advocate and support the development of the Outback Highway

Action: Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.3.1	Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway.	Chief Executive Officer	Outback Highway Development Corporation continue to lobby on our behalf during their visits to Canberra with regard to the 20% contribution Boulia Shire Council has to make when funding is provided via ORRTG through Transport and Main Roads.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.3.2	Outback Way Development Corporation - continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Chief Executive Officer	Teleconferences are held monthly which are scheduled across three time zones. They average 4 hours and cover progress from each of the areas and the current road conditions.	

3.2.4: Advocate for the future development of the road network to strengthen tourism and transport within the shire


Action: Development of good relationships with TMR and QRA.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.2.4.1	Development of good relationships with TMR and QRA.	Director Works and Operations	We have been working closely with DTMR reps with regards to road maintenance work and with QRA RLO in regards to flood damage submissions and delivery.	

3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

Action: Remote Area Planning and Development Board (RAPAD) - Facilitate the growth and development of the Central West and wider Outback region.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.3.1.1	Remote Area Planning and Development Board (RAPAD) - Facilitate the growth and development of the Central West and wider Outback region.	Chief Executive Officer	Meetings both face to face and via teleconference. Discussions this quarter included QRA - Flood warning systems, AgForce - unconventional mining activity, Lake Eyre Basin Task Force briefing, Rural Financial Counselling Service NQ updates, QRA Resilience strategy, Advancing digital technology, Outback jobs opportunities map, Western Queensland Public Health.	

3.3.2: Enhance digital connectivity opportunities for the Shire

Action: Continued operation of FM transmission sites.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.3.2.1	Continued operation of FM transmission sites.	Road and Construction Maintenance	All FM transmission sites have been maintained.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.3.2.2	Increased digital connectivity throughout the shire by the use of modern technology which improves communication and allows tourism data to be collected.	Community Services Manager	Council looking into booking online for the Min Min Encounter and new apps showcasing heritage complex.	

3.3.3: Grants, commercial and regulatory functions and other revenue sources increases

Action: Grant applications developed for shelf projects.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.3.3.1	Grant applications developed for shelf projects.	Community Services Manager	As per 2.3.2.3, small grants being submitted annually.	


Action: Grant application register is kept on applications approved, pending, unsuccessful.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.3.3.2	Grant application register is kept on applications approved, pending, unsuccessful.	Executive Assistant	The grant register continues to be updated regularly and presented to Council monthly at the Ordinary Meeting of Council.	

3.4: Promote tourism as an economic driver for the shire

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

Action: Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries.	Community Services Manager	No input received from T/O groups.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.1.2	Increase visitor numbers by utilisation of electronic media to promote Boulia and surrounding attractions.	Community Services Manager	Electronic media continues to attract a wide variety of comments. New television advert being shown.	


Action: Support local tourism in Urandangi by the improvement of facilities in the parks with the addition of more infrastructure.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.1.3	Support local tourism in Urandangi by the improvement of facilities in the parks with the addition of more infrastructure.	Community Services Manager	Library resources sent to Urandangi for the local small Library.	

Action: Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.1.4	Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market.	Community Services Manager	A revised Boulia travel guide has been printed ready for the season in 2020.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.1.5	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Community Services Manager	Trade shows still attended by tourism staff. Interaction with regional tourism centres.	

3.4.2: Support Council operated businesses which are associated with tourists and benefit the wider community


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.2.1	The Min Min attraction is the major draw card for Boulia. Maintain and improve the experience by regular maintenance and updating program software when required.	Community Services Manager	A partnership with a new production company is being looked at to work with the current designer for maintenance and upgrades.	

Action: Boulia Heritage Complex: New cinema area to be developed as funding permits to showcase influence of agriculture over the past 100 years.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.2.2	Boulia Heritage Complex: New cinema area to be developed as funding permits to showcase influence of agriculture over the past 100 years.	Community Services Manager	New cinema area is being completed at complex which will facilitate historical stories of Boulia to the public, official opening in May 2020.	

Action: Boulia Heritage Complex to be developed further to showcase the past history.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.2.3	Boulia Heritage Complex to be developed further to showcase the past history.	Community Services Manager	Research into an app and audio visual content for the Heritage Complex is being looked into.	

3.4.3: Support local groups in the development of tourism activities which will benefit the wider community

Action: Council to provide in kind support and assistance with grant funding applications if necessary.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.3.1	Council to provide in kind support and assistance with grant funding applications if necessary.	Community Services Manager	Annually adjusted in Council budget.	

3.4.4: Promote Bouliá Shire and the RAPAD Region as a region for tourism and development opportunities.

Action: Attendance at all meetings of RAPAD engaging in regional tourism projects.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
3.4.4.1	Attendance at all meetings of RAPAD engaging in regional tourism projects.	Chief Executive Officer	All RAPAD meetings are attended either by the Mayor and CEO or the DWO and Mayor or his representative.	

Key Priority 4: Caring for the environment

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

Service areas:

Town planning, Development assessment, Strategic land use planning, Building and plumbing services, RLPO services, Environmental health, Disaster management, Emergency services, Flood mitigation project

HOW ARE WE GOING TO DO THIS?

Develop and maintain good working relationships with the guardians of the environment - traditional owners, property owners, relevant government departments. Acknowledge issues that are outside of our control and lobby accordingly for the benefit of all.

WHAT WILL THE IMPACT BE?

Bouliia will continue to develop in an environmentally sustainable manner which allows for growth of tourism, agricultural and other ventures in the future which support our philosophy.


Service Areas

Community planning and development, Youth and indigenous development, Land development, Infrastructure services

4.1: Well managed


4.1.1: Employ efficient development planning processes and practices

Action: Cultural heritage clearances are sought during the planning process for construction activities.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.1.1	Cultural heritage clearances are sought during the planning process for construction activities.	Director Works and Operations	Part of the project scope to obtain CH clearances for any new sites or projects.	

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

Action: Complete community consultation meeting for the review of the 2019-2029 Town Plan.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.2.1	Complete community consultation meeting for the review of the 2019-2029 Town Plan.	Chief Executive Officer	Town Plan has been reviewed and will be placed on public exhibition Feb 2020 and will complete the process after the Council election.	

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


Action: Fogging activities completed in times of flood.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.3.1	Fogging activities completed in times of flood.	Road and Construction Maintenance	With the flooding we had earlier in the year, fogging was completed to suitable standards.	

Action: Manage stray domestic animals within the township to reduce incidence of nuisance behavior.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.3.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior.	Rural Lands Protection Officer	There has been thirteen cats handed in from one property and humanely destroyed.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.3.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Executive Assistant	All policies continue to be reviewed as required and pending renewal dates noted.	

4.1.4: To be aware of significant cultural heritage listed areas and to engage with Traditional Owners for the management and future identification of culturally sensitive areas


Action: Regular communication with Traditional Owners to review significant sites and cultural areas noted.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.1.4.1	Regular communication with Traditional Owners to review significant sites and cultural areas noted.	Director Works and Operations	Part of the project scope to obtain CH clearances for any new sites or projects. Excellent relationship with traditional owners.	

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

Action: Local Disaster Management Group meets on a six monthly basis to review action plans.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.2.1.1	Local Disaster Management Group meets on a six monthly basis to review action plans.	Chief Executive Officer	Meeting held by all reps in Dec 2019.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.2.1.2	Local SES group is supported by Council. Compliance with the state requirements to have a State Emergency Service (SES) group.	Chief Executive Officer	Mr Peter Tonkies is now the new SES Controller. Council has supported the group with taking over the administration responsibility and application of grants etc.	

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

Action: Regular activities including field exercises are conducted.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.2.2.1	Regular activities including field exercises are conducted.	Chief Executive Officer	Regular meetings are held with plans in place now for the regular servicing of the machines.	

4.3: Sustainable

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

Action: Support the local land-care groups to achieve pest and weed control.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.1.1	Support the local land-care groups to achieve pest and weed control.	Rural Lands Protection Officer	The Local Land-care Group has not been doing very much lately and won't be active until after the holiday period. I will know more once they hold a meeting.	

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Director Works and Operations	All the licences have been paid and are up to date. Working on rebroadcasting TV system.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.2.2	Leases over the Butcher Paddock and Coridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Rural Lands Protection Officer	Both leases have started to cut back on the numbers of stock they are running in their paddocks.	

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

Action: Watering of Council's parks and median strips is managed to use the best water source.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.3.1	Watering of Council's parks and median strips is managed to use the best water source.	Road and Construction Maintenance	Watering has been kept up to the required standards.	

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.4.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by Council with reporting to be done back to CWRPMG quarterly.	Rural Lands Protection Officer	<p>There have been two more properties bait towards the end of this year with 775kg of meat treated with pig strength 1080.</p> <p>Another property will be baiting towards the end of December with approx 250 to 300kg of meat to be treated.</p> <p>I have put Graslan pellets around all of the Parkinsonia bushes growing in the old burrow pits along the North Urandangi Rd.</p> <p>I have also put Graslan pellets in the burrow pits along the Boulia to Mt Isa Rd.</p>	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.4.2	Noxious Pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council but subject to grant funding.	Rural Lands Protection Officer	<p>Still no rain so once it does rain I will be checking on the borrow pits along the main roads and shire roads where I put Graslan pellets to see what kill rate I got then I will go and poison any that were missed.</p>	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.4.3	Reduction in the number of pest animals by paying of bounties for wild dog and cat scalps and pig snouts with a complete register of numbers reported and amounts paid by Council for the bounty.	Rural Lands Protection Officer	<p>The total numbers of Dog scalps handed in from the 01/07/2019 til the 18/12/2019 were 126 made up of 81 male, 44 female and 1 pup.</p> <p>The total numbers of Pig snouts handed in from the 01/07/2019 till the 18/12/2019 were 135 made up of 74 boars and 61 sows.</p>	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.4.4	Town Common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by Council. Weed control and stock levels monitored and reported to Council quarterly.	Rural Lands Protection Officer	The amount of feed is starting to decrease but with the small numbers of stock running on the Town Common there should not be any problems with the feed holding out until it rains which will need to be in the next two to three months otherwise numbers may have to be reduced early next year.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
4.3.4.5	Primary Stock Route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Rural Lands Protection Officer	<p>I have put in an EOI for some Capital Works Funding to replace one of the 10,000gal poly tanks at the water facility at the Herbert Downs Bore, the tank has a 150mm split in it which starts at the top of the outlet and cannot be repaired.</p> <p>I won't know until late in February 2020 if I was successful in getting any of the Capital Works Funding.</p>	

Key Priority 5: Robust Governance

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

Service areas:

Gravel pits, Boulia and Urandangi Airports, Land development, Corporate Communications, Information Services, Financial Services, Governance, Procurement, Records management, Asset management, Risk management, Safety

HOW ARE WE GOING TO DO THIS?

We will achieve this with strong representation in the regional RAPAD group of Councils. We will actively involve ourselves in WQLGA to put forward issues for Boulia and Western Queensland. We will continue to strongly support the roles of internal and external auditors and the Audit Committee.

WHAT WILL THE IMPACT BE?

Boulia will continue to develop a strong reputation of the 'can do' Council which delivers on its commitments which are guided by the Polices, Local Laws and the Local Government Act 2009.

Service Areas

Community planning and development


5.1: Confidence and Compliance

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

Action: Review of Boulia Certified Agreement due 2024. Ensure agreement options are enacted from the agreement 2019-2024.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.1.1	Review of Boulia Certified Agreement due 2024. Ensure agreement options are enacted from the agreement 2019-2024.	Human Resources	Not due to commence.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.1.2	Administration-HR Policies and procedures in place to ensure staff have clear guidelines in relation to working for the Council.	Human Resources	<p>All new staff, staff who have taken new and/or additional roles within Council's Workforce are given letters of offer which clearly sets out their employment entitlements in relation to their role. In addition they are given introduction to Council eg Corporate Structure.</p> <p>During the Enterprise Bargaining discussions, Staff who have participated have become aware of their applicable Award and its associated conditions and where this information can be accessed. They are familiar with their entitlements also because of content of the new Enterprise Bargaining Agreement in comparison with the non-certified but implemented 2006 Enterprise Bargaining Agreement's conditions of employment.</p>	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.1.3	Human Resource plan is developed to identify potential needs in the future (succession planning).	Human Resources	Succession planning will move forward once the Enterprise Bargaining process is finalised and Council has the certified Enterprise Bargaining Agreement's outcomes implemented. During this process the vacancies have been identified, and the new Corporate Structure was adopted in Council in the July 2019 meeting.	

5.1.2: Effective internal and external communication and records management

Action: Be proactive in providing information to staff on issues which may affect them.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.2.1	Be proactive in providing information to staff on issues which may affect them.	Chief Executive Officer	Information disseminated via email, payslip and, in the case of the new Certified Agreement in person.	

Action: Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998.	Finance Manager	All correspondence in and out of the organisation is being recorded as well as some older information from earlier years. A review of the records is done quarterly with the Records Officer and the Manager of Corporate & Financial Services. Training has been completed for new users at the Works Depot.	

5.1.3: Adopt an integrated risk management approach

Action: Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified.	Chief Executive Officer	Risk Plan actioned to be updated during the 2019-2020 year with the engagement of a new WH&S who also has extensive experience in Risk Management.	

Action: Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters.	Human Resources	Completed.	

5.1.4: Third party contractor licences, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements, checked to ensure they are current

Action: All items are checked annually at start up prior to work commencing and spot checked during the year.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year.	Workplace Health and Safety	This will be completed at start up in Jan 2020.	


5.2: Accountability

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.1	Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions.	Finance Manager	The audited statements have just been completed, awaiting sign off from Queensland Audit Office, then the model will be updated.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.2	A business solution (IT) which covers the needs of Council at present and into the future is supported by each layer of the organisation and training is available to achieve best practice.	Chief Executive Officer	Roll out of more modules in Synergy Soft as the staff become accustomed to the system is working well.	


Action: Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy.	Finance Manager	Council's funds are reviewed on a daily basis as part of the Bank Reconciliation program. Funds are only invested as per Council's policy. Due to the current economic climate all funds are currently held in QTC and CBA. Council's general bank account is swept of any large amounts on a daily basis.	

Action: Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation.	Finance Manager	End of each month a review is done on all outstanding funds to Council. Action is taken as per our Debt Collection Policy. Work is being done on a regular basis for collection of debt.	

Action: Accurate and correct costing of expenditure (including Accounts Payable, Stores and Assets) on behalf of the functions of the Organisation.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.5	Accurate and correct costing of expenditure (including Accounts Payable, Stores and Assets) on behalf of the functions of the Organisation.	Finance Manager	Reconciliations are done on a monthly cycle for all major general ledger accounts. Any discrepancies are dealt with at the time of issue. Reconciliations are then verified by the Area Manager.	

Action: Review Annual Budget for inclusion in the Operational Plan.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.6	Review Annual Budget for inclusion in the Operational Plan.	Finance Manager	Quarterly Budget reviews are conducted. The September 2019 Budget review was completed and reported to Council. 31st December is the end of our second quarter, the budget review will be conducted during January and reported to Council and Managers.	

Action: Manage Council's insurance portfolio.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.1.7	Manage Council's insurance portfolio.	Finance Manager	Insurance portfolio is reviewed quarterly in conjunction with the Budget reviews. LGMS Account Manager did a site visit on the 24th October 2019 to discuss current and future insurance.	

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.2.1	Audit Committee - Regular meetings are held in line with requirements to review and monitor audit comments and ensure Council is performing in accordance with the Local Government regulations.	Finance Manager	The Audit & Risk Management Committee met in December 2019 and reviewed an internal audit report and draft financial statements for 2018-19.	

Action: Internal Audit Plan to be reviewed quarterly and actioned to achieve goals.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.2.2	Internal Audit Plan to be reviewed quarterly and actioned to achieve goals.	Finance Manager	Internal auditor has completed a review of Council's purchasing and procurement in October 2019.	

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

Action: All projects submitted to Council for review must include 'whole of life costings'.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.3.1	All projects submitted to Council for review must include 'whole of life costings'.	Director Works and Operations	At the Grant submission stage we have been submitting the QTC model.	

5.2.4: Ensure transparency and accountability through management reporting


Action: Provision of key financial information to ManEX and Council.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.1	Provision of key financial information to ManEX and Council.	Finance Manager	Financial information is shared at the ManEx meetings regarding Council's current projects that work is being done on or about to start. This also includes funding programs and milestone reporting. End of Dec quarter the Budget review will be tabled at the next ManEx meeting.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the Council's achievement during the year.	Executive Assistant	The Annual Report framework has been put together and is currently being finalized. To be placed on website after December meeting.	

Action: Discharge Council's statutory financial reporting obligations.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.3	Discharge Council's statutory financial reporting obligations.	Finance Manager	Financial Statements are currently being sent to Queensland Audit Office for sign off.	

Action: Undertake a review of policies and procedures register to identify policies due for review.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.4	Undertake a review of policies and procedures register to identify policies due for review.	Executive Assistant	The Policy Register continues to be monitored for policies pending renewal. Policy owners are then notified of renewal dates accordingly.	


Action: Council has a clear picture of the overall financial position and performance.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.5	Council has a clear picture of the overall financial position and performance.	Finance Manager	It is reported to each Council meeting where Council stand financially and how performance is running against the current adopted budget.	

Action: Council is able to review costs against budget.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.6	Council is able to review costs against budget.	Finance Manager	Monthly reports are given to Council as an overview of costs/revenue against the budget. Quarterly there is a formal review given to Council, line by line.	


Action: Council understands our current cash position.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.2.4.7	Council understands our current cash position.	Finance Manager	Reported to Council at each monthly meeting and discussed.	


5.3: Stability

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


Action: Embed our Integrated Work Health Safety Framework.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.3.1.1	Embed our Integrated Work Health Safety Framework.	Workplace Health and Safety	Review completed by John Eagan from JLTA in Oct. The Safety Management System has been updated and extraneous forms deleted.	

Action: Identify key risk areas in Council operations to be reviewed as part of the internal audit.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.3.1.2	Identify key risk areas in Council operations to be reviewed as part of the internal audit.	Finance Manager	This is ongoing and done daily. Quarterly a formal review is done by the Manager of Corporate & Financial Services and the CEO to gauge progression. Internal Audit has conducted it's first formal audit for 2019-20 in October 2019.	


Action: Implementation of actions set out in the Internal Audit Committee Action Plan.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.3.1.3	Implementation of actions set out in the Internal Audit Committee Action Plan.	Finance Manager	This is reviewed quarterly and documented on what has been achieved and or work in progress. This is then reported at our Risk & Audit Management Committee meetings.	

Action: Complete annual audit of work sites.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.3.1.4	Complete annual audit of work sites.	Workplace Health and Safety	Audit of most sites has been completed with action plans being developed.	

Action: Ensure compliance with the Organisation's Drug and Alcohol Policy and ongoing best practice.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.3.1.5	Ensure compliance with the Organisation's Drug and Alcohol Policy and ongoing best practice.	Workplace Health and Safety	Equipment is being calibrated ready for new regime to start Feb 2020.	

5.4: Sustainability

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.1.1	Min Min expenditure fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Community Services Manager	Fees still in line with other similar attractions. New quality merchandise continually sourced for the centre.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.1.2	Stonehouse fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Community Services Manager	In line with similar attractions in the regions and shows value for money.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.1.3	Depot workshop, Council plant and equipment is fully operational at all times.	Director Works and Operations	All the Council plant and equipment has been serviced as per manufactures recommendation. Required Vehicles tested by TMR inspectors annually.	

5.4.2: Optimise performance of Council business units using available technology

Action: Maintain compliant Closed Circuit Television network operations in the Shire.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.2.1	Maintain compliant Closed Circuit Television network operations in the Shire.	Finance Manager	No breaches to report.	

Action: Maintain Servers and Facilities with adequate licence renewals for current software.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.2.2	Maintain Servers and Facilities with adequate licence renewals for current software.	Finance Manager	This is reviewed each time a licence is ready to expire, do we need it, is it the best for Council. This is an ongoing program.	

Action: Manage telephone and Ergon accounts for electricity and telecommunication equipment and services.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.2.3	Manage telephone and Ergon accounts for electricity and telecommunication equipment and services.	Finance Manager	Done on a monthly/quarterly basis, any issues raised are dealt with immediately.	

Action: Investigate potential utilisation of additional Internet Service Provision capacity for the Shire - cloud technology.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.2.4	Investigate potential utilisation of additional Internet Service Provision capacity for the Shire - cloud technology.	Chief Executive Officer	This is now in the early stages of review against our future needs of server renewal.	

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Finance Manager	A draft budget is reviewed by Management prior to any workshops with Councillors to ensure all planned work has been accounted for and any major changes. There is sufficient information given to endorse the changes as requested. The main work on this begins in January.	

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.3.2	Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections.	Finance Manager	This is done both monthly as a high overview and quarterly in detail. December quarterly review will be reviewed in January 2020.	

Action: Mayoral budget preparation commences in January with two Councillor workshops before June each year.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.3.3	Mayoral budget preparation commences in January with two Councillor workshops before June each year.	Finance Manager	This is planned to commence January 2020.	

5.4.4: Implement good practice in managing and maintaining our assets


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.4.1	The Plant Committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes.	Director Works and Operations	Plant Committee meeting will be held whenever it is required. Procurement principles strictly followed for purchases or recommendations.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.4.2	Stonehouse Museum Business Plan incorporating management guides and sustainability review completed.	Community Services Manager	Business plan updated August 2019.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.4.4.3	Min Min Encounter Business Plan incorporating management guides and sustainability review completed with completed manual for the show held by Council.	Community Services Manager	Business Plan updated October 2019.	

5.5: Advocacy

5.5.1: Advocate for improved services and infrastructure

Action: Advocate for increased coverage for internet in remote locations.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.5.1.1	Advocate for increased coverage for internet in remote locations.	Chief Executive Officer	New internet connection earmarked for Urandangi. We have no control over this implementation.	

5.5.2: To have Councillor representation and actively be involved in regional forums

Action: To have the nominated Councillor to attend and report on meetings they attend.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
5.5.2.1	To have the nominated Councillor to attend and report on meetings they attend.	Chief Executive Officer	Councillor Sam Beauchamp (apart from the Mayor who attends everything) has attended several meetings on Roads, Water etc and Councillor Beck Britton has attended meetings for tourism.	

Key Priority 6: Supporting local services and facilities

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

Service areas:

Boulia Primary Health Centre, Wellbeing Centre, Urandangi Health Centre

HOW ARE WE GOING TO DO THIS?

Boulia Shire will continue to provide open spaces and support the ongoing facilities of the Sports and Aquatic Centre, Racecourse Reserve, parks and gardens. We will support activities which will encourage community cohesion.

WHAT WILL THE IMPACT BE?

Facilities which will encourage the residents present and future to make Boulia the place to come for a while and stay for a lifetime.

6.1: Facilitate opportunities

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

Action: Involvement in regional health programs to improve the live-ability of Boulia and Urandangi.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi.	Chief Executive Officer	Wellbeing Centre opened in Dec and we are still continuing to have follow up meetings.	

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


Action: Provide 'free' to attend functions and facilities where possible to encourage community engagement.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.1.2.1	Provide 'free' to attend functions and facilities where possible to encourage community engagement.	Community Services Manager	Council continues to hold free entry events such as the film screening of the Min Min Light documentary in October.	

6.2: Support an active healthy community

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

Action: Support Wellbeing Centre to completion of building.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.1.1	Support Wellbeing Centre to completion of building.	Chief Executive Officer	Project completed.	

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

Action: Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.2.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields.	Director Works and Operations	Facility is well run and now hosts activities by the Police and Community Services.	

Action: Continue to provide Australia Post services for as long as this is required to be provided by Council.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.2.2	Continue to provide Australia Post services for as long as this is required to be provided by Council.	Finance Manager	Post Office services are provided daily, we have 3 fully trained officers to run the Post Office in Boulia.	

6.2.3: Improve disability access to facilities in each community

Action: Continue with program of disability access to all Council buildings.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.3.1	Continue with program of disability access to all Council buildings.	Director Works and Operations	All Council owned buildings now have wheelchair access.	

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

Action: Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.4.1	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility.	Chief Executive Officer	Work is completed as requested and reported back to the health department.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.4.2	Strong relationships built between all levels of government who deliver health services to the people of Boulia.	Chief Executive Officer	Good working relationships have developed during the implementation of the Wellbeing Centre.	

Key Priority 7: Valuing our greatest asset - people

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

HOW ARE WE GOING TO DO THIS?

Boulia Shire will continue to investigate economic opportunities as a means to support local businesses. We are going to continue to support the local volunteer organisations and groups who are the lifeblood of the town. We will encourage our staff to reach their potential by making available training and development and by offering traineeships and a 'work pathway' for those who have the desire to commit.

WHAT WILL THE IMPACT BE?

A strong resilient shire with long term residents who have an investment in their own community.


Service Areas

Public assets and facilities, Libraries, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities


7.1: An innovative culture

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


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.1	All staff are compliant in the use of the WH&S system and achieve an audit pass on inspections.	Workplace Health and Safety	Work has now commenced on updating the information ready for the 2020 TMR accreditation.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements.	Human Resources	<p>Payroll is prepared each fortnight. The Finance and Corporate Services Manager undertakes the checking of the payments to staff.</p> <p>The External Auditors identified no issues. External support is able to be provided by Synergy Soft for annual leave of Payroll Officer.</p>	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.3	Record, preserve and protect employee records for payroll and human resource management.	Human Resources	Privacy Legislation is implemented for the security of all Human Resource and Payroll Records. All staff have completed training in Right to Information and Privacy and Confidentiality online.	


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.4	Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees.	Human Resources	Recruitment is conducted in accordance with Council policies and procedures.	


Action: Complete annual performance review of the Chief Executive Officer.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.5	Complete annual performance review of the Chief Executive Officer.	Chief Executive Officer	Review documents have been provided to the Mayor and the review has been completed.	


Action: CEO to complete six (6) monthly performance reviews on senior staff.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.6	CEO to complete six (6) monthly performance reviews on senior staff.	Chief Executive Officer	Quarterly reports are being completed - completed for DWO and Mgr Fin.	

Action: Complete annual performance review of your employees for Works and Operations.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.7	Complete annual performance review of your employees for Works and Operations.	Director Works and Operations	Awaiting on certified agreement to sign off.	

Action: Complete performance reviews for your staff in Community Services.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.8	Complete performance reviews for your staff in Community Services.	Community Services Manager	Performance reviews done as required and new staff being currently sourced.	

Action: Complete performance reviews for your staff in Finance and Administration.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.1.1.9	Complete performance reviews for your staff in Finance and Administration.	Finance Manager	As reviews fall due, reviews are being conducted.	

7.1.2: Keeping pace with technological changes in the workplace environment


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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
6.2.1	Support staff to further their development in Local Government in the use of progressive programs, training and resources.	Human Resources	New training course provider has been sourced and reviewed by ManEx.	


7.2: A great place to work

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

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.1.1	EBA Committee - Staff Committees are formed inclusive of all areas of the Council and employees have input into the group decisions.	Human Resources	The Boulia Shire Certified Agreement has now been signed off by all four unions and is ready to be put to the Commission.	

Action: Implement the new Certified Agreement and State Award 2017 in conjunction with the Consultative Committees.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.1.2	Implement the new Certified Agreement and State Award 2017 in conjunction with the Consultative Committees.	Human Resources	All Human Resources recruitment, continuous improvement and Payroll processing is being structured in preparation for the implementation of the new Certified Enterprise Bargaining Agreement.	

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

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/complaints/suggestions.	Human Resources	New training program will enable this to be accurately monitored in the future.	

Action: Develop a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.2.2	Develop a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention.	Human Resources	All Human Resources Recruiting Strategies are being developed with the view to attraction and retention. Once the Certified EBA is implemented this will enhance the attraction and retention rates for existing staff and future recruitment requirements. Professional development and training is always considered to ensure staff confidence in the delivery of their role's responsibilities.	

7.2.3: Provide access to external support networks for emotional assistance

Action: Continue to provide the Employee Assistance Program and support the local RFDS visits.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance Program and support the local RFDS visits.	Human Resources	Arrangements are in place for the Council's Workforce and family members to access this Employee Assistance Program which facilitates referrals to the RFDS should the need arise.	

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


Action: Investigate all contractors and workforce to ensure appropriate licences, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.2.4.4	Investigate all contractors and workforce to ensure appropriate licences, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project.	Workplace Health and Safety	All documentation to be brought forward at start up in January for review and capture.	

7.3: Living our values

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.3.1.1	Confident staff able to attend to all customer enquiries and deal with difficult situations.	Finance Manager	Staff are trained and then discussions at team meeting on any areas that require extra training or a change to process. Also liaise with all of Council prior to changes being made to ensure that the change will not impact on their work.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.3.1.2	Provide a range of administrative, customer services and facilities for the continued operation of Council.	Finance Manager	This is done on a daily basis. No complaints to date.	

7.4: Tourism

7.4.1: Make Boulia the place on everyone's bucket list.

Action: Present the tourist facilities in Boulia to the best of our ability – everyday.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.4.1.1	Present the tourist facilities in Boulia to the best of our ability – everyday.	Community Services Manager	Displays monitored for the best effect to the visitor and theme decorating in the month of July featuring camel related items.	

7.5: Education

7.5.1: Partner with relevant groups to support and deliver Emergency services within the shire

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.5.1.1	Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.	Road and Construction Maintenance	Support has been given whenever required to all emergency services.	


7.5.2: Partner with relevant agencies and organisations to provide a range of community awareness and educational programs

Action: Partner with Bouliia Community Services to provide educational programs in our facilities.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.5.2.1	Partner with Bouliia Community Services to provide educational programs in our facilities.	Community Services Manager	Council partners with other organisations and local Police to offer holiday programs and sports days.	

7.5.3: Support further education for all employees relevant to their roles


Action: Record information gathered from staff performance reviews on future training needs and plan according to budget and numbers.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.5.3.1	Record information gathered from staff performance reviews on future training needs and plan according to budget and numbers.	Human Resources	New training program has enabled us to isolate training requirements for each role which is recorded against the job description (ongoing project).	

7.6: Develop new employment opportunities

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

Action: Trainees become part of our workforce and are encouraged and well supported.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
7.6.1.1	Trainees become part of our workforce and are encouraged and well supported.	Human Resources	An Administration Trainee has been engaged, and is performing their duties in a professional manner and compliant with the Certificate's Training Plan. She is almost finished her course - well within time.	

Key Priority 8: Proactive and responsible leadership

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

HOW ARE WE GOING TO DO THIS?

We will encourage future development of residential and industrial areas and include Town Planning provisions to do this. We will support the development of early learning facilities and aged care places within the township. We will continue to engage with stakeholders who share the same vision of our future and work together with contemporary partnerships.

WHAT WILL THE IMPACT BE?

Bouliia is dependent on the actions of the strong Council leaders of today, who, with the framework offered within the Corporate Plan - developed by the people, will be the success of the future.


Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Grant funding, Land development, Project design and management, Sport and recreational facilities


8.1: Genuine community engagement

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released.	Executive Assistant	Future community meeting topics earmarked with intended meeting dates to be finalised.	

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.1.2	Regular information being released through Channel Country Chatter, Facebook with the website content reviewed for accuracy and content twice per year.	Community Services Manager	New CCC layout will occur in April with the mag being published quarterly.	

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

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

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Executive Assistant	Council meeting agendas are being released for review within the required time frames.	


Action: Ensure the Mayoral election is conducted in accordance with statutory requirements.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.2.2	Ensure the Mayoral election is conducted in accordance with statutory requirements.	Chief Executive Officer	Will be due March 2020.	

Action: Ensure the Deputy Mayoral election is conducted in accordance with statutory requirements.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.2.3	Ensure the Deputy Mayoral election is conducted in accordance with statutory requirements.	Chief Executive Officer	Will be due March 2020.	

Action: Ensure Council meetings are conducted in accordance with the Code of Meeting Practice and Code of Conduct.


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.2.4	Ensure Council meetings are conducted in accordance with the Code of Meeting Practice and Code of Conduct.	Chief Executive Officer	Recorded in the minutes each month.	

Action: Provide Councillors with timely information and reports.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.2.4	Provide Councillors with timely information and reports.	Executive Assistant	Business papers, minutes, Councillor correspondence and other associated documents are being distributed within the required time frames.	

8.1.3: Communication with the community is aimed to capture the wide range of media

Action: Notifications to customers to be sent via email blast, Facebook, web page, flyers.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.3.1	Notifications to customers to be sent via email blast, Facebook, web page, flyers.	Executive Assistant	Customer notifications are being distributed via email blast, Facebook, flyers and the Council website as they are received to ensure the community is kept up to date.	

8.1.4: Residents are informed about and involved in Council's decision making


Action: Council meeting dates listed on the website and in the Channel Country Chatter.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.1.4.1	Council meeting dates listed on the website and in the Channel Country Chatter.	Executive Assistant	Council meeting dates are displayed for public view and any changes to the intended dates are distributed out to the community accordingly.	


8.2: Strong representation

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

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


Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.2.1.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	Executive Assistant	All scheduled Council meetings have been held for the quarter.	

Action: Representation at all elected meeting groups supporting Boulia initiatives.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.2.1.2	Representation at all elected meeting groups supporting Boulia initiatives.	Chief Executive Officer	Attendance at meeting which are of significance to Boulia - completed.	


8.2.2: Develop and maintain partnerships with regional organisations

Action: Active representation in all Council representative bodies including the RAPAD group of Councils.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.2.2.1	Active representation in all Council representative bodies including the RAPAD group of Councils.	Director Works and Operations	All meetings attended either by teleconference or by Zoom or in person.	

8.2.3: Council acts in a coordinated manner to implement this Plan

Action: Council supports the implementation of the plan and actively comments on the outcomes.

Action Code	Action Name	Responsible Officer Position	Comments	Traffic Lights
8.2.3.1	Council supports the implementation of the plan and actively comments on the outcomes.	Chief Executive Officer	Budget against plan reviewed each month.	

BOULIA SHIRE COUNCIL
Budget Review as at 31st December 2019

		Amended Budget as at 30 Sept 2019		Actuals as at 31st December 2019		Percentage of Actuals against Adopted Amended Budget 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 31st December 2019		Comments
		Revenue	Expense	Revenue	Expenditure			Revenue	Expenditure	
GOVERNANCE										
1001	Councillors		(315,600)		(138,875)	44%			(315,600)	
1002	Executive Office		(710,203)		(217,334)	31%			(710,203)	
	Disaster Management - Income	15,500		15,508		100%		15,500		
1003	Disaster Management - Expenditure		(16,600)		(5,281)	32%			(16,600)	
1004	Regional Coordination		(52,500)		(26,995)	51%			(52,500)	
1005	Town Planning and Development Services		(29,500)		(3,978)	13%			(29,500)	
	Total Governance Revenue	15,500		15,508		100%		15,500		
	Total Governance Expenditure		(1,124,403)		(392,463)	35%	0		(1,124,403)	
CORPORATE SERVICES										
2001	Financial Services - Income	220,000		94,481		43%		220,000		
	Financial Services - Expenditure		(321,000)		(181,824)	57%			(321,000)	
2002	Commercial Businesses - Income	146,433		128,633		88%		146,433		
	Commercial Businesses - Expenditure		(160,540)		(112,610)	70%			(160,540)	
2003	Grant Funding - Income	3,005,595		1,550,756		52%	685,550	3,691,145		Grants allocated since adoption of budget. \$20,000 moved out of expenditure to Capital for Goal relocation
	Grant Funding - Expenditure		(50,000)		(335,233)		(665,550)		(715,550)	
2004	Corporate Administration - Income	1,033,580		480,416		46%		1,033,580		
	Corporate Administration - Expenditure		(1,721,077)		(317,058)	18%			(1,721,077)	
2005	Information Technology - Expenditure		(136,500)		(83,592)	61%			(136,500)	
2006	Stores & Purchasing - Expenditure		(89,500)		(53,861)	60%			(89,500)	
2007	On-costs recovery	1,846,000		342,316		19%		1,846,000		
2008	Workplace Health & Safety - Expenditure		(45,500)		(5,125)	11%			(45,500)	
	Total Corporate Services Revenue	6,251,608		2,596,602		42%		6,937,158		
	Total Corporate Services Expenditure		(2,524,117)		(1,089,303)	43%	20,000		(3,189,667)	
COMMUNITY SERVICES										
3001	Tourism and Economic Development - Income	182,000		108,861		60%		182,000		
	Tourism and Economic Development - Expenditure		(563,180)		(330,442)	59%			(563,180)	
3002	Community Development - Income	5,000		3,797		76%		5,000		
	Community Development - Expenditure		(110,800)		(38,520)	35%			(110,800)	
3003	Youth Development									
3004	Housing - Income	250,080		202,021		81%		250,080		
	Housing - Expenditure		(368,660)		(204,554)	55%			(368,660)	
3005	Libraries - Income	400		417		104%		400		
	Libraries - Expenditure		(71,845)		(31,225)	43%			(71,845)	
	Total Community Services Revenue	437,480		315,096		72%		437,480		
	Total Community Services Expenditure		(1,114,485)		(604,741)	54%	0		(1,114,485)	

BOULIA SHIRE COUNCIL
Budget Review as at 31st December 2019

		Amended Budget as at 30 Sept 2019		Actuals as at 31st December 2019		Percentage of Actuals against Adopted Amended Budget 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 31st December 2019		Comments
		Revenue	Expense	Revenue	Expenditure			Revenue	Expenditure	
INFRASTRUCTURE SERVICES										
4001	Works and Operations - Expenditure		(253,400)		(121,403)	48%			(253,400)	
4002	Domestic Animal Control - Income	4,200		1,659		40%		4,200		
	Domestic Animal Control - Expenditure		(8,300)		(249)	3%			(8,300)	
4003	Environmental Services - Income	200,600		795		0%		200,600		
	Environmental Services - Expenditure		(305,800)		(42,642)	14%			(305,800)	
4004	Pest and Stock Route Management - Income	3,000		1,975		66%		3,000		
	Pest and Stock Route Management - Expenditure		(59,850)		(24,541)	41%			(59,850)	
4005	Town Common - Income	7,000		9,109		130%	3,000	10,000		
	Town Common - Expenditure		(20,500)		(17,392)	85%			(20,500)	Yearly muster already completed
4006	Communication Services - Expenditure		(26,650)		(2,345)	9%			(26,650)	
4007	Community Sporting Facilities - Income	14,950		9,021		60%		14,950		
	Community Sporting Facilities - Expenditure		(450,205)		(220,572)	49%			(450,205)	
4008	Community Halls - Income	3,000		4,890		163%	3,500	6,500		
	Community Halls - Expenditure		(52,970)		(30,349)	57%			(52,970)	
4009	Parks & Gardens - Income	5,000		0		0%		5,000		
	Parks & Gardens - Expenditure		(645,695)		(328,794)	51%			(645,695)	
4010	Airports - Income	40,600		9,761		24%		40,600		
	Airports - Expenditure		(109,920)		(55,697)	51%			(109,920)	
4011	Shire Roads Maintenance - Expenditure		(637,890)	0	(149,326)	23%			(637,890)	
4012	Town Streets - Expenditure		(20,500)	0	(7,114)	35%			(20,500)	
4013	Storm Water Operations - Expenditure		(2,000)	0	0	0%			(2,000)	
4017	Main Roads Flood Damage (MRFD) - Expenditure		0		(48,876)		(48,880)		(48,880)	
4018	Private Works - Income	10,000		211,437			300,000	310,000		Increase due to quantity of private works being done
	Private Works - Expenditure		0		(269,483)		(280,000)		(280,000)	
4019	Road Mtce Program Contract (RMPC) - Income	1,668,800		1,737,367		104%		1,668,800		
	Road Mtce Program Contract (RMPC) - Expenditure		(1,668,800)		(537,049)	32%			(1,668,800)	Concentration on RMPC works is currently being done
4021	Plant and Vehicle Management - Income	2,100,000		1,018,640		49%		2,100,000		
	Plant and Vehicle Management - Expenditure		(800,000)		(569,054)	71%			(800,000)	Major works done on Grader
4022	Waste Management - Income	98,235		52,871		54%		98,235		
	Waste Management - Expenditure		(112,500)		(90,392)	80%			(112,500)	
4023	Water Operations - Income	171,435		90,226		53%		171,435		
	Water Operations - Expenditure		(193,090)		(95,894)	50%			(193,090)	
4024	Sewerage Operations - Income	106,065		58,975		56%		106,065		
	Sewerage Operations - Expenditure		(46,200)		(27,409)	59%			(46,200)	
4025	Wash Down Bay - Boullia - Expenditure		(20,600)		(3,067)	15%			(20,600)	
	Total Infrastructure Services Revenue	4,432,885		3,206,725		72%	(22,380)	4,739,385		
	Total Infrastructure Services Expenditure		(5,434,870)		(2,641,648)	49%			(5,763,750)	
	Total Operational Revenue	\$11,137,473		\$6,133,932		55%	(\$2,380)	\$12,129,523		
	Total Operational Expenditure		(\$10,197,875)		(\$4,728,156)	46%			(\$11,192,305)	

BOULIA SHIRE COUNCIL
Budget Review as at 31st December 2019

		Amended Budget as at 30 Sept 2019		Actuals as at 31st December 2019		Percentage of Actuals against Adopted Amended Budget 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 31st December 2019		Comments
		Revenue	Expense	Revenue	Expenditure			Revenue	Expenditure	

2019-2020 Operating Budget Summary									
Revenue	11,137,473	0					992,050	12,129,523	
Expenditure		(10,197,875)	0				(994,430)		(11,192,305)
Surplus	939,598						(2,380)	937,218	

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th February 2020

TITLE:	House Refurbishments Report	DOC REF: Item CSM2 Late Report
REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 12/02/2020

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

To provide Council with an update on the refurbishments of two Council houses which will be budgeted as a capital cost and not part of the housing maintenance budget.

CONTENT:

The house at 31 Pituri Street was recently refurbished which cost \$75,000, the house had not had major works done on it for over 11 years although regular maintenance work was done.

Originally not all the below works were going to be done but as the bathroom was renovated, other major structural concerns such as the front foundation posts were found to be in need of replacement.

Although this is one of the older homes the renovations have extended the liveability of this dwelling into the next decade.

- Bathroom complete renovation
- New floor under bathroom and laundry
- Nearly 50% wall sheets have been replaced
- New floor covering in the bedrooms and polished whole house
- Bedroom wardrobe doors
- Kitchen cupboard doors have been replaced with plywood
- New window
- New pantry
- Kitchen modification
- Front steps modification
- Verandah posts
- 2 x new air-conditioners

- Smoke alarms as per new regulations
- Ceiling fans
- New range hood
- Hot-water system shifted to outside
- Complete painting inside the house

The next house to be done which will cost \$50,000 will be 7 Wills Street, this house was approved to be sold to the tenant but the tenant left Council employment and no longer wanted to buy the house.

The works to be done to this house are:

- Kitchen renovation
- Bathroom partial renovation
- Inside painting
- Essential maintenance work
- Curtain rods
- Screen doors
- Door locks
- Laundry setup
- Moving hot-water system to down stairs
- Fixing broken windows etc.

It has been considered that with the shortage of staff housing that this house be renovated now instead of sold.

The benefits to Council of these refurbishments are the life extension of these assets so we can still rent them out for the next ten years at least.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

- That the House Refurbishments Report be received for information.
- That \$125K be allocated in the Capital budget for improvements to houses which are required for staff housing into the future.

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th February 2020

TITLE:	Pony Club Paddock Fence	DOC REF: Item D.1 Late Report
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REPORT BY:	GRAHAM SMERDON Rural Lands Protection Officer	DATE: 12/02/2020
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

PURPOSE:

To provide Council with a report on the state of the Pony Club paddock fence and the cost of replacing it.

CONTENT:

After the large amount of rain that fell here last month there is a problem with the Pony Club paddock fence that runs parallel with the Selwyn Road.

A large amount of rubbish was washed down into the fence where it crosses the gully that goes through the fence and it has nearly knocked the fence over.

When replacing and realigning the old fence with the new one, it might be a good idea to put a floodgate in the new fence to stop this from happening again.

As you can see in the photos below, the old fence was all over the place and would be better off being replaced and realigned. The attached map shows the old fence in white and the proposed new fence in pink.





The cost to replace the old fence with a new fence including a floodgate is \$4985.78.

The cost of replacing the old fence with a new fence and no floodgate is \$4235.64

This report seeks Council's recommendation on whether or not a floodgate should be included in the fence replacement works or not.

CONSULTATION: Director of Works and Operations

GOVERNANCE IMPLICATIONS:

Fence replacement costs to be accounted for in the 2019/2020 Budget.

RECOMMENDATION:

That Council replace the old Pony Club paddock fence with a new fence (including/not including) a floodgate.

ATTACHMENTS: Map with current and proposed fence lines

Reviewed by Director of Works and Operations

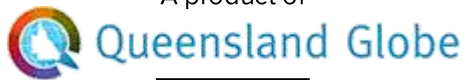
Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore



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Scale: 1:1923

Printed at: A4
Print date: 6/2/2020

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

For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

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Department of Natural Resources, Mines and Energy

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th February 2020

TITLE:	Work Health and Safety January 2020 Information Report	DOC REF: Item WH&S1 Late Report
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REPORT BY:	Daniel Kirk Work Health and Safety Advisor	DATE: 12/02/2020
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CORPORATE PLAN REFERENCES:

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

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

PURPOSE:

To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.

CONTENT:

This position was vacant from early 2019 until Jan 2020. I commenced 13th Jan 2020 and have started the review of the accreditation for Transport and Main Roads (TMR) which is due to expire in Sep 2020 (3 years).

Meetings with ManEx occur each week with identified issues actioned or planned for. Training and on site engagement with outside staff has occurred during this time.

I have reviewed two policies including the relevant one for drug and alcohol testing and as I am accredited to complete this testing, I will be scheduling this during the year to include all staff and Councillors as per our requirements.

Work is now being undertaken to ensure all site plans are in order as well as suggestions for future improvements.

Stats for Jan 2020 are not available as there was nil reporting done (Staff on leave from Dec until Jan 28th). Future reports will report progress against KPI set in the WHS Management System Plan Jan 2020 – Jun 2020.

RECTIFICATION ACTION PLANS:

Hazard inspections are due monthly and any hazards that cannot be immediately rectified will be translated into our Rectification Action Plans (RAPs).

TRAINING REQUIRED:

Need identified to look into “succession planning” for operators to ensure that BSC is able to transition to younger staff as older staff retire.

RECOMMENDATION:

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

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

Report for Ordinary Meeting held on 17th February 2020

TITLE:	Policy Review - 147. Boulia Sports and Aquatic Centre Membership	DOC REF: Item WH&S2 Late Report
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 12/02/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5. Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

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

It is recommended that the policy as listed be adopted and the term for review to reflect a three year review, unless changes to legislation require the policy to be reviewed earlier.

The listed policy has had no material changes made.

POLICY	NO.	OFFICER	TYPE
Boulia Sports and Aquatic Centre Membership	147	WHSA	Administration
Changes to policy	Page No	Paragraph	
Definition of member redefined to those over 18	2	Definitions	
Responsibilities updated to define areas of access for minors and confining Gym access to those over 18	2	Responsibilities	
Removal of previously attached forms	N/A	Appendices	

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That the policy as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Boulia Sports and Aquatic Centre Membership	147	WHSA	Administration
Changes to policy	Page No	Paragraph	
Definition of member redefined to those over 18	2	Definitions	
Responsibilities updated to define areas of access for minors and confining Gym access to those over 18	2	Responsibilities	
Removal of previously attached forms	N/A	Appendices	

2. That a copy of the changes to the policy and plan be forwarded to the Councillors electronically via email and the Councillor Hub.

ATTACHMENTS: Policy 147 Boulia Sports and Aquatic Centre Membership

Approved by Chief Executive Officer | Lynn Moore



BOULIA SHIRE COUNCIL

Boulia Sports and Aquatic Centre Members Policy

Category:	Policy
Policy Number:	147
Document Version:	2
Obsolete Version:	1 & Policy 143 Use of Gym facilities (repealed Feb 2020)
Keyword Classification:	Boulia Sports and Aquatic Centre Members Policy
Summary:	The purpose of this policy is to provide guidelines and information to manage effectively the membership process of the Boulia Sports and Aquatic Centre.
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	13/02/2023
Date revoked:	n/a
Related documents:	Form No 46; Application for Gym Membership
Responsible Section:	Workplace Health and Safety
Responsible Officer:	Workplace Health and Safety Advisor
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 BSC Safety Management System Code of Practice Children and Young Workers 2006

PURPOSE

The purpose of this policy is to provide guidelines and information to manage effectively the membership process of the Boulia Sports and Aquatic Centre.

SCOPE

This procedure applies to the employer and all relevant employees of the Boulia Shire Council, relevant contractors and proposed members of the Boulia Sports and Aquatic Centre.

DEFINITIONS

Fitness Screening: detailed information about the health or disease of members in a way that is consistent with nationally recognized professional practice and in accordance with the most current evidence about exercise risk.

Member: A person who has paid at least one months membership and is over the age of 18.

Risk Assessment: is the overall process of risk identification, risk analysis and risk evaluation (the process used to think about what type of risks exist, what can go wrong, and deciding if enough has been done to prevent them).

MEMBER INDUCTIONS:

Centre inductions are designed to provide injury prevention guidelines, educate members on how to use the equipment safely and evacuate the premises safely in case of emergency. Inductions are to involve a Sports Centre tour, information about how to use centre facilities safely, centre rules and expectations, emergency procedures and amenities.

RESPONSIBILITIES

The Supervisor or the person in control of the workplace is to ensure all staff are aware of, and follow WH&S procedures.

It is the Members own responsibility to ensure that they:

- Supply truth in all documentation
- Read and understand
 - membership forms
 - screening tools
 - medical instructions if required

- Know their own limits
- Understand the Emergency Procedures of the Boulia Sports and Aquatic Centre
- Understand what areas their membership of the centre e.g. No one is to access the pool area after hours.
- Understand the area access rules for minors under the age of 18 as well as the requirement for supervision of minors whilst at the centre (Note: Minors under the age of 18 are not permitted to access the Gymnasium at any time).
- Failure to follow centre rules may result in termination of membership.
- Use of facilities applies only to financial members.

Access keys are not to be shared with non-members.

Physical fitness always carries a risk however it is the members own responsibility to manage these risks.

MEMBERSHIP REQUIREMENTS

1. Complete Membership application Form
2. Complete Fitness Screening Test
3. Complete Building Induction with Sports Centre Staff
4. Receive Membership Key for Out of Hours Access
5. Abide by conditions outlined in the membership application
6. Enjoy our facilities, Know your own limits, Exercise Responsibly
7. Report any hazards or incidents in the communications book provided

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 17th February 2020

TITLE:	Policy Review - 143. Use of Gym Facilities (Repealed)	DOC REF: Item WH&S3 Late Report
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REPORT BY:	Mr Daniel Kirk WHSA Advisor	DATE: 12/02/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5. Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

A review completed on both policies 143 and 147 revealed that in some areas they were conflicting (age related access). The policy 147 will now be the primary document and document Policy 143 is to be repealed (Jan 2020).

Reviewed Policy 147 – Boulia Sports and Aquatic Centre Membership - current and is subject to a further report this month to deal with the minor changes required to this report.

CONSULTATION:

- ManEx Committee

GOVERNANCE IMPLICATIONS:

- No budget implications
- Meets statutory compliance requirements
- Removes duplication of Policy objectives across two Policies.

RECOMMENDATION:

That the policy Number 143 – Use of Gym Facilities be repealed and be replaced with Revised Policy 147 – Boulia Sports and Aquatic Centre Membership Version 2 (see separate Report).

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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