

Boulia Shire Council



General Meeting

Friday 26th February 2021





BOULIA SHIRE COUNCIL

17th February 2021

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 26th February 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.5
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:
 - ENGINEERS REPORT – GBA CONSULTING
 - Item E1 Engineering Services Report – News brief Pg.11
 - DIRECTOR OF WORKS AND OPERATIONS
 - Item DWO1 Grants Work Status Summary Pg.14
 - Item DWO2 See Closed Session
 - INFORMATION REPORTS
 - Item A NDRRA Flood Damage Works Department Pg.16
 - Item B Foreman, Road Maintenance and Utility Services Pg.17
 - Item C Foreman, Roads Maintenance and Construction Pg.21
 - Item D Rural Lands Protection Officer Pg.22
 - Item E Work Camp Pg.30
 - CHIEF EXECUTIVE OFFICER
 - Item CEO1 CEO January 2021 Report Pg.31
 - Item CEO2 Action List Pg.32
 - Item CEO3 See Closed Session
 - Item CEO4 Councillors Remuneration Levels 2021-2022 Pg.37
 - Item CEO5 Business Improvement Plan Pg.41
 - Item CEO6 2nd Quarter Operational Plan Report September to December 2020 Pg.42
 - Item CEO7 Development Application DA2020/21.1 Reconfiguration of Lot 69 on B2672 Pg.43

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



BOULIA SHIRE COUNCIL

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DIRECTOR OF CORPORATE SERVICES

Item DCS1	Director of Corporate Services January 2021 Report	Pg.49
Item DCS2	Policy 131 – Council Credit Card Policy: Policy Review	Pg.52
Item DCS3	Policy 114 – Drug and Alcohol Policy Review	Pg.57

FINANCE MANAGER

Item FM1	Finance Manager Report	Pg.64
Item FM2	Budget Review to December 2020	Pg.69

COMMUNITY SERVICES MANAGER

Item CSM1	Community Services Report	Pg.70
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INFORMATION REPORTS

Item F	Min Min Encounter	Pg.74
Item G	Library	Pg.76
Item H	Boulia Sports and Aquatic Centre	Pg.77
Item I	Workplace Health and Safety Information Report	<i>nil due to leave</i>

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

Item DWO2 Container Exchange – Collection service
Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

Item CEO3 BBRF Infrastructure Project – Regional Community Precinct
Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

Ms Lynn Moore
Chief Executive Officer

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

- (a) the appointment, discipline or dismissal of the chief executive officer;
- (b) industrial matters affecting employees;
- (c) the local government's budget;
- (d) rating concessions;
- (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- (f) matters that may directly affect the health and safety of an individual or a group of individuals;
- (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

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BOULIA SHIRE COUNCIL

- (h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;
- (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

DECLARATION OF INTERESTS

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

COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 22ND JANUARY 2021
COMMENCING AT 9 AM**

Attendance:

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Harin Karra (Director of Works and Operations)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 9 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2021/1.1 MINUTES OF THE DECEMBER 2020 ORDINARY MEETING

Moved: Councillor Beauchamp Seconded: Councillor Norton
That the minutes of the Ordinary Meeting held on 18th December 2020 be accepted.

Carried

2021/1.2 GRANTS WORK STATUS SUMMARY – DECEMBER 2020

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Edgar
That the Grants Work Status Summary – December 2020 report on the progress of the funded projects be received for information.

Carried

2021/1.3 BOULIA WORK CAMP DECEMBER 2020 REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 17th to 27th December 2020.

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

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

Carried

2021/1.4 CEO DECEMBER 2020 REPORT

PURPOSE:

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

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

1. That the CEO December 2020 Report is received for information.

Carried

2021/1.5 ACTION LIST

PURPOSE:

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

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

That the updated Action List report be received for information.

Carried

2021/1.6 DRAFT PLAN OF MANAGEMENT PARKS, RESERVES AND SPORTSGROUNDS

PURPOSE:

To present to Council the outcomes of the community consultation of the draft Plan of Management (PoM) for Parks, Reserves and Sportsgrounds.

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

1. That a provision be included in the Plan of Management - Parks, Reserves and Sportsgrounds, that enables an applicant to request Council approval for motor bikes to be used within a nominated Boulia Shire Council Park, Reserve or Sportsgrounds for a specific event and is time limited.

2. That the Plan of Management – Parks, Reserves and Sportsgrounds be adopted by Council.

Carried

2021/1.7 DIRECTOR OF CORPORATE SERVICES DECEMBER 2020 REPORT

PURPOSE:

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

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

That the Director of Corporate Services December 2020 Report be received for information.

Carried

2021/1.8 NEW POLICY – PERFORMANCE MANAGEMENT POLICY NO. 157

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Norton

That the Performance Management Policy No. 157 as presented, be adopted by Council.

Carried

2021/1.9 COMMUNITY SERVICES DECEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Edgar

That the Community Services December 2020 Report is received for information.

Carried

2021/1.10 COMMUNITY SERVICES TOWN MAP REPORT

PURPOSE:

To present to Council for implementation a condensed version of the town's various walking routes into an easier format for people to follow.

Moved: Councillor Britton Seconded: Councillor Norton

That the Community Services Town Map Report be received for information and that a revised version of the map taking into account the suggestions provided by Council be resubmitted for Council consideration.

Carried

2021/1.11 LIBRARY DECEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Norton

That Council receive the Library December 2020 report for information.

Carried

2021/1.12 BOULIA SPORTS AND AQUATIC CENTRE DECEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Norton Seconded: Councillor Edgar

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

Carried

2021/1.13 WORK HEALTH AND SAFETY DECEMBER 2020 REPORT

PURPOSE:

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

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

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

Carried

2021/1.14 REPORT ON ACKNOWLEDGEMENT BANNER

PURPOSE:

To propose to Council the idea of putting a traditional owner acknowledgement banner on Council emails.

Moved: Councillor Britton **Seconded:** Councillor Norton

That a traditional owner acknowledgement banner with the following wording be included on all Council emails:

We respectfully acknowledge the Traditional Custodians of the land and waters on which we work and live, paying respect to Elders, past and present.

Carried

2021/1.15 POLICY REVIEW – CREDIT CARD POLICY AND CODE OF CONDUCT POLICY

PURPOSE:

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report looks at two policies that are due for review.

Policy 107 – Debt Policy required small amendments and the revised policy version was presented to Council for approval.

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

1. That Policy 131 – Credit Card Policy, Policy 146 – Code of Conduct and Policy 107 - Debt Policy as presented be adopted.
2. That a copy of the policies be loaded into the Councillor Hub.

Carried

2021/1.16 CLOSED MEETING AT 11.24 AM

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

It was resolved Council moved into Closed Session in accordance with the *Local Government Regulation 2012* section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

Carried

Mrs Sloman and Mr Karra left the meeting at 11.36 am.

Mrs Sloman and Mr Karra returned to the meeting at 11.52 am.

2021/1.17 OUT OF CLOSED SESSION AT 11.52 AM

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

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

Carried

Mr Bhargava left the meeting at 12.30 pm.

Meeting Closure

The Mayor closed the meeting at 12.30 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

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

UNCONFIRMED MINUTES

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Engineering Services Report – News brief for January 2021	DOC REF: Item E1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 03/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

2.2: Well serviced

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

Nil.

2. Flood Damage Works

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

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

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19th September 2019 for the REPA works. Submission has been approved by QRA for a total value of \$14,231,596.59. Job Management Plan completed. Cultural Heritage Risk assessment complete, report in progress. CH Site inspections Feb 2021. Gravel Crushing and Stockpile Request for Tender advertised on the 8th May and closed on 29th May. The contract was awarded to PE & GC Harris. Scope of works updated in Asset Edge Recover system. Work on this event has commenced. The completion date of the event has been extended by 12 months. Completion due June 2022.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are complete and submission has been uploaded to MARS for acquittal with submission value of \$494,438.07 (BoSC.0011.1920E.EWK). Emergency works submission is approved for a value of \$494,154.85. REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8th May. The submission has been approved by QRA for value of \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system. Works has not commenced on this event.

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Complete
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Works complete from CH 206.45 -211.5
	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					

3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Two Tanks Stage 8 and Stage 7 Survey is complete. Design is complete for Stage 7 and 8.

Concrete works under contract T2019/20-1 is underway (Central Hire), completion March 2021.

Cultural Heritage inspections for proposed lookout at the ridges commencing Feb 2021.

4. **Signage Audit**

Site inspections of rural road network signage has been completed. Data entry is complete.

5. **Depot Drainage**

Design in progress.

6. **Industrial Subdivision**

Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting detailed underground electrical connection design plans and street lighting plan from Ergon. Sewer Designs in progress. Variation 4 (Variation to Outback Way Concrete works contract) issued to Central Hire on 30/11/2020 for Installation of Culverts, response received on 19/1/2021. Variation approved 19/1/2021.

7. **Bitumen and Aggregate Tenders**

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

8. **Wills Street Drain**

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

9. **TMR Road Prioritization**

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

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News brief for January 2021 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (03/02/2021)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works Completed. Acquittal in Progress
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Approved, works commenced
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07	\$ 494,154.58	\$ 494,438.07	Approved
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved - Donohue only

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Grants Work Status Summary – January 2021	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 10/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

COVID W4Q - COVID Works for Queensland

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program

(Dept of Infrastructure and Regional Development – Federal funding)

DCP Ext. - Drought Communities Programme - Extension

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

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

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

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Grants Work Status Summary – January 2021 report on the progress of the funded projects be received for information.

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (Jan, May, September)											
1	Grant Project Summary	440 days	Wed 1/01/20	Tue 7/09/21		[Gantt bar for Grant Project Summary]											
2	BOR R4 - Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21		[Gantt bar for BOR R4 - Boulia Industrial Estate]											
3	Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21	80% Earth works completed. Electrical design estimate received, and order raised.	[Gantt bar for Boulia Industrial Estate]											
4	LGGSP Projects	391 days	Tue 10/03/20	Tue 7/09/21		[Gantt bar for LGGSP Projects]											
5	Security Cameras & Installation	391 days	Tue 10/03/20	Tue 7/09/21	60% Completed at the Sports Centre.	[Gantt bar for Security Cameras & Installation]											
6	W4Q R3 Projects	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for W4Q R3 Projects]											
7	Boulia Town Infrastructure Upgrade	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for Boulia Town Infrastructure Upgrade]											
8	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Rodeo arena fencing and rubber will be installed	[Gantt bar for Spelling Yards]											
9	Cement Shed and Fencing at Industrial Precent	72 days	Mon 22/03/21	Tue 29/06/21	Fencing order been issued. Install concrete slab procurement commenced.	[Gantt bar for Cement Shed and Fencing at Industrial Precent]											
10	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	90% project completed.	[Gantt bar for Amenities Refurbishment at Sports Centre]											
11	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design commenced, 70% completed	[Gantt bar for Depot Upgrade]											
12	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Electrical connection to be completed	[Gantt bar for Double Garages]											
13	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	Irrigation completed, Deck design 70% completed.	[Gantt bar for Hamilton/Herbert Street Cnr Block Development]											
14	Boulia Town Water Infrastructure Upgrade	347 days	Tue 3/03/20	Wed 30/06/21		[Gantt bar for Boulia Town Water Infrastructure Upgrade]											
15	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Longreach Council will purchase initially, and review performance before rolling to town	[Gantt bar for Water Meter]											
16	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	Consultation will be held on 26th February @3pm	[Gantt bar for Wash-down Bay Upgrade]											
17	Urandangi Town Infrastructure Upgrade	168 days	Mon 9/11/20	Wed 30/06/21		[Gantt bar for Urandangi Town Infrastructure Upgrade]											
18	Fuel Setup for Urandangi	276 days	Tue 10/03/20	Tue 30/03/21	Construction will commence in March 2021.	[Gantt bar for Fuel Setup for Urandangi]											
19	Boulia Shire Road Network Upgrade - Signage & Weed Control	316 days	Mon 13/04/20	Mon 28/06/21		[Gantt bar for Boulia Shire Road Network Upgrade - Signage & Weed Control]											
20	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	Report completed, Obtaining quotes for the signs to purchase.	[Gantt bar for Shire Road Signage]											
21	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Stage II commenced. 75% completed.	[Gantt bar for Weed Spraying]											
22	2020/21 COVID BSC W4Q Projects	297 days	Mon 4/05/20	Tue 22/06/21		[Gantt bar for 2020/21 COVID BSC W4Q Projects]											
23	W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities	296 days	Tue 5/05/20	Tue 22/06/21		[Gantt bar for W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities]											
24	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21	Order been issued. Work will commence in March 2021.	[Gantt bar for Robinson Park Fence]											
25	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	Material due to delivery in end of February.	[Gantt bar for Repair Wooden Bridge on Burke Street]											
26	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Design commenced.	[Gantt bar for Council Depot CPL Yard Pave & Seal]											
27	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21	Design work commenced.	[Gantt bar for Heritage Complex Fencing Upgrade and Repair Storm Water]											
28	W4Q COVID 002 - Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21		[Gantt bar for W4Q COVID 002 - Construction of New Residential Building in Boulia Town]											
29	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Tender been issued. Closes on 19th February.	[Gantt bar for Construction of New Residential Building in Boulia Town]											
30	W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade	96 days	Tue 9/02/21	Tue 22/06/21		[Gantt bar for W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade]											
31	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21	Yet to commence	[Gantt bar for Sewer Pump Stations x2]											
32	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21	Yet to commence	[Gantt bar for Sewer Projects]											
33	W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade	266 days	Mon 4/05/20	Mon 10/05/21		[Gantt bar for W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade]											
34	Urandangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Tender price was too high. Working other options.	[Gantt bar for Urandangi Dump Fence]											
35	LRCI Projects	193 days	Mon 5/10/20	Wed 30/06/21		[Gantt bar for LRCI Projects]											
36	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	Working with ORRTG Group, Joint procurement. Tenders closed. Awaiting on recommendation.	[Gantt bar for Grid Servicing]											
37	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Gantt bar for Traffic Signage]											
38	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Gantt bar for Storm Water]											
39	Footpath	62 days	Tue 6/04/21	Wed 30/06/21	Design and Procurement commenced.	[Gantt bar for Footpath]											
40	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21	Design work commenced.	[Gantt bar for Stabilise Shoulders]											

Project: Grant Project Summary
Date: Wed 10/02/21

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	NDRRA Flood Damage Works Department January 2021 Report	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 10/02/2021
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CORPORATE PLAN REFERENCE: Roads

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

PURPOSE:

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

CONTENT:

Current Projects:

Toby Harris Crew 1 & 2 - Mt Isa Rd Rehab & Widening, start Chainage 2.88 (edge of town) to Ch 5.07 hook up to TMR recently constructed works. This project has the following work facets that need full compliance with TMR standards:

- (1) 2.5 km of side track construction. Completed (5 Days).
- (2) Traffic Management for Total project. Completed (3 days).
- (3) Pulverisation of existing pavement seal and shoulders 2.2kms (6 days completed).
- (4) Shaping of pavement to form sub base for New Road Pavement (40% completed).

Project well advanced. On track (weather permitting) for Civil Works to be finalised around last week of current month.

Mixed Crew (Roy Smith) - Currently on Springvale Rd undertaking the March 2019 FD scope of works. Excellent work being performed. On schedule for completion third week of February 2021.

Future Projects:

- (A)** Flood Damage (Jan 2020 REPA Event) - stabilisation of existing damaged pavement on the Donohue Highway just prior to the Georgina River (5 days work) (Toby Harris).
- (B)** March 2019 FD Event - Next two projects: Elrose Rd & Coorabulka Rd (Mixed Crew).
- (C)** Boulia Industrial Estate - We are working this project in conjunction with Mt Isa Rd Widening project.

CONSULTATION: GBA as project officers on NDRRA Flood damage work.

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

RECOMMENDATION:

That the NDRRA Flood Damage Works Department January 2021 report be received for information.

ATTACHMENTS: Nil

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Foreman, Road Maintenance and Utility Services January 2021 Report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 11/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

PURPOSE:

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

CONTENT:


Race Course:

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

Chlorine level testing	Chlorine levels are back to normal due to the Company Rep visiting and repairing the system. Initially water is being flushed out by the chlorine and making the water a little dirty but will clear up in the following weeks to come.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.</p> <p>The gum trees on the median strips have responded well and have healthy re-growth and further improvements ongoing after the Tree-Loppers have done maintenance on trees throughout Boulia Shire.</p> <p>More trees have been planted on the median strips.</p> <p>The steam engine on the median strip is completed by the Workcamp and much improved.</p> <p>The median strips are back on town water due to drying up of the Burke River.</p>	
Signage	RMPC signage is still an ongoing project. The Sign Crew are currently working on the Winton Road completing guideposts and signs. They are also working on the Bedourie Road replacing signs and guide posts.	
Mowing/Whipper Snipping	<p>20th Jan 2021 – Medium Strips</p> <p>22nd Jan 2021 – Min Min Encounter and School Safety Park</p> <p>25th Jan 2021 – Robinson Park and Post Office</p> <p>27th Jan 2021 – Sports Centre and Fire Station</p> <p>28th Jan 2021 – Stonehouse and Post Office</p>	

Town Entrances:

Three Mile Campground	The area has been maintained with general maintenance including regular slashing and whipper snipping by the Work Camp crew.
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RMPC: The Sign Crew are currently working on the Donohue flood damaged section completing surface correction and replacing signage. They are also working on the Winton Road and Bedourie Road replacing signs and guide posts.

RMPC Budget	Boulia Shire RMPC Defects		
	January 2021 Total Defects 640		
	Road	Funded	Safety Defects (Unfunded)
	93D Bedourie - Boulia	46	60
	93E Boulia - Dajarra	36	62
	93F Dajarra - Mount Isa	215	116
99D Winton - Boulia	49	56	
		Total	

Urandangi:

Regular Council services (mowing, whipper snipping, rubbish collection etc.) continued over the month of January. The solar lights for the park in Urandangi have been erected.



Water and Sewerage:

Boulia Township

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

Urandangi Township

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

Boulia Airport activity:

Number of call outs: RFDS	1 call out to RFDS
Fuel re-supply	487.71 Litres

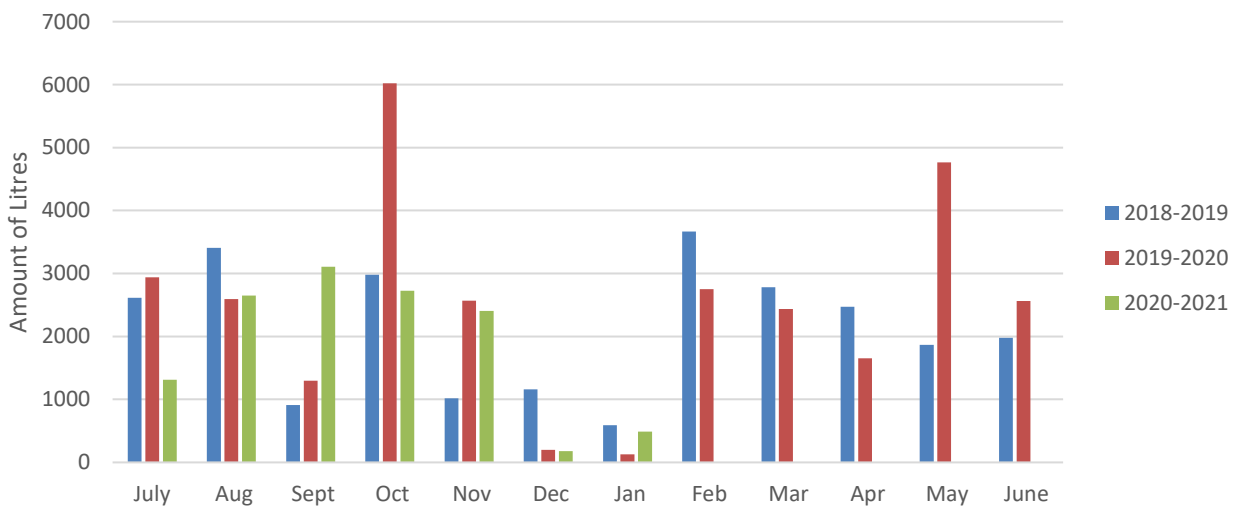
- The Avgas tank has been cleaned and re-filled

Concrete Usage: (January 2021)

Concrete used on Council Jobs	Nil
Concrete used on Private Jobs	Nil



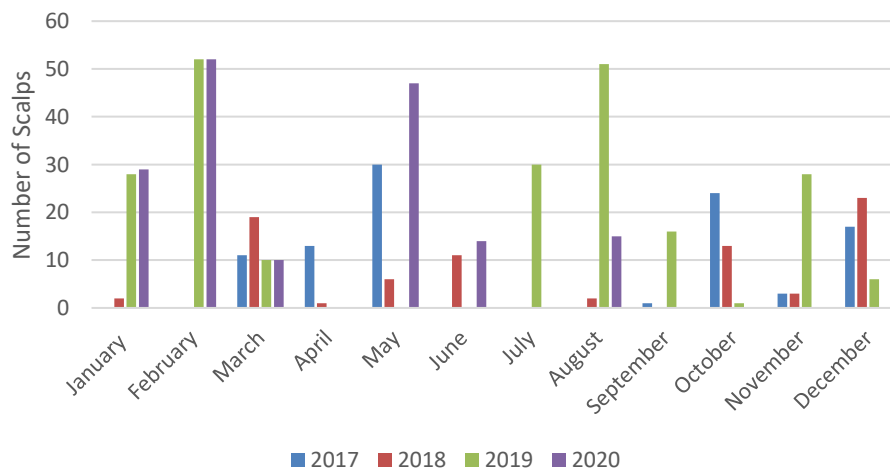
Avgas Sales - Total Litres



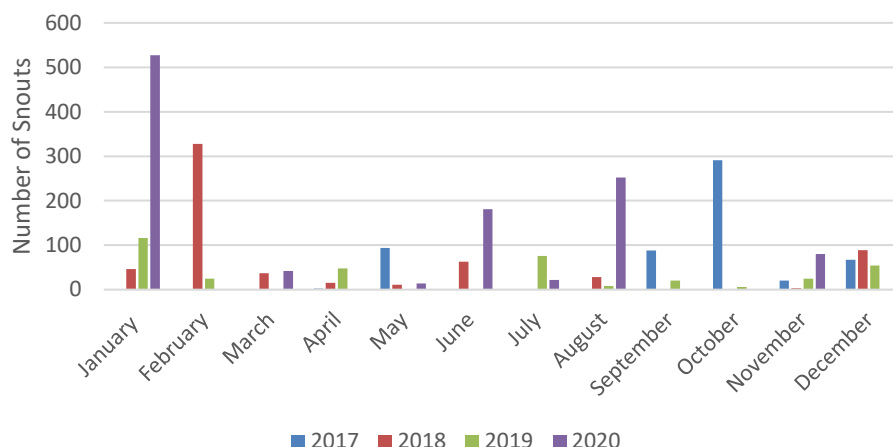
Boulia Feral Animal Bounty Claims:

Feral Pigs	Nil
Feral Dogs	Nil

Boulia Shire Feral Dog Scalp



Bouliia Shire Feral Pig Snout



Metro Count Data:

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

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

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services January 2021 report for information.

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

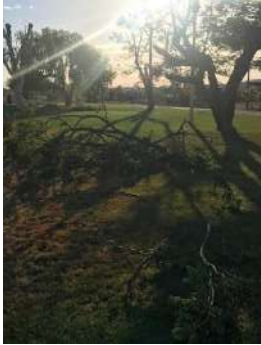


Report for Ordinary Meeting held on 26th February 2021

TITLE:	Foreman Roads Maintenance and Construction January 2021 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 09/02/2021
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CORPORATE PLAN REFERENCE:	<p>Key Priority 2: Building and maintaining quality infrastructure</p> <p>2.1: Well connected</p> <p>2.1.1 Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety</p> <p>2.1.2 Deliver quality roadwork on non-Council roads within quality assurance guidelines</p>
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PURPOSE:	To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.
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CONTENT:	<p>Current and Upcoming Projects are as follows:</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div> <ul style="list-style-type: none"> • Town clean-up after weather event and storm damage. • Commencing work on the Donohue Highway chainage 213 km's – 225 km's in the process of re-locating camp and plant. • Ongoing Traffic Management training for crew. • Town gutters cleaned with Street Sweeper which performed well and proved to be very successful. • Re-advertising a MC Truck Driver position. • Employed a Plant Operator for road crew. • Including this seal, the Donohue Hwy status will be as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="text-align: center;">Total Unsealed</td> <td style="text-align: center;">88.7</td> <td style="text-align: center;">Kms</td> </tr> <tr> <td style="text-align: center;">Total Sealed</td> <td style="text-align: center;">149.9</td> <td style="text-align: center;">Kms</td> </tr> <tr> <td style="text-align: center;">Total Length</td> <td style="text-align: center;">238.6</td> <td style="text-align: center;">Kms</td> </tr> </table>	Total Unsealed	88.7	Kms	Total Sealed	149.9	Kms	Total Length	238.6	Kms
Total Unsealed	88.7	Kms								
Total Sealed	149.9	Kms								
Total Length	238.6	Kms								

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

GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.
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RECOMMENDATION:	That Council receive the Foreman Roads Maintenance and Construction January 2021 Report for information.
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Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Chief Executive Officer	Ms Lynn Moore

BOULIA SHIRE COUNCIL


Report for Ordinary Meeting held on 26th February 2021

TITLE:	Rural Lands Protection Officer January 2021 Report	DOC REF: Item D
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 05/02/2021
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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
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PURPOSE: To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

CONTENT: RLPO: I started back on the 18 th of January 2021 and the first week was spent doing training and the rest of the month was doing stock route capital work and checking burrow pits and the Town Common. TOWN COMMON: The feed on the common is holding up well for now, there was some rain late last year but due to there being no good follow up rain the feed will need to be monitored and we can only hope that there are some good falls this month and in the future. TOWN/TOWN COMMON FENCE: There is an ongoing problem with the young and not so young people cutting the fence around the town. This fence starts where it comes off the security fence around the airstrip and finishes at the grid on the Selwyn Rd.  <p>This bit of fence in the corner is being pulled down regularly so that the young children/teenagers that live up near there can get through with their motorbikes to ride them on the Town Common.</p> <p>I would have to put this bit of fence back up a couple of times a month, it doesn't matter how good of a job you do putting it back up they just cut the wires or undo them.</p> <p>This part of the fence is a mixture of hinge joint and barb wire and steel pickets. This part needs some work done to it.</p>



This part is approx. 200+ metres long.

The next part of the fence that starts at the gal end assembly and ends at the grid on Max Foly Rd consists of steel pickets and barb wire. The condition of the steel pickets and the barb wire is good, there are a couple of bent posts but otherwise everything is in good condition and doesn't need any work done to this bit.



The next part of the fence which starts on the other side of Max Foly Rd is not too bad, the wire and steel pickets are in good condition even though the young ones either cut the wires or lift them up and pry them so they can get their motorbikes through. There are some areas of erosion along this part and will need to be fixed before it becomes a bigger problem.

From the next corner to the grid on the Boulia to Winton Rd this is a really bad part of the fence. This is where they cut and undo the fence wires. It has gotten so bad I have been to the police and asked them to go and have a talk to the people that are consistently undoing/cutting the fence at this spot.

This has been going on for a very long time, first in the gully. When we put up a steel rail they then moved along the fence to the next panel. As you can see in the photo's the amount of traffic using this is made up of bikes and 4WDs that are going through.

After having a talk to the police and the police going and talking to the people who have been responsible for cutting/pulling this part of the fence down, the fence has stayed up so far.

There is some really bad erosion along this part of the fence and needs work carried out ASAP.



From this part of the fence to the Grid on the Boulia/Winton Rd there is a large build-up of rubbish on the outside of the fence and in some places on the inside of the fence.



This could become a problem if there is a fire on the Town Common and could cause fires to spread into the town area if not taken care of e.g. control burn/grading of both sides of the fence to keep the rubbish down.

This part of the fence from the bottom of Pituri St to the grid needs fixing ASAP

The fence the other side of the grid to the corner down behind the Sports Centre is the worst part of the fence as there is a problem with the fence where it crosses a gully at the bottom of Moonah St.

There is another buildup of rubbish which is made worse when there are large amounts of rain up at the head of this gully which starts inside the airstrip and runs under Hamilton St down behind the Health Clinic over Wills St under Burke St till it runs through the fence and into the Burke River.

When this gully does run it picks up large amounts of rubbish and when it gets to the fence, the rubbish builds up on the fence which causes it to be knocked down which allows stock on the common to get into the town area and be a menace.





This part of the fence from the grid to the corner behind the Sports Centre also needs control burns/grading to keep the danger from fires to the town area down.



Corner behind Sports Centre looking back towards Boulia/Winton Rd - This part needs work ASAP and the gully that runs through the fence would need to be shaped so that when it does run the water and rubbish can get away and not get caught on the fence. When both sides of the fence need grading there would be no problems for the grader to get along the fence. At this time the banks of the gully are quite steep and could be a problem.



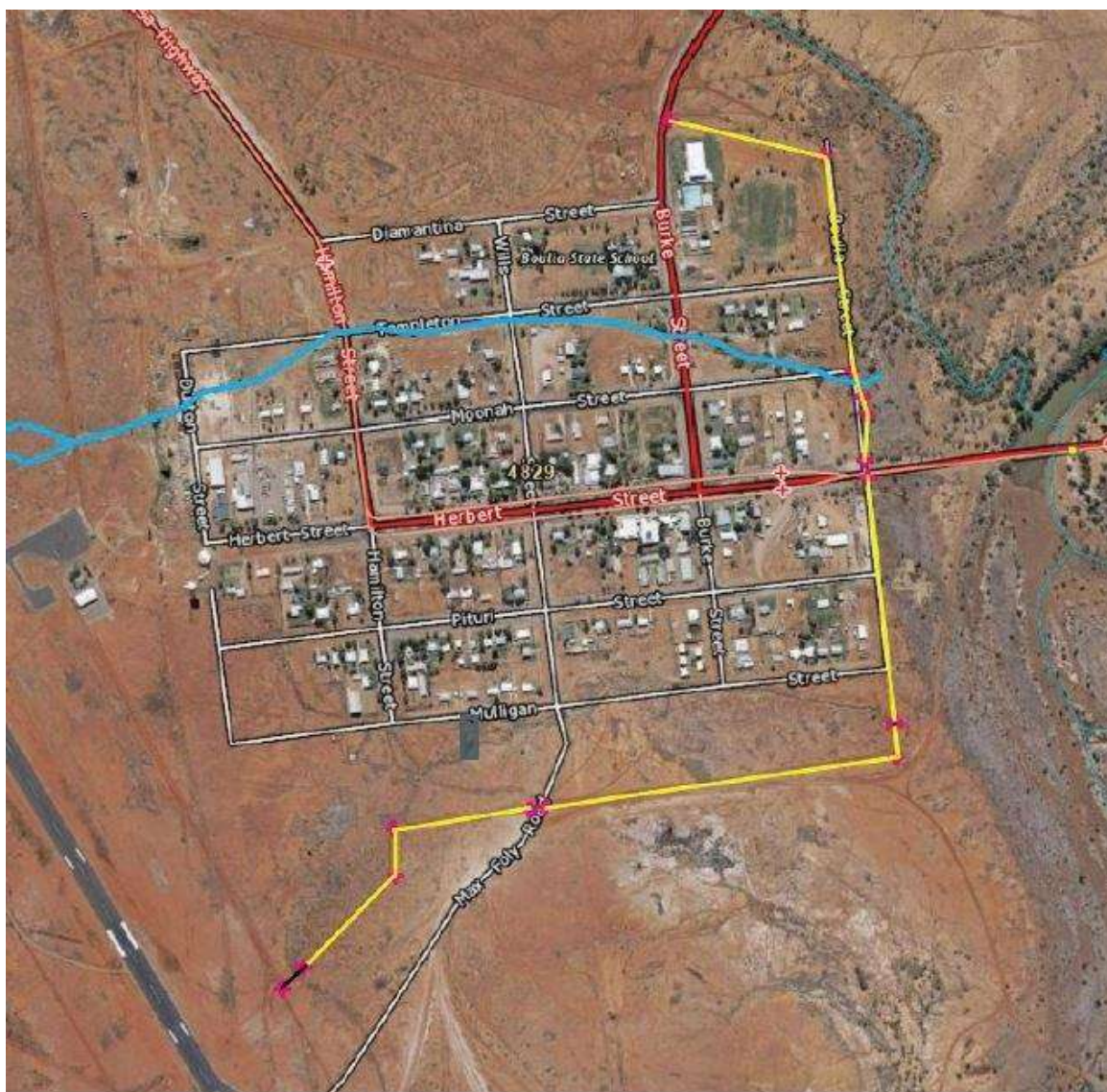
The fence from this corner to the grid on Selwyn Rd needs a small amount of work done as soil from around the Sports Centre has washed down when it has rained and the fence is only approx. 80 to 90cm high in some places.

The distance of fence from the airstrip to the grid on the Selwyn Rd is approx. 2+ k and of that 2+k there is some work needed on approx. 1600 metres of fence be it replacing fence or fixing up erosion and shaping gully's so the grader can get along both sides of the fence.

With rubbish that has built up and that is coming through the fence from on the common, maybe Council could have a talk with the SES and with the Volunteer Fire Fighters to arrange for some Fire Fighting Training by doing controlled burns along the fence where the rubbish is the heaviest.

With the fence that needs repair/replacing, Council could approach Work Camp and ask if they would like to do the work as the job they did with the fencing at the Pony Club Paddock was a job well done.

The below map shows where the gully starts and flows and the fence that needs to have work done on it.



DOMESTIC ANIMAL CONTROL:

There were no dogs impounded this month.

CWRPM (TECHGROUP):

There is a meeting planned for February 2021, venue and date/time to be confirmed

WEED SPRAYING SHIRE ROADS:

Will be doing the weed control when needed.

RMPC:

Will be checking all RMPC roads and when weeds need spraying will carry it out. Will also be doing some RMPC mowing along the Mt Isa Rd.

GRAVEL/BURROW PITS:

I have been back and checked on the burrow pit along the Boullia/Winton Rd that had the Parkinsonia Bushes in it. Where I had put the Regain 200 pellets some of the pits received some good falls of rain and you can see the Parkinsonia starting to die. Will be keeping an eye on these pits and if needed will put more pellets out around any that I missed the first time.

STOCK ROUTE:

I have not had any enquires for travel permits for the stock route. I have finished the Capital Works that Council received funding for work to be carried out at Water Facility ID W0285 Herbert Downs Bore. This was to replace the poly tank that had a split in it with the poly tank from Nisbet Bore were the bore hole had collapsed over ten years ago and was never replaced.

EOI is being done for funding to replace the old gal water tank and windmill with two 10,000 gal poly tanks and a solar powered pump and solar panels for Boulia Bore (Butcher Paddock Bore) and fencing. This EOI closes on the 26th of February 2021.

1080 BAITING:

I have not had any inquires for 1080 baiting.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

That the Rural Lands Protection Officer January 2021 Report be received for information.

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Boulia Work Camp January 2021 Report	DOC REF: Item E
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REPORT BY:	Vic Strowger Filed Supervisor, Correctional Officer Townsville Correctional Centre	DATE: 26/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1 Promotion of community events, services and facilities

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

PURPOSE:

To advise of the activities of the Boulia Work Camp from 15th to 23rd January 2021.

CONTENT:

During this period the below community work was conducted:

- Council Water damaged house – removed items from damaged house, transferred to temporary residence. Work Camp were permitted to do this due to houses being owned by Council, approval was given by Correctional Manager in Townsville.
- Racecourse Reserve – Paint rails.
- Racecourse Reserve – Repair Horse starting barriers.
- Sports Centre – clean pool area.
- Boulia School - whipper snip, clean fence line.
- Stonehouse – whipper snip and clean area.
- Council yard – whipper snipping area.
- Stonehouse Museum – Maintain area.

RECOMMENDATION:

That the Boulia Work Camp January 2021 report is received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	CEO Report for January 2021	DOC REF: Item CEO1
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 11/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:**Building Acceleration Funding – Min Min Encounter redevelopment application**

Approval has been notified for this project to proceed but nothing in writing at the time of writing this report.

Teleconferences and 'Zoom' meetings have been held with the original presenters of the design changes along with discussions on the conversion of the computer language to enable value adding options to be added to the system.

Building Better Regions Funding – Round 5

The application for the BBRF will be submitted in March for the Regional Community Precinct proposal. A full report and recommendation is in the closed session of Council this month.

Outback Highway – Donohue Highway

Briefing note prepared as requested for the meeting with DLG and TMR representatives on the ongoing financial obligations for Council to co-contribute to Federal Government grant funding to this project. Teleconference/Zoom meeting has been arranged for Tuesday 23rd February.

Annual Council Start up

The annual start up this year was kicked off with an exceptional video by Brett Hyde showcasing Boulia at it very best. The Mayor and CEO welcomed the staff back and gave a short overview on where we are today. The highlight of the start up this year was the acknowledgement of staff who have worked with us from 5 to 30 years. Certificates and Gift cards were presented to 14 staff with over 5 yrs, 7 staff over 10 yrs, 4 staff over 15 yrs, 1 over 20yrs, 1 over 25yrs and a special 1 over 30 yrs with this person receiving a Seiko watch. This is the first year Council has acknowledged staff in this manner and we will be starting an "Over 15 Club" in July kicking this off with an acknowledgment dinner. A great way for Council to show that their staff are appreciated.

ATTACHMENTS: Nil**RECOMMENDATION:**

That the CEO Report for January 2021 is received for information.

Chief Executive Officer

Ms Lynn Moore

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO	11/02/2021 No response has been received from Wirrilyerna landholder on options. I have asked a local contractor to provide a quote on replacement of fence where it is. 18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	08/02/2021 Vink publishing will be working on our website to add a booking feature in partnership with Qassist. 01/01/2021 Talks will resume this year with OQTA as to best company to use. 07/11/2020 Talks with OQTA assist to re-commence. 08/10/2020 OQTA Assist will help us start a set up with an online booking facility later in the year. 01/09/2020 Have contacted OQTA to ask for help with online booking contacts as Check front company not responding well.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	01/02/2021 Interested parties invited to submit ideas for facility at meeting 26th February 2021. 10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	11/02/2021 On hold – competing priorities. 09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve. 11/08/2020 Report by CEO in progress, will be submitted to September Council meeting. 01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting.
Monday 25th May 2020				
25/05/2020		'BO' km signage between Bouliia and Winton to be replaced	DWO	11/02/2021 To be completed by end of Feb 09/12/2020 Order will be issued end of January 2021.

Item CEO2

				09/09/2020 CEO – Audit complete – 11 signs to replace – advice to DWO. 13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
Friday 19th June 2020				
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO	11/02/2021 Report to be presented by DWO in Closed Session of February Ordinary Meeting of Council. 18/12/2020 Business Plan to be completed to investigate possibility of Council implementing a can collection/recycling program. 07/12/2020 Advice that this is unable to proceed as collection at Boulia is unviable. 14/10/2020 Visit by Winton company to review site at Council yard. 09/09/2020 No further action in this space – letter to Zac Britton advising what action Council are taking for the future of recycling. 25/06/2020 – Email from Rainbow Gateway – they are adding the ‘frames’ for the bags as a project to her budget for participants 2020-2021.
19/6/2020		TOURISM - ‘Why do I live where I live?’ – Michaella to ‘interview’ locals on a video for the web?	CSM/Michaella	08/02/2021 Due to illness and travel Michaela has not been able to pursue this project but is still aiming to do so. 01/01/2021 As time permits Michaella is still working on many varied projects re the locals. 07/11/2020 A new clip is going up this month showcasing Boulia and what is on offer. Michaella has not been able to do personal interviews as yet. 01/10/2020 Media Officer still working on this. 11/08/2020 In progress. 10/07/2020 Michaella to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
Tuesday 21st July 2020				
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th	DWO	12/01/2021 Third party booked in for first week in March. 13/11/2020 Have been able to source a third party from Cloncurry able to conduct inspections for us. They would only be available around January/February next year. 11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections

Item CEO2

		October 2020. The Program is to cover the entire Local Government Area.		can commence. Investigating third party options to assist with carrying out the inspections.
Friday 25th September 2020				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	11/02/2021 Held off until approx. July to coincide with road works. 09/12/2020 Signage will be installed early February 2021. 01/10/2020 Existing Shire entry signs (NT Border, Bedourie Rd, Winton Rd, Mt Isa Rd) are faded. Replacements to be ordered.
Friday 18th December 2020				
18/12/2020	2020/12.21	1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils. 2. That a \$15,000 allocation be made in the annual budget for the project.	CSM	08/02/2021 Diamantina Shire is waiting for quotes from television company, then these will be sent to us and Barcoo. 12/01/2021 Waiting to hear when and how this will happen.
18/12/2020	2020/12.31	That Council note the Pitta Pitta Compensation application – Notification and agree to the joint meeting between the CEO of Boulia Shire and the CEO of Diamantina Shire Council and Holding Redlich to take place early January with the view to file a Form 5 (Notice of Intention to become a Party) with the Federal Court on or before 29 March 2021 if this is the course of action we (CEO's and Holding Redlich) agree upon.	CEO	01/02/2021 Meeting with Holding Redlich, now in their hands. 12/01/2021 Meetings to take place week of the 11 th for solicitor to advise on way forward.
18/12/2020	General Business	2021 Deputy Mayor role - Councillor Neilson addressed the Council regarding a resolution of Council (2020/PE4.1) that was made in April 2020 regarding the rotating role of Deputy Mayor between Councillor Beauchamp and Councillor Neilson. Councillor Neilson is scheduled to take the role of Deputy Mayor in 2021 however due to other commitments, suggested that it would be in the best interest of the Council if Councillor Beauchamp continued with the Deputy Mayor role in 2021. All Councillors were in agreeance with the suggestion. Formal resolution to be noted at the January 2021 Council meeting.	CEO	12/01/2021 To be ratified at the meeting in March by vote.

Item CEO2

Friday 22 nd January 2021				
22/01/2021		Cllr Britton: Case study to be done on where we would stand financially without drought funding allowances currently implemented.	DCS	09/02/2021 Analysis is included in DCS Report for February Council meeting.
22/01/2021		Look into the possibility of printing novelty Boulia toilet paper to sell	CSM	11/02/2021 In progress – looking into pricing.
22/01/2021		Census education for the community – release information to explain how census data impacts potential funding figures. Consider making computers available at the Council training donga for residents to use.	CSM /CEO/EA	11/02/2021 Further discussions on how to improve uptake of CENSUS data to be discussed at ManEx.
22/01/2021		Cllr Neilson: Consider making a screen or ipad present in the MME have a rolling slide show of notices and weather information	CSM	11/02/2021 Will look into this when refurbishment occurs.
22/01/2021	2021/1.10	That the Community Services Town Map Report be received for information and that a revised version of the map taking into account the suggestions provided by Council be resubmitted for Council consideration.	CSM	11/02/2021 This has gone to Vink publishing to quote on doing a quality map.
22/01/2021	2021/1.19	That Council approve the application to the Building Better Regions or future funding rounds to support the Regional Community Precinct (Hub) with the following: <ul style="list-style-type: none"> • \$1,000,000 (one million dollars) from Council cash reserves and • \$1,400,000 (one million four hundred thousand dollars) loan over 20 years PROVIDED the review from QTC is favourable for the future sustainability of Council into the future.	CEO	11/02/2021 Report to be presented in Closed Session of February Council meeting.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.

Item CEO2

19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull’ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter.	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.
23/10/2020	DWO/CSM	Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	7/11/2020 This is a project being looked at when funding is available.
20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)

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

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Councillors Remuneration Levels 2021-2022	DOC REF: Item CEO4
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 05/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

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

PURPOSE:

Council to consider remuneration levels for 2021-2022 financial year. Review of remuneration is required by Chapter 8 - Administration, Part 1 - Councillors, Division 1 - Councillor remuneration, (s.247[1-7], s.248 [1-4]) of the *Local Government Regulation (LGR) 2012*.

CONTENT:

On 25 November 2020, the Local Government Remuneration Commission (Commission) concluded its determination of the levels of remuneration for Mayors, Deputy Mayors and Councillors of Queensland local governments (excluding Brisbane City Council) as required by section 177(c) of the *Local Government Act 2009* and Chapter 8, Division 1 of the *Local Government Regulation 2012*. These details were published in the Local Government Remuneration Commission Annual Report 2020.

In its 2019 report, the Commission determined not to make any category changes. The Commission did, however, state its intention to undertake an analysis of the categories in the period 2020-2021, after the 2020 quadrennial Queensland Local Government Elections. The Commission's anticipated analysis has been delayed in 2020 due to the impact of the COVID-19 global pandemic. COVID-19 has inevitably resulted in an increased focus on other priorities for Queensland local government. The Commission has commended all local government members for their on-going contribution to their communities and the State of Queensland.

The Commission still intends to undertake a category review during 2021 and will engage with and invite submissions from Councils and stakeholders commencing in early 2021.

The Commission has decided not to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors from 1 July 2021. The levels will remain as set at the amounts fixed for 1 July 2020.

In making its determination, the Commission considered a variety of factors which are outlined on pages 6, 7 and 8 of the Local Government Remuneration Commission Annual Report 2020.

Superannuation

The level of superannuation payments made to a Councillor is a matter to be determined by each Council having regard to Commonwealth legislation and section 226 of the *Local Government Act 2009*:

226 Super scheme for councillors

- (1) A local government (other than the Brisbane City Council) may, for its councillors -
 - (a) establish and amend a superannuation scheme; or
 - (b) take part in a superannuation scheme.
- (2) If it does so, the local government may pay an amount from its operating fund to the superannuation scheme as a contribution for its councillors.

- (3) However, the local government must not make contributions to the superannuation scheme -
- (a) of more than the proportion of a salary that is payable by the local government for its standard permanent employees under this part; or
 - (b) for a person who is no longer a councillor.
- (4) A councillor of the local government may enter into an arrangement with the local government under which -
- (a) the councillor agrees to forgo a percentage or amount of the remuneration that the councillor is entitled to as a councillor; and
 - (b) the local government agrees to contribute the percentage or amount to the superannuation scheme for the councillor.
- (5) A superannuation scheme is a superannuation scheme that complies with the Commonwealth Super Act.

The Council has not resolved to become an 'eligible local governing body' under the *Taxation Administration Act* but is able to determine how it deals with superannuation payments to Councillors. A maximum contribution rate of 12% is applicable. In this instance a Councillor is not an employee but they are dealt with as if they are.

Option 1: Council will contribute 9.5% of the Councillor salary to the Local Government Superannuation Fund or the Fund of the Councillors choice but will need to meet ATO requirements (no contribution by the Councillor).

Option 2: Council will contribute 12% provided the Councillor contributes 6% of own member contributions. The 6% member contributions may either be pre-tax/salary sacrifice (concessional) or post-tax (non-concessional) contributions to the super fund.

Remuneration – Boulia Shire Council, Category 1

In accordance to the Tribunal remuneration schedule the following table applies to all Category 1 Councils from 1st July 2021.

Mayor	Deputy Mayor	Councillors
\$ 108,222	\$ 62,435	\$ 54,110

Note 2 For councillors in category 1 councils, a base payment of \$36,073.28 is payable for the 12 months commencing on 1 July 2021. A meeting fee of \$1,503.06 per calendar month (or fortnightly equivalent) is payable for attendance at, and participation in, scheduled meetings of council subject to certification by the mayor and/or chief executive officer of the council. Mayors and deputy mayors in category 1 councils are to receive the full annual remuneration level shown.

The Council has the discretion to make lower payments to Councillors but not to exceed these amounts without reference to the Tribunal (LGR 2012 s248). In previous recommendations the Council has opted for an increase to at least keep pace with CPI and in the 2019-20 financial year the Council opted to use a sliding scale in line with a Councillor's length of experience in the role to be able to justify the salary payable which provides a framework around the salary range (please refer to Table 1 below).

Table 1: Remuneration Scale for Years of Local Government Service

	Maximum Tribunal Payment	Year 1	Year 2	Year 3 & Year 4	Year 5-8	Year 9-12	Over 12 years
		50%	60%	70%	80%	90%	100%
Mayor	\$108,222	\$54,111	\$64,933	\$75,755	\$86,578	\$97,400	\$108,222
Dep Mayor	\$62,435	\$31,218	\$37,461	\$43,705	\$49,948	\$56,192	\$62,435

NB: This applies only to the current term and does not include previous terms in Council

	Maximum Tribunal Payment	Year 1	Year 2	Year 3 & Year 4	Year 5-8	Year 9-12	Over 12 years
		50%	60%	70%	80%	90%	100%
Councillors	\$54,110	\$27,055	\$32,466	\$37,877	\$43,288	\$48,699	\$54,110

NB: All Councillors except the Mayor and Deputy Mayor must be paid the same rate which is to be determined by the scale above.

In 2014 the Tribunal decided, the remuneration should be split into a base fee and a meeting fee which should be based on attendance at, and participation in, mandated Council meetings. The Tribunal believed that the meeting fee concept be extended to incorporate other important meetings which require a Councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the role of a Mayor, Deputy Mayor or Councillor requires them to fully participate in, and contribute to, such meetings.

The following meetings have been identified and used for the meeting fee calculation rate. It is estimated that Councillors will attend 12 monthly Council meetings, 2 special budget review meetings and 2 special planning meetings days. Making a total of 16 meetings to be attended during the course of the year.

Remuneration split between Base Fee and Meeting Fee

Remuneration as determined by Table 1 will be further allocated as two thirds (2/3) of the payment as a 'Base' fee and the further one third (1/3) to be allocated as a 'Meeting' fee. See Table 2.

Table 2: Base fee and Meeting Fee split (example Maximum payments)

2021-22 pmt		<i>Annual Base meeting fee (75%)</i>	<i>Annual attendance at 16 meeting pa (25%)</i>	<i>Monthly Base meeting fee</i>	<i>Monthly meeting attendance (16)</i>
Mayor	\$108,222.00	\$81,166.50	\$27,055.50	\$6,763.88	\$1,690.97
Deputy Mayor	\$62,435.00	\$46,826.25	\$15,608.75	\$3,902.19	\$975.55
Councillor 1	\$54,110.00	\$40,582.50	\$13,527.50	\$3,381.88	\$845.47
Councillor 2	\$54,110.00	\$40,582.50	\$13,527.50	\$3,381.88	\$845.47
Councillor 3	\$54,110.00	\$40,582.50	\$13,527.50	\$3,381.88	\$845.47
Total Annual Cost	\$332,987.00	\$249,740.25	\$83,246.75	\$20,811.69	\$5,202.92

This meeting fee will only be payable at personal attendance at the meeting or by prior arrangement with the Mayor to attend via telephone/video connection in exceptional circumstances. Meeting fee claims are the responsibility of the Councillor and must be claimed by the Councillor using the claim form.

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:**

Required to be considered under *Local Government Regulation 2012, s247:*

247 Remuneration payable to councillors

- (1) A local government must pay remuneration to each councillor of the local government.*
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.*
- (3) In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.*
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.*
- (5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.*
- (6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.*
- (7) Subsections (4) and (5) are subject to section 248.*

RECOMMENDATION:

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2021-2022 budget to be:

Position	Maximum Payment as per remuneration table	Years of service	Payment as agreed by Council
Mayor, Rick Britton	\$ 108,222	Over 12 yrs	\$108,222
Dep Mayor, Sam Beauchamp	\$ 62,435	Over 12 yrs	\$62,435
Councillors (1)	\$ 54,110	60% (2yrs)	\$32,466
Councillors (2)	\$ 54,110	60% (2yrs)	\$32,466
Councillors (3)	\$ 54,110	60% (2yrs)	\$32,466
		Total	\$268,055

2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2021-22, via LGRcenquiries@dlgrma.qld.gov.au)
3. That the 2021-2022 budget allocation for Mayor, Deputy Mayor and Councillors be set at **\$ 270,000** (excluding travel and accommodation costs).
4. Attendance at meetings by the Mayor, Deputy Mayor or Councillor is taken to be part of the normal remuneration paid and will not be compensated further by Council. Payment of expenses as per the Councillor Remuneration and Expenses Re-imbursment policy (Policy 111) will still apply.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Business Improvement Plan	DOC REF: Item CEO5
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 05/02/2021
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CORPORATE PLAN REFERENCE:

Key priority 5: Robust Governance

We will ensure we have effective process, procedures and policies to positively change behaviours which are supported by the *Local Government Act 2009* to provide confidence to residents and funding providers.

PURPOSE:

To obtain Council and management commitment to engage and work with **Queensland Treasury Corporation (QTC)** to deliver a range of business improvement initiatives which have been trialled and successful in three other RAPAD Councils. We are being offered the opportunity to participate in this program which could see a range of initiatives delivered to assist Council under the **Business Improvement Plan (BIP)**.

CONTENT:

Over the past 12 months, QTC has undertaken a series of Business Improvement Programs (BIPS) across several remote and regional Councils including three Councils within the RAPAD group. In delivering the BIP, QTC has partnered with participant Councils to identify, prioritise and implement a range of improvement Initiatives.

The purpose of the BIPS are to:

- improve operating performance
- improve management reporting to Council and management
- improve decision making
- assist Council in understanding the costs of services provided to its community
- assist Council in identifying and delivering cost savings
- embed improvements in key organisational processes that underpin financial sustainability (financial management, asset management and risk management) and
- assist to raise the capability of internal officers

QTC has received positive feedback from participating Councils and we would like to offer the remaining RAPAD Councils the opportunity to participate in the program in the early part of 2021. There is no charge for the QTC engagement, however both Council and management commitment are required prior to commencement.

Initial discussions have been held with QTC, Chief Executive Officer, Director of Corporate Services and Finance Manager to ascertain impacts on Council workforce and expectations from QTC.

CONSULTATION: Anthony Ottaway, Jan Xanthopoulos, Kaylene Sloman – Director of Corporate Services, Rahul Bhargava – Finance Manager

GOVERNANCE IMPLICATIONS:

- No up front cost to Council
- Improve operating performance potential
- Delivery of cost savings
- Financial sustainability review (financial management, asset management, risk management)

RECOMMENDATION:

1. That Council and management support and commit to undertaking the program – QTC- Business Improvement Plan (BIP) which will assist Council staff and management to identify, prioritise and implement a range of improvement initiatives.
2. That the CEO advise QTC of the Council's decision to proceed with the partnership between QTC and Council for the delivery of this (BIP) program.

ATTACHMENTS: Nil

Chief Executive Officer

Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	2nd Quarter Operational Plan Report September to December 2020	DOC REF: Item CEO6
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 10/02/2021
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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 September to December 2020.

CONTENT:

The second quarter review of the Operational Plan from September to December 2020 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 2020-2021 has been prepared in accordance with the legislation and our Corporate Plan goals.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Prepared in accordance with *Local Government Regulation 2012*

RECOMMENDATION:

1. That Council receive the second quarter report for the 2020-2021 Operational Plan for information.
2. That the report be displayed on the Council website.

REFERENCE DOCUMENT: This document is very large and has been provided separately and will be listed as an individual document on the website using reference: **CEO 6.1 - 2ND Quarter Operational Plan Report Sep to Dec 2020**

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Development Application DA2020/21.1 Reconfiguration of Lot 69 on B2672	DOC REF: Item CEO7
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 17/02/2021
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<p>CORPORATE PLAN REFERENCE: Key Priority 3: Economic Development - A sustainable local economy 3.1: Facilitate employment and investment opportunities 3.1.1 Encourage a diverse supply of housing affordability and choices</p>
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<p>PURPOSE: For Council to determine a response for the reconfiguration of Lot 69 on BP2672 (68 Pituri Street, Boulia) to be spilt into two blocks and in the future to have two homes built on these blocks. The proposal is for the Reconfiguration of a Lot (1 lot into 2 lot subdivision), resulting in two new land parcels being Lot 1 (1012m²) and Lot 2 (1012m²). Both lots are oriented towards Pituri Street.</p>
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<p>CONTENT: Housing and accommodation is at a premium at present. Due to an unfortunate incident where an existing building was destroyed by fire the opportunity arose to have two homes to be built on the same block. The applicant has completed all the necessary investigation within the limits of our newly adopted Town Planning Scheme and it fits with Council's vision of the future to enable this larger block to be reconfigured into two smaller size blocks.</p>
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<p><u>BOULIA SHIRE PLANNING SCHEME 2020-2040</u></p> <p>The following codes are applicable to this application: - <i>Township Zone Code</i> <i>General Development Code</i> <i>Reconfiguring a Lot Code</i></p> <p>An assessment has been made against the requirements of the above-mentioned codes and the proposed development generally complies with the relevant Performance outcomes and Acceptable outcomes.</p> <p>Based on a performance assessment of the above-mentioned code, it is determined that the proposal is acceptable and generally complies with the relevant Performance outcomes and sufficient justification has been provided.</p> <p>Adopted Infrastructure Charges Resolution Boulia Shire Local Government Area 2015 for Reconfiguring a Lot applies to the application. One (1) additional lot is being created. Therefore, a total charge of \$250 is payable and will be issued an Infrastructure Charges Notice for the development.</p> <p>The proposed development is in accordance with the purpose of the <i>Township Zone Code</i>, <i>General Development Code</i> and the <i>Reconfiguring of a Lot Code</i>. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is, therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.</p>

<u>STATEMENT OF REASONS</u>	
Description of the development	The proposed development is for a Reconfiguration of a Lot (1 lot into 2 lot subdivision)
Reasons for Decision	a) The proposed use does not compromise the strategic framework in the <i>Boulia Shire Planning Scheme 2020-2040</i> .

	<p>b) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity;</p> <p>c) The proposed development does not compromise the relevant State Planning Policy; and</p> <p>d) The application should be approved because the application follows all aspects of the assessment benchmarks.</p>
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Township Zone Code • General Development Code • Reconfiguring a Lot Code
Compliance with assessment benchmarks	<p>The development was assessed against all the assessment benchmarks listed above and complies with all of these.</p>
Matters prescribed by regulation	<p>I) The <i>State Planning Policy – Part E</i>;</p> <p>II) The <i>Bouliia Shire Planning Scheme 2020-2040</i>; and</p> <p>III) The common material, being the material submitted with the application.</p>

CONSULTATION:

- GBA Engineers
- Gideon Town Planning

GOVERNANCE IMPLICATIONS:

- Remains in line with council Town Planning Scheme.

RECOMMENDATION:

RECOMMENDATION A

That in relation to the application for a Development Permit for a Reconfiguration of a Lot for a 1 lot into 2 lots subdivision, made by EC & AM Britton, on Lot 69 B2672, located at 68 Pituri Street, Bouliia, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

1.1 The Developer and his employee, agent, contractor, or invitee is responsible for ensuring compliance with the conditions of this development approval.

1.2 Where these Conditions refer to “Council” in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.

1.3 All conditions, works, or requirements of this development approval must be undertaken and completed:

1.3.1 to Council’s satisfaction;

1.3.2 at no cost to Council; and

1.3.3 prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.

- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.6 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Plan of Proposed Lots 1 & 2 Pituri St, Boulia	Morcom Surveyors	2/11/2020	20073	01

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the issue of the Survey Plan Approval Certificate.

3.0 ACCESS WORKS

- 3.1 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines* (Refer to Note 4).
- 3.2 The existing vehicle access from Pituri Street to proposed Lot 1 must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.
- 3.3 A new vehicle access from Pituri Street to proposed Lot 2 must be provided in accordance with *Capricorn Municipal Development Guidelines*.
- 3.4 Any redundant vehicular crossovers must be replaced with Council standard kerb and channel to suit the existing kerb profile.

4.0 SEWERAGE WORKS

- 4.1 All sewerage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2002*.
- 4.2 All lots within the development must be connected to Council's reticulated sewerage network. Each lot must be provided with its own separate sewerage connection point.

5.0 WATER WORKS

- 5.1 All water works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2002*.
- 5.2 All lots within the development must be connected to Council's water network.

6.0 ELECTRICITY

- 6.1 Electricity services must be provided to each lot in accordance with the standards and requirements of the relevant service provider.

- 6.2 A certificate of electricity supply from the relevant service provider must be provided to Council, prior to the issue of the Survey Plan approval Certificate.

7.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 7.1 All roof and allotment drainage works must be designed and constructed in accordance with the *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines* and sound engineering practice.
- 7.2 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

8.0 SITE WORKS

- 8.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

9.0 ASSET MANAGEMENT

- 9.1 Any alteration necessary to electricity, telephone, water mains, sewerage, mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 9.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway, that occurs while any works are being carried out in association with this development approval must be repaired at full cost of the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

10.0 ENVIRONMENTAL

- 10.1 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and the plan must be available on-site for inspection by Council officers whilst all works are being carried out.

11.0 OPERATING PROCEDURES

- 11.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Pituri or Mulligan Streets.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website: www.datsip.qld.gov.au.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2001* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Capricorn Municipal Development Guidelines

The Capricorn Municipal Development Guidelines can be accessed on the following website:
www.cmdg.com.au

RECOMMENDATION B

That in relation to the application for a Development Permit for a Reconfiguration of a Lot for a 1 lots into 2 lots subdivision, made by EC & AM Britton, on Lot 69 B2672, located at 68 Pituri Street, Boulia. located at 68 Pituri Street, Boulia, Council resolves to issue an Infrastructure Charges Notice as discussed above.

ATTACHMENTS: CEO7.1 Lot 69 on BP 2672- Development Plan

Chief Executive Officer

Ms Lynn Moore

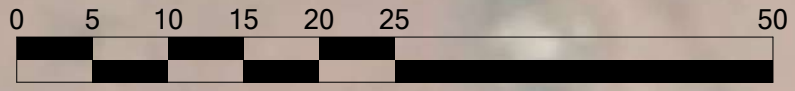


HAMILTON STREET

PITURI STREET



SCALE 1:500 @ A3



MORCOM SURVEYORS

PO BOX 90
CQU
NTH ROCKHAMPTON
QLD, 4701

tony@asmorcom.com.au
0457 376 288

PO BOX 9
ILFRACOMBE
QLD, 4727

**PLAN OF
PROPOSED LOTS
1 & 2
PITURI ST, BOULIA**

MERIDIAN : MGAz55 VIDE SP255329
 DATUM : -
 PREPARED : TONY MORCOM
 : 02-11-2020
 LOCALITY : BOULIA
 BOULIA SHIRE COUNCIL

DRAWING : 20073
VERSION : 01

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Director of Corporate Services January 2021 Report	DOC REF: Item DCS1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 08/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

PURPOSE:

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

CONTENT:

Internal Audit Visit December 14-16 2020

The Internal Auditors – Walsh Accounting, Tony and Jamie Walsh, have forwarded the Management letter on the review from Information Technology Systems, Grant Administration as well as a desktop follow up on the last audit for Payroll backpays. Currently reviewing items raised and updating Council's Risk Management Register, both the letter and register will be tabled at the next Audit and Risk Management Meeting.

External Auditor

PKF Hacketts, David Lloyd, our external auditor, has forwarded the Management letter on the 2019-20 Financials. Currently reviewing items raised and updating Council's Risk Management Register, both the letter and register will be tabled at the next Audit and Risk Management Meeting.

Telephone System Upgrade

Our current telephone system has not kept pace with the Council's needs and replacement parts are quite difficult to obtain. We have requested information on replacement options which will suit our needs into the future and have sought information and quotes accordingly. In preparation we are mapping our current requirements as well as our future needs, this entails reviewing the current set up. We are currently waiting on further quotes to come so a full assessment can be completed.

Telstra – Fibre Cable

Council staff have long been plagued by poor connectivity between the Depot Office and the Council Administration building. Discussions between Telstra and Council staff about the installation of an optical fibre cable from the Administration building to the Depot have been productive. It appears that the Min Min Encounter and Post Office could also benefit from this project with links to the cable possible.

Telstra have advised that this project is possible as they already have conduit installed in Herbert Street. Telstra is yet to provide a formal quote to ascertain viability if this is the case Council staff will seek funding to progress the project.

Altus Payroll Suite

The continuing 'rollout' of the Synergy-Soft business system will take another giant leap forward with the implementation of the Altus Payroll suite. This will allow improved management of job costing against employee's times and work programs. Staff will be able to enter their timesheet information

and apply for leave electronically. Supervisors will be sent a message to approve the hours worked or leave requests for employees that are within their team which will also show leave availability.

This system will again be rolled out in stages: 1. Administration and Depot Staff, 2. Parks and Gardens, 3. Outside workers and 4. Casuals.

For staff that work in many locations in a day, they will be issued a 'fob' (read -electronic access key) so that they can scan on and off jobs as they change locations making timesheet recording very simple. Stage one of the rollout will be for all Council staff to have a log on and a personal email account for payslips.

The 'new' Depot training room holds 5 computers that we plan to utilise to teach staff how to access the system and do their timesheets. Prior to this we will be running some basic computer courses and training on how to use the new system.

Asset Management Plan (AMP) – Buildings and Structures

Shepherd Services are working with us to update our existing Asset Management Plan to include all buildings and structures. This has been an outstanding audit requirement for some time.

Part of the process will be supplying data to Shepherds on the costs of buildings in Boulia and Urandangi through historical financial data.

We will update the existing Strategic Asset Management Plan with the new information that will go with the AMP and details how we will maintain and replace our assets for the next 10 years.

A condition assessment is required on all of our buildings and structures to create baseline data. A representative of the company will be doing these inspections starting the 8th March 2021 at Urandangi and 9th – 12th March 2021 in Boulia.

Each asset will be rated from 1 to 5 as to its condition, at the same time there will be a schedule created for maintenance and capital works required.

Budget 2021-22 Date Claimer

Councillor Budget Workshop #1	12 th March 2021
Councillor Budget Workshop #2	7 th May 2021
Budget Meeting	18 th June 2021

QLeave

Compliance Office of QLeave has been in contact requesting information on projects that were completed and or budgeted for in 2016 and onwards. Clarification on when QLeave is to be paid in relation to contractors (roadworks) is being reviewed. QLeave is portable long service leave for contractors which is covered under the *Building and Construction Industry Act 1991*.

For any projects that are over \$150,000 (exclusive of GST) Council is required to pay a percentage of the estimated costs less any Council employee wages and plant/materials expenses that the employee used prior to work starting.

The process should be when a budget is set for a project, Council is to contact and lodge a project form with QLeave for the estimated cost, pay the percentage on what is planned to be completed by Contractors and all costs associated with the Contractor. Once the project is completed, the costs can be reviewed, only if the difference is greater than \$20,000 (exclusive of GST) either way will a refund or further payment be required.

For Council, any project and or operational works that cost greater than \$150,000 (exclusive of GST) using a contractor of any sort, needs to be reported and paid to QLeave.

We are currently reviewing projects since 2016 to the present day and analysing the costs to ascertain the proportion that is contractor and material based on which Council will need to report and pay.

The current percentage to be calculated with is 0.575% which comprises of:

- Portable Long Service Leave Levy at 0.35%
- Work Health and Safety Levy at 0.125%
- Construction Skills Queensland Levy at 0.1%

Action List Request – 22/1/2021 What would be the effect if we had not received any Drought Funding monies

RAPAD – Drought Funding for community wellbeing program, brought shows to town, assisted Community Groups with funding

- 2016 \$70,000
- 2017 \$82,500
- 2018 \$82,500

Drought Communities Support - to bring movies and circus to town for Community

- 2021 \$47,000

Drought Assistance Feral Animal Management (additional baiting, education, baiting station)

- 2014/15 \$55,000

Drought Communities Program – Capital and Operational projects for Council

- 2016/17 \$669,200 – Boulia Hall Renovation, Boulia Racetrack Running Rail
- 2017/18 \$257,900 – Jockey’s Change Room – Boulia Racetrack

Drought Communities Programme Extension– Capital and Operational projects for Council

- 2018/19 \$1,050,000 – Installation of bores, reconstruct floodway and town works
- 2020/21 \$1,000,000 – Town infrastructure Boulia/Urandangi, Water Infrastructure Urandangi

Drought Communities Program – Community Building project – Council applied for funding

- 2018/19 \$572,900 – Boulia Well Being Facility

Works for Queensland Program - Capital and Operation projects for Council

- 2017/18 \$1,030,000 – Pool Refurb, Robinson Park upgrade, Bubbler Park, Depot Office
- 2018/19 \$1,030,000 – Post Office Refurb, Toilet Urandangi, Racecourse Sewer, Security
- 2019/21 \$1,030,000 – Town Infrastructure Boulia/Urandangi, Boulia Water Infrastructure

Works for Queensland – COVID-19 - Capital and Operation projects for Council

- 2020/21 \$1,020,000 – Caretaker Cottage, Sewer infrastructure, fencing, stormwater

Overall Council has received funds to:

- Support the Community of Boulia \$282,000
- Council Infrastructure of \$7,715,000 (capital and operational)

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate Services January 2021 Report be received for information.

DOCUMENTS TO BE TABLED: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Policy 131 – Council Credit Card Policy: Policy Review	DOC REF: Item DCS2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 08/02/2021
CORPORATE PLAN REFERENCE: Key Priority 5. Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to the Council Credit Card Policy.		
CONTENT: Council's Policy 131 – Council Credit Card Policy provides staff with a framework for the use of Corporate credit cards that can deliver significant administrative benefits to the organisation. Regarded as a normal business operation, preferable to using cash for purchasing where Council orders are not accepted or for one off supplies. Page 2 – inserted paragraph to cover PayPal account Page 4 – amended officer details A review has been conducted on this policy and it has been updated and is attached for Council review. The proposed changes to be made are highlighted in yellow. It is recommended that the policy as presented be adopted.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: The policy is consistent with the guidelines and legislation as issued.		
RECOMMENDATION: 1. That Policy 131 Council Credit Card Policy as presented be adopted. 2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.		
ATTACHMENTS: Policy 131 Council Credit Card Policy		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



BOULIA SHIRE COUNCIL

Council Credit Card Policy

Category:	POLICY (incorporating policy provisions, procedures and acceptance – Annexure 'A')
Policy Number:	131
Document Version:	2, 20/2/2018, 22/01/2021
Obsolete Version:	1 Jan 2015, 2018/2.15, 2021/1.15
Keyword Classification:	Credit Card
Summary:	Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Policy 133 Fraud and Corruption Control Policy
Responsible Directorate:	Executive
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the Director of Corporate Services is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by Council where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded to the Director of Corporate Services for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance division shall undertake monthly reconciliations and reviews of credit card purchases.

A PayPal account may be linked to a corporate card for extra security when making internet purchases. The only Department that would be expected to utilise the PayPal account would be Corporate Services, who make a number of low value purchases online due to the nature of the operations. The PayPal account will be held by the Director of Corporate Services.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's finance team shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched and reconciled against the monthly statement and returned to the Finance Officer, for authorisation, within five working days of being issued with the credit card statement.

4. Council's Finance Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Finance Manager shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Council issued credit cards will not be issued to include memberships of private reward schemes.
9. Individuals who have personal membership of private reward schemes and who travel on Council business may use those membership benefits via their card.
10. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
11. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Policy 114 – Drug and Alcohol Policy Review	DOC REF: Item DCS3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 11/02/2021
CORPORATE PLAN REFERENCE: Key Priority 5. Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to the Drug and Alcohol Policy.		
CONTENT: Council's Drug and Alcohol policy is due for review and has subsequently been assessed for any necessary changes or updates that may be required. It was found that some minor changes were required and an updated version is now attached to this report for Council review. The proposed changes to be made are highlighted in yellow. Council may wish to note that it is proposed that '9. Workplace participant acknowledgement' on page 6 is to be removed from the policy, as adherence to Council's Drug and Alcohol policy and a notation advising all employees will be tested during the course of their employment for the presence of drugs and alcohol (with a positive result potentially resulting in termination of employment) is included in all new employee's letter of offer. It is recommended that the policy as presented be adopted.		
CONSULTATION: Council's trained Drug and Alcohol Collection Officer		
GOVERNANCE IMPLICATIONS: The policy is consistent with the guidelines and legislation as issued.		
RECOMMENDATION: 1. That Policy 114 Drug and Alcohol Policy as presented by adopted. 2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.		
ATTACHMENTS: Policy 114 Drug and Alcohol Policy		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



BOULIA SHIRE COUNCIL DRUG AND ALCOHOL POLICY

Category:	Policy
Policy Number:	114
Document Version:	3-2018
Obsolete Version:	Policy 114 Drug and Alcohol Policy Dec 2016 Version adopted 20/2/2018
Keyword Classification:	Drug and Alcohol, staff
Summary:	Boulia Shire Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance, and can significantly contribute to absenteeism and reduced morale.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	26 th February 2024
Date revoked:	n/a
Related documents:	Drug and Alcohol Procedure Policy 116 - Workplace Health, Safety, Environment and Quality Policy 129 - Councillor Code of Conduct Policy Policy 137 - Employee Assistance Program Policy Policy 146 - Code of Conduct Policy
Responsible Section:	Executive
Responsible Officer:	Workplace Health and Safety Officer Director of Corporate Services
Legislation:	Australian Standard/New Zealand Standard 4760:2006 Australian Standard AS/NZS 4760:2006 2019 Australian Standard AS/NZS 4308:2008 Australian Standard 3547:2019 'Breath alcohol testing devices' Drugs Misuse Act 1986 (QLD) Work Health and Safety Act 2011 Work Place Health and Safety Regulations 2011

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DRAFT

1. OBJECTIVE

Boulia Shire Council (Council) is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to Council's obligation as an employer under the *Workplace Health and Safety Act 2011* and *Workplace Health and Safety Regulations 2011*.

Council, its employees and contractors have a responsibility for the provision of a safe, healthy, cost effective and productive workplace.

Council employees and contractors are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner.

An employee or contractor who attends work in an unfit manner is operating outside Council policy and may be subject to counselling and/or disciplinary action (or in relation to contractors possible termination of the contractor's engagement (with or without notice)), depending on the degree of awareness and the severity of the risk to safety.

2. PRINCIPLES

Council is committed to:

- Contributing positively to the health and wellbeing of employees;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Maintaining the privacy of employees and contractors and their rights as private citizens.

Council's interests regarding this Policy and its application are restricted to:

- The workplace health and safety, behaviour and performance of Council employees;
- The workplace health and safety and performance of contractors and other employees;
- The health and safety of the general public; and
- The public perception of Council and the conduct of Council business.

3. SCOPE

This policy applies to all Council employees and contractors when they are engaged in Council work, in Council workplaces and in business hours/hours of work.

Nothing in this policy is intended to create an employment relationship between the Council and its contractors.

4. RESPONSIBILITY

The Chief Executive Officer shall issue a Procedure to employees and contractors for the implementation of this policy.

Each employee and contractor is responsible for ensuring their own compliance with this policy:

- Each employee and contractor is responsible for ensuring their own safety and the safety of others, and if an employee or contractor feels unsafe working with another person because they suspect that person is affected by drugs or alcohol the employee or contractor must refer the matter to a Supervisor or Manager;
- Employees/contractors must present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Employees/contractors must notify their Supervisor when displaying symptoms at work;

Supervisors and Managers are responsible for:

- Monitoring their staff, and investigating situations which may be in breach of this Policy; and
- Taking appropriate steps to deal with the Employee/Contractor if the Supervisor/ Manager:
 - a) Observes an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
 - b) Detects the odour of alcohol on an Employee/Contractor; or
 - c) Suspects an Employee/Contractor is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy (for example through abnormal or erratic behaviour); or
 - d) Learns from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol in breach of this policy; or

The Chief Executive Officer, Directors, Executive Managers and Managers are responsible for ensuring this policy is understood and adhered to by all.

5. DEFINITIONS

For the purposes of this policy:

Alcohol – means any alcoholic beverage, including but not limited to liqueurs, spirits, wine or beer.

Business Hours and Hours of Work – refer to an Employee or Contractor's ordinary hours of work (for the Boulia Shire Council) and includes time worked on overtime and attending to call-outs or other matters requiring attendance at Council workplaces outside of an Employee or Contractor's ordinary working hours.

Drugs – any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the *Drugs Misuse Act 1986 (QLD)* or similar legislation and any drugs listed in the Australian Standard AS/NZS 4308:2008 which prescribes the procedures for the collection and quantitation of drugs of abuse in urine and listed in the Australian Standard AS/NZS 4760:2006-2019 which prescribes the procedures for the collection and quantitation of drugs of abuse in oral fluids.

The Council may also include drugs other than those listed in Australian Standards 4308:2008 and 4760:2006-2019 such as those drugs referred to as “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.

Employees/Contractors include:

- Employees of the Boulia Shire Council including apprentices and trainees,
- Contractors and subcontractors and their employees when engaged in the provision of services to the Boulia Shire Council,
- Employees of a labour hire company who have been assigned by the labour hire company to perform work for the Boulia Shire Council,
- Persons providing services to the Boulia Shire Council on a voluntary basis,
- Students and other persons attending Boulia Shire Council workplaces on a work experience or student placement basis.

Fitness for Work – Describes the physical or mental condition of a person whereby the person can be reasonably expected to undertake a task without incurring unacceptable risks to the health and safety of themselves or any other person.

Tolerance levels -

For Alcohol: A confirmed breath alcohol concentration reading of equal to or greater than 100 micrograms (0.01) of alcohol per litre of breath constitutes a positive test.

For Drugs: A confirmed drug test reporting levels of drug or metabolites that exceed designated cut-off levels constitutes a positive test. Cut-off levels will conform to the relevant

Australian Standard/New Zealand Standard, where such a standard has been issued in relation to the drug concerned.

Boulia Shire Council implements a zero tolerance level for drugs and alcohol.

Workplace – a place where work is carried out for the Boulia Shire Council and includes any place where a worker goes, or is likely to be, while at work. With a 'place' including;

- (a) a vehicle, vessel, aircraft or other mobile structure and
- (b) any waters and any installation on land, on the bed of any waters or floating on any waters (*Work Health and Safety Act 2011*).

6. POLICY

6.1 Employees/Contractors are prohibited from:

- a) Working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- b) Using, possessing, distributing or consuming drugs or alcohol on Council property during work time;
- c) Driving a Council vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- d) Using or consuming drugs or alcohol at social events and work related functions held during business hours/hours of work, where the Employee/Contractor attending is representing Council.

6.2 The Procedure developed for the implementation of this policy will, among other things, address, require and/or provide for the following:

- a) Prescription Medications
- b) Employee Assistance
- c) The Council's right to search on reasonable grounds
- d) Attendance at social functions where alcohol will be available
- e) The consequences of a breach of this policy
- f) The provision of support and assistance to employees in addressing issues of drug and/or alcohol abuse
- g) Employee/Contractor return to work after a ~~non-negative~~ **not-negative** (laboratory referral result) or confirmed positive drug or alcohol test result
- h) Follow up drug or alcohol testing where an Employee /Contractor is found in breach of this policy
- i) The operation of an amnesty period from the date of introduction of this policy
- j) Confidentiality and Privacy
- k) The conduct of Drug and Alcohol testing by an appropriately accredited authorised person.
- l) The circumstances in which Drug and Alcohol testing will be conducted

7. BREACH OF THIS POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee or contractor.

8. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

9. WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- receiving the Council Policy;
- that I should comply with the policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:

DRAFT

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Finance Manager January 2021 Report	DOC REF: Item FM1
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REPORT BY:	Rahaul Bhargava Finance Manager	DATE: 08/02/2021
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<p>CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>

<p>PURPOSE: Financial Summary as at 31st January 2021.</p>
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Cash Position:

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

	31 st January 2021	31 st December 2020
Cash at Hand	20,822,851	21,202,566
Net Cash Equivalent (Debtors-Creditors)	504,123	270,607
Total	\$21,326,974	\$21,473,173

Income

- Total revenues to 31 January 2021 are \$8,937,433. This equates to approx. 76% of this year's budget.

Expenditure

- Operating expenses to 31 January 2021 are \$6,868,401. This equates to approx. 47% of this year's budget.

Liquidity

• CBA		\$ 203,369
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 4,952,694	
QTC 0.67%	\$ 15,665,488	
		\$20,618,182
	Total	\$20,822,851

Additional Information on Cash Position

Cash Balance as at 31st January 2021 20,822,851

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	1,461,383
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	6,643,032
Operating Results for 2020/2021	195,797
Less Capital Expenditure 2020/2021	(6,747,990)
	13,305,153

Uncommitted Cash 31st January 2021 **\$7,517,698**

Aged Debtors 31st January 2021

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	262,510.18	1,115.00	4,256.00	5,891.06	(100.00)	273,672.44

90+ Days Outstanding

Of the \$273,672.44, majority of outstanding amounts relate to Private Works income totalling \$247,874.00. Amounts greater than 90+ days total \$4,143.12 are currently under a payment arrangement. \$6,603.06 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

Rates 31st January 2021

Total Outstanding **\$162,543.82**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 29,106.59	\$37,528.27	\$28,068.88	\$ 23,820.07	-\$ 33,044.23	\$ 85,479.58
Rural	-	-	\$ 2,237.13	\$105,381.62	-\$ 40,753.10	\$ 66,865.65
Mining	-	-	\$ 5,230.50	\$ 5,350.74	-\$ 382.65	\$ 10,198.59
	\$ 29,106.59	\$37,528.27	\$35,536.51	\$134,552.43	-\$ 74,179.98	\$ 162,543.82

CREDITORS 31st January 2021

\$ 6,302.93

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st January 2021

2020/21 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	689,041
Fees and charges	375,284
Rental income	137,318
Interest received	70,145
Sales - contract and recoverable works	2,166,560
Other Income	154,045
Grants, subsidies, contributions and donations	1,086,291
Total Recurrent Revenue	4,678,684
Capital Revenue	
Grants, subsidies, contributions and donations	6,683,941
Total Capital Revenue	6,683,941
Total Revenue	11,362,625
Total Income	11,362,625
Expenses	
Recurrent Expenses	
Employee benefits	(1,973,703)
Materials & Services	(2,487,436)
Finance Costs	(21,749)
Depreciation	0
Total Recurrent Expenses	(4,482,888)
Total Expenses	(4,482,888)
Net Result Attributable to Council	6,879,737

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st January 2021

	<i>2020 / 21 Actual</i>
Current Assets	
Cash and cash equivalents	20,822,851
Trade and other receivables	538,552
Inventories	345,600
Total Current Assets	21,707,003
Non-current Assets	
Property, plant and equipment	191,134,738
Total Non-current Assets	191,134,738
TOTAL ASSETS	212,841,741
Current Liabilities	
Trade and other payables	(34,429)
Borrowings	(28,581)
Provisions	(1,222,190)
Contract Liabilities	(4,618,501)
Total Current Liabilities	(5,903,701)
Non-current Liabilities	
Borrowings	(1,009,222)
Provisions	(182,464)
Total Non-current Liabilities	(1,191,686)
TOTAL LIABILITIES	(7,095,387)
NET COMMUNITY ASSETS	205,746,354
Community Equity	
Asset revaluation reserve	110,690,860
Retained surplus	95,055,494
TOTAL COMMUNITY EQUITY	205,746,354

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st January 2021

2020 / 21 Actual

Cash Flows from Operating activities:	
Receipts from customers	1,166,608
Payments to suppliers and employees	<u>(5,169,471)</u>
	(4,002,863)
Interest received	70,145
Rental income	137,318
Non-capital grants and contributions	3,216,582
Borrowing costs	<u>(21,749)</u>
Net Cash Inflow (Outflow) from Operating Activities	(600,567)
Cash Flows from Investing activities:	
Payments for property, plant and equipment	(6,747,990)
Proceeds from sale of property, plant and equipment	40,909
Grants, subsidies, contributions and donations	<u>6,643,032</u>
Net Cash Inflow (Outflow) from Investing activities	(64,049)
Cash Flows from Financing activities	
Repayment of borrowings	<u>(25,699)</u>
Net Cash Inflow (Outflow) from Financing activities	(25,699)
Net Increase (Decrease) in Cash and Cash Equivalents held	(690,315)
Cash and Cash Equivalents at beginning of Reporting period	21,513,166
Cash and Cash Equivalents at end of Reporting period	<u>\$20,822,851</u>

CONSULTATION: Kaylene Sloman

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION: That the Finance Managers January 2021 Report be received for information.
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DOCUMENTS TO BE TABLED: Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Budget Review to December 2020	DOC REF: Item FM2
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REPORT BY:	Rahul Bhargava Finance Manager	DATE: 15/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.4: Sustainability

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

PURPOSE:

To provide a Budget Review to 31st December 2020 based on trends to date.

CONTENT:

The attached budget review has been completed based on the best estimate of income and expenditure as known to 31st December 2020.

The review examines each line item and highlights changes based on trend or known variations as approved by Council, or anticipated based on best estimate. A short comment against each item provides a brief outline of the basis for the revision and the summary on the last page provides an overall anticipated result, based on the information current at the time of preparation.

Council total net budgetary change required is an increase in operational revenue of \$353,215.

The budget review is recommended to Council for adoption.

CONSULTATION: Director Corporate Services

GOVERNANCE IMPLICATIONS: Revision of the budget requires Council endorsement.

RECOMMENDATION:

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

TABLED DOCUMENTS: Budget Review December 2020

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Community Services January 2021 Report	DOC REF: Item CSM1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 01/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

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

CONTENT:

Current housing available:

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

Housing:

Due to a flooded house from a loose flexi hose under the bathroom sink we have had to move an employee into a different Council house for the foreseeable future. We now have no vacant residences except for two pensioner units which need renovating.

Tourism:

QASSIST in partnership with Vink publishing will be setting up the online booking tab on our Council website or possibly a new tourism website. A purchase order has been sent for this up-front cost of \$3300.

Grants:

The First Five Forever Micro Innovation Grant has been applied for - \$5000, for audio/visual equipment.

An application will be sent to the Saluting their Service grant this week. We are applying for the shelter/peace memorial which was denied to us in 2019 for the ANZAC garden. This

shelter will incorporate aluminium powder coated red poppies around its walls to represent the Boulia men who enlisted and did not return from the wars.

Community:

The Australia Day Council funded a 2 day art workshop which was held on the weekend before Australia Day and facilitated by Mrs Trevina Rogers from Dajarra. All who attended had a great time and for those who had never painted or drawn before the workshop was a revelation.



Some wonderful paintings and collages were done and displayed on the 26th January for the community to see. *See above photos.*

The whole morning was funded so the Boulia Rodeo/Races Association as a fundraiser cooked the breakfast.



Above: Group photograph taken on Australia Day.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services January 2021 Report be received for information.

ATTACHMENTS: Grant Funding Register – Approved items, Grant Funding Register – Pending items

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	on exhaustion of funds	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	Yes
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	Yes
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860	\$ -			\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of employment, Small Business and training	\$ 15,000					\$ 15,000		
National Australia Day Council with assistance of Commonwealth Government	NADC	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ 1,000		
Aus Day 2021 Covid safe grants	NADC	\$ 13,850	\$ -	\$ 13,850	\$ 13,850	Aus Day ceremony/ workshops	\$ 13,850		Yes
First Five Forever Program (Yearly)	State Library of Queensland	\$ 1,000					\$ 1,000		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,867,133

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000	\$ -	\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970	\$ -	\$ 529,705	4/09/2020	CEO	
Learning the smart way	First 5 Forever Innovation Micro Grant 2020-	\$ 5,000	\$ -	\$ -	\$ 5,000	9/03/2021	CSM	audio/visual items for the Library
Forever Remembered	Saluting their Service	\$ 39,117	\$ 3,324	\$ -	\$ 42,441	11/02/2021	CSM	peace memorial shelter
Total Amount of Funding applied for		\$ 525,852						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Min Min Encounter January 2021 Report	DOC REF: Item F
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REPORT BY:	Roni Harris Tourism Officer	DATE: 05/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: January 2021

Daily Sales for January 2021	\$522.25
MME Visitor Stats for January 2021	24
MME Show Stats for January 2021	0
BHC Stats for January 2021	0

Social Media Statistics for January 2021:

Page	Page Likes	Reached	Shares
Boulia Shire Council	2,063	38,258	1762
Min Min Encounter	1194	3905	18

REPORT ON ACTIVITIES HELD FOR JANUARY 2021

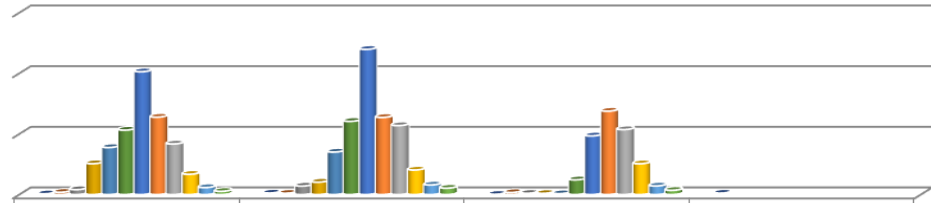
As we were closed for the Christmas shut down from December 18 to January 18, January 2021 has been quiet with very few visitors as is traditional at this time of year.

Greg Tuckwell completed his maintenance which has made a noticeable improvement to the audio and lighting in several sections of the Min Min Encounter Show. Greg was also able to make several other adjustments and minor repairs while he was here.

We are monitoring border requirements and other COVID-19 situations which we are hoping will settle during the year.

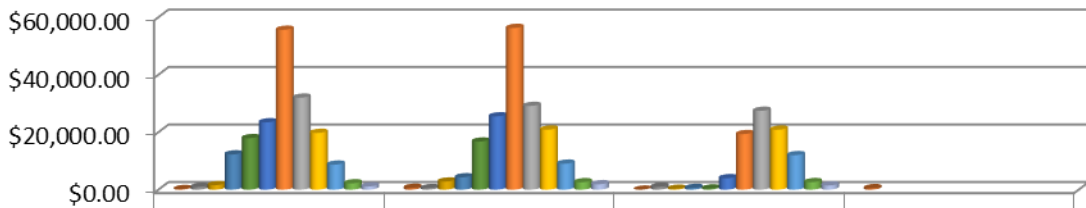
We are looking forward to hosting a "Famil" with representatives from Diamantina and Barcoo Shire Council who are committed to come to Boulia in early March.

Min Min Encounter Visitor Numbers



	2018	2019	2020	2021
■ January	13	26	5	24
■ February	38	22	34	
■ March	82	140	21	
■ April	510	205	20	
■ May	776	701	15	
■ June	1063	1208	243	
■ July	2026	2396	968	
■ August	1277	1273	1376	
■ September	835	1138	1072	
■ October	335	405	509	
■ November	116	159	142	
■ December	54	106	70	

Min Min Encounter & BHC Tickets & Merchandise Sales



	2018	2019	2020	2021
■ January	\$199.50	\$635.90	\$27.80	\$522.25
■ February	\$941.90	\$534.95	\$974.45	
■ March	\$1,570.40	\$2,810.65	\$315.35	
■ April	\$12,261.15	\$4,295.05	\$590.20	
■ May	\$17,912.50	\$16,721.75	\$412.80	
■ June	\$23,428.55	\$25,490.35	\$3,985.95	
■ July	\$55,628.45	\$56,252.85	\$19,329.20	
■ August	\$32,009.00	\$29,131.05	\$27,432.71	
■ September	\$19,744.51	\$20,876.55	\$20,851.55	
■ October	\$8,699.05	\$9,028.75	\$11,987.00	
■ November	\$2,198.20	\$2,580.05	\$2,622.70	
■ December	\$1,127.96	\$1,884.50	\$1,462.75	

RECOMMENDATION:

That the Min Min Encounter January 2021 Report be received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Library January 2021 Report	DOC REF: Item G
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REPORT BY:	Tarsha Shaw	DATE: 08/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

PURPOSE:

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

CONTENT:

Bouliia Shire Council provides a well-appointed Library facility which is open 5 days per week from 9:45am – 1:00pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	42
Wi Fi	6
Number of new members - local	2
Tourist Member	0

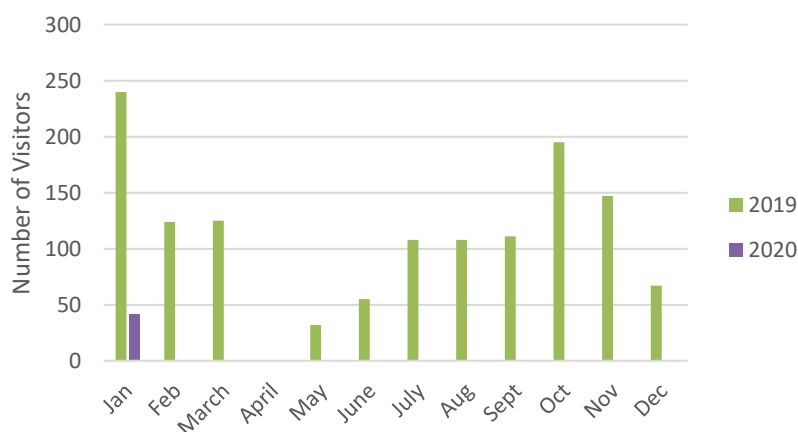
LIBRARY ACTIVITIES

This month we held some school holiday activities. We will run a program each school holidays. We have also been working hard on getting the CCC ready for printing.

The 2021 Book Exchange is now complete. We now have new books and DVDs in the Library. I have applied for a position in a Professional Development Program. We are now waiting on confirmation to see if I have received a spot.

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

Visitors to the Library



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2020	240	124	125	0	32	55	108	108	111	195	147	67
2021	42											

RECOMMENDATION:

That Council receive the Library January 2021 report for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 26th February 2021

TITLE:	Boulia Sports and Aquatic Centre January 2021 Report	DOC REF: Item H
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 08/02/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

1.3.3 Facilitate opportunities for learning, social activities, community events, grants and funding programs

PURPOSE:

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

CONTENT:

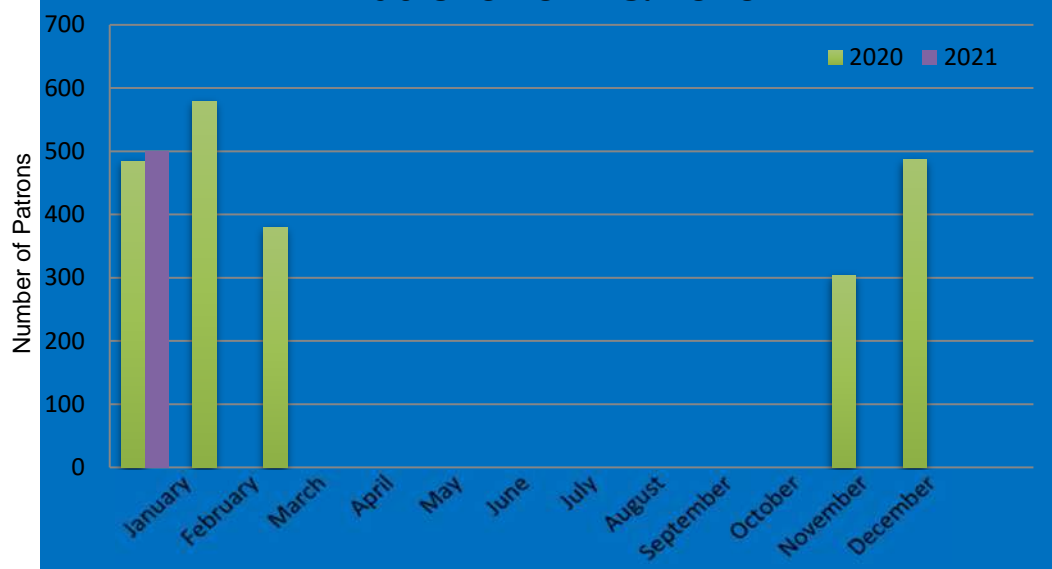
The Sports and Aquatic Centre provides an important sports venue for the local residents of Boulia. It has an extensive gymnasium with up to date equipment and several large activity areas including the swimming pool. Charges are levied for membership with casual entry fees for ad-hoc visitation.

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 1 After Hours: 25
• Squash	0
• Casual entry usage	142
• Kids usage	332
• Membership usage	26
• Merchandise sales	\$31.50
• Admission	\$83.50
• Refreshment sales	\$72.00

Activities held this month:

- School holiday program
- Ali Birch held swimming lessons and a mini swimming carnival
- We held a back-to-school party with Jan Norton and Kelli

Patrons 2021 & 2020



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	484	579	380	0	0	0	0	0	0	0	304	487
2021	500											

RECOMMENDATION:

That Council receive the Boulia Sports and Aquatic Centre January 2021 Report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore