

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 23 February 2024



Photo by: Peter Hindom

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

19th February 2024

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 23 February 2024** 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 Acknowledgement of Traditional Owners	6
2 Present	6
3 Apologies / Leave of Absence	6
4 Declaration of Interests	6
5 Mayoral Minutes	6
6 Notice of Motion	6
7 Request to Address Council in a Public Forum	7
8 Petitions	7
9 Deputations.....	7
10 Confirmation of Minutes from Previous Meetings	9
11 Reports	19
11.1 Works and Operations	19
11.1.1 Director of Works and Operations January 2024 Report	19
11.1.2 Engineering Service Report January 2024	27
11.1.3 Foreman Roads, Utilities and Services Report January 2024	31
11.1.4 Foreman Road Maintenance and Construction Report January 2024.....	35
11.1.5 Rural Lands Protection Officer December 2023/January 2024 Report.....	37
11.2 Office of the Chief Executive	39
11.2.1 Chief Executives Report January 2024.....	39
11.2.2 Action List Update January 2024	42
11.2.3 Natural Disaster Risk Management Strategy and LDMG Risk Register Review	49
11.2.4 Boulia Town Water Supply - investigations into future supply	97
11.2.5 Environmental Health Officer Staff Sharing Arrangement	99
11.2.6 Updates to Policy 151 - Model Meeting Procedures and Standing Orders Policy	104
11.2.7 Minister approval granted for purchase of loader in Caretaker mode	137
11.2.8 WHS Report for January 2024	140
11.3 Corporate Services	142
11.3.1 Director of Corporate & Financial Services January 2024 Report	142

11.3.2 Financial Report for January 2024	144
11.4 Community Services	151
11.4.1 Community Services Report January 2024	151
12 Late Reports	153
13 Closed Session.....	153
13.0 Closed Session.....	153
14 General Business	153

Mrs Kaylene Sloman
Acting Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Mrs Kaylene Sloman (Acting Chief Executive Officer)
Mr Trent Marshall (Director of Works and Operations)
Miss Pearl Pocock (Administration Officer)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

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

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

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

9 Deputations

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

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

For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by

resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 19 January 2024
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 09:00.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

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

3 Apologies / Leave of Absence

Moved: Cr Britton

Seconded: Cr Norton

That the apology from Councillor Jack Neilson be accepted and they be granted leave of absence from the 19 January 2024 Council meeting.

Resolution No.: 2024/01.1

Carried

4 Declaration of Interests

There were no declarations of interest relevant to reports at this meeting.

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Beauchamp

Seconded: Cr Norton

That the minutes of the Ordinary Meeting held on 15 December 2023 be accepted.

Resolution No.: 2024/01.2

Carried

11 Reports

11.1 Works and Operations

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

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

Moved: Cr Edgar

Seconded: Cr Beauchamp

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

Resolution No.: 2024/01.3

Carried

TITLE:	Engineering Service Report – Newsbrief for December 2023	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

That the Engineering Services Report – News Brief for December 2023 be noted.

Resolution No.: 2024/01.4

Carried

11.2 Office of the Chief Executive

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

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

Moved: Cr Edgar

Seconded: Cr Norton

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

Resolution No.: 2024/01.5

Carried

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

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2024/01.6

Carried

TITLE:	Annual Report 2022-2023	DOC REF: 11.2.3
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PURPOSE:

To present Council's Annual Report 2022-2023 to Council before submission to Division of Local Government.

Moved: Cr Beauchamp

Seconded: Cr Norton

That Council adopt the Annual Report for the financial year 2022-2023 including Financial Statements subject to Flood Damage information being inserted before publication.

Resolution No.: 2024/01.21

Carried

Council adjourned the meeting at 10:25.

Council resumed the meeting at 10:57.

TITLE:	WHS Report	DOC REF: 11.2.4
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Britton

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

Resolution No.: 2024/01.7

Carried

TITLE:	Bouliia Airport Drug & Alcohol Management Plan	DOC REF: 11.2.4
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PURPOSE:

Bouliia Shire Council's Airport Drug and Alcohol Management Plan (DAMP) has been developed to meet the requirements of Subpart 99.B of the *Civil Aviation Safety Regulations 1998* (CASR).

This DAMP is for Bouliia Airport employees who perform, or are available to perform, a 'safety-sensitive aviation activity' (SSAA) and aims to minimise the risk of accident,

incident or injury in the workplace due to the consumption of alcohol and other drugs (AOD).

Moved: *Cr Britton*

Seconded: *Cr Norton*

That Boulia Shire Council endorse the Boulia Airport DAMP.

Resolution No.: 2024/01.8

Carried

TITLE:	Funding Request for Outback Way Stakeholder Forum	DOC REF: 11.2.6
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PURPOSE:

To provide a comprehensive summary of the request for funding for the Outback Way Stakeholder Forum & 10 Year Road Map in Canberra, June 2024.

Moved: *Cr Edgar*

Seconded: *Cr Beauchamp*

1. That Council agree to the financial contribution of \$18,000 to support the successful execution of the 2024 *Outback Way Stakeholder Forum & 10 Year Road Map* forum.
2. That council write to the Outback Highway Development Corporation to advise of the future commitment of \$18,000 with the expectation that funds will be remitted back to council on receipt of successful funding applications/sponsorships by the OHDC
3. That the budget for OHDC be increased by \$18,000 at the next budget review.

Resolution No.: 2024/01.9

Carried

TITLE:	2024 Boulia Camel Races Special Holiday - date change request	DOC REF: 11.2.7
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PURPOSE:

To request Council's support in asking the Minister for a review of the 2024 Boulia Camel Races special holiday.

Moved: *Cr Britton*

Seconded: *Cr Beauchamp*

That Council submit a formal request to the Minister for Education, Minister for Industrial Relations and Minister for Racing that the Boulia Camel Races special holiday of Monday 22nd July 2024 be repealed and Monday the 15th July 2024 be appointed as the special holiday instead.

Resolution No.: 2024/01.10

Carried

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services December 2023 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2024/01.11

Carried

TITLE:	Financial Report for December 2023	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 31st December 2023

Moved: Cr Edgar

Seconded: Cr Britton

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

Resolution No.: 2024/01.12

Carried

TITLE:	Fees and Charges 2023/24 Amendment	DOC REF: 11.3.3
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PURPOSE:

To amend and update Council's register of cost-recovery fees for the financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

Moved: Cr Britton

Seconded: Cr Edgar

That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:

Page No.	Description	What needs to change	Change made
3	Baiting – Wild Dogs		
3	De-K9 (Bucket 200 baits) Pick up / Collected	Fee changed	\$450.00

As presented in the Bouliia Shire Council January 19th 2024 Agenda be hereby adopted.

Resolution No.: 2024/01.13

Carried

TITLE:	Budget Review Operation and Capital Budgets as at 31st December 2023	DOC REF: 11.3.4
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PURPOSE:

To provide a Budget Review to 31st December 2023 based on trends to date.

Moved: *Cr Britton*

Seconded: *Cr Beauchamp*

That the Budget Review to 31st December 2023 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

Resolution No.: 2024/01.14

Carried

TITLE:	Policy Review: 157 Performance Management Policy	DOC REF: 11.3.5
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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: *Cr Britton*

Seconded: *Cr Norton*

That policy 157 Performance Management Policy be endorsed as presented.

Resolution No.: 2024/01.15

Carried

11.4 Community Services

TITLE:	Community Services Report December 2023	DOC REF: 11.4.1
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PURPOSE:

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

Moved: *Cr Britton*

Seconded: *Cr Edgar*

That the Community Services Report for December 2023 be received for information.

Resolution No.: 2024/01.16

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

13.0 Move into Closed Session

CLOSED MEETING AT 11:57

Moved: Cr Edgar

Seconded: Cr Britton

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

(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.

Resolution No.: 2024/01.18

Carried

13.0.2 Move out of Closed Session

OUT OF CLOSED SESSION AT 12:16

Moved: Cr Edgar

Seconded: Cr Beauchamp

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

Resolution No.: 2024/01.19

Carried

The following recommendations were resolved from the closed session: 2024/01.20

TITLE:	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia	DOC REF: 13.2.1
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PURPOSE:

To provide Council with information regarding submissions received under tender T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia.

Closed under Local Government Regulation 2012 (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;

Moved: Cr Edgar

Seconded: Cr Beauchamp

That Council authorise the CEO to advise the tender applicant of the Council's determined price for the sale of the blocks and if accepted negotiate and execute the sale of lots L404/B2671 and L405/B2671 situated on Mulligan Street, Boulia, subject to the following conditions of sale:

(a) The blocks are to be amalgamated by the successful tenderer at their cost; and

(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered Boulia Shire Council.

Resolution No.: 2024/01.20

Carried

14 General Business

Water Improvement Strategies

Council engaged in a comprehensive discussion regarding strategies to enhance water quality in the township.

Boulia - Birthplace of Livestock Motorised Cattle Transport Signs

It has come to Council's attention that two distinctive signs, once prominently displayed at the entrance to the township, are currently missing. Mayor Britton has initiated an inquiry to determine their current whereabouts.

15 Meeting Closure

The Mayor closed the meeting at 12:50.

16 Confirmed

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

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations January 2024 Report	DOC REF: 11.1.1
REPORT BY:	Trent Marshall Director of Works and Operations	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for January 2024.

CONTENT:

Director of Works & Operations activities:

DWO carried out site inspections at:

- New build Duplexes at 58 Pituri St project: Kitchens have been delivered for installation. On target for completion March/April 2024.
- Council unit's renovations at 26 Pituri St project: The two units being worked on are nearing completion, rotation of staff will occur, and the next two units will commence. Completion expected April/May 2024.
- RMPC partial pickups for Boulia Shire Council: Schedule 1,3,4 & Schedule 5 works.

DWO attended the following meetings:

- Forestry Water and Gravel 1st of Jan 2024
- Quality Industries Catch up PO's Reqs etc 12th of Jan 2024
- Mental Health Meeting 15th of Jan 2024
- Boulia SC and GBA catch up on all projects and PO procedures 17th of Jan 2024
- Due Diligence Training 18th of Jan 2024
- Ordinary Council Meeting 19th of Jan 2024
- Donohue/Industrial Estate meeting CEO and MP Wed 24th of Jan 2024.

Staff Training:

- Staff Performance Appraisals commenced. Training identified.
- Sign up for Cert III Civil Adam Hog in Feb 2024.
- Sign Up Cert III Civil Derryn Daley in Feb 2024.
- BSC Works Training Matrix under review. David Parker WH&S now reviewing systems for BSC.

- BSC Works Heat Stress training and safety discussions: BSC Works Heat Stress training and safety discussions every day during extreme heat days. 47 Degrees requires additional Safety heat stress awareness training, which has been provided to the depot staff.



Disaster Management discussion:

Incident determination/allocation is being questioned by SES staff. A greater accuracy is needed to ensure staff are not being assigned to attend incidents which do not require their immediate attendance. Also, the accuracy of where the incident has occurred, this can sometimes create unnecessary deployment of staff. [To be monitored by SES staff/management]

Drinking Water inspection and review of procedures

Water usage is being monitored and investigating high usage issues when they occur. Drinking Water pumping systems to be inspected and reviewed Feb 2024. We are also closely monitoring all water usage, particularly roadworks. [Bores & River extraction]

Boullia Shire Council Projects

Building the washdown bay stand project

Project Scope: Build platform for the washdown bay Boullia. Now completed.

Current Status: A new foundation has been put into place on the correct side, a new slab was constructed, and the completed stand has now been positioned. The wash down bay has been completed, the stand has been levelled and dyna bolted down, I will ensure additional concrete is poured around the base to protect the foundation. As part of the process, we poured deep rat walls all around to ensure any erosion would not affect the integrity of the wash down facility. Concrete mats have now been used to reduce erosion from occurring.



Donohue Hwy Project 2023

Project Scope: Building Road formation & sealing on Donohue Hwy.

Current Status: Jim and his Road Crew have been testing new pits for gravel consistency, quality and quantity for the next stage of Donohue. The CEO is working with DAF and representatives of local indigenous parties to define current pits available to supply needed materials for projects.



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

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

Current Status: Truck Stop Road works have been completed by BSC crews. The lights have been marked out along with all services including Telstra. The solar lights have been purchased and the contractor is engaged to complete these works [looking at February 2024].



Solar Lights are marked up and services have been identified by Telstra, Lights are ready to be put in

New Staff Housing, 58 Pituri St duplexes project

Project Scope: Construction of 6 new housing units at 58 Pituri St. Estimated Finish around March/April 2024 at this stage.

Current Status: Services are being installed, nearing lock up stage, work is going ahead as expected on these duplexes. There are some slight variations due to design corrections to the carports. Overall, the progression of this project has been excellent. Limited staff is still an issue. Painting has started.



The buildings are near lockable stage.



Internal cupboards have arrived and the shower bases are being put in. Services, internal works, roof and walls are being installed and painted.

Renovations of current staff housing at 26 Pituri St project

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

Current Status: The first unit is complete the second and third units are now started, concrete driveways and the central common area are complete. The successful quote was for \$79,522. The pavers have been lifted and replaced where required creating a saving of \$90,000 instead of concreting the back areas. This work was completed by the correctional centre crew. Builder started these works again late January.



New concrete area design to completion and the second and third units under construction.

Industrial Estate Project

Project Scope: Installation of Power, Water, Sewer, NBN to Industrial Estate, then seal roads.

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

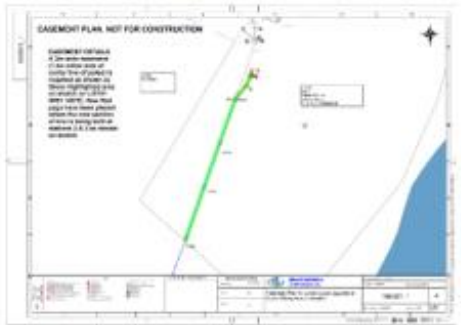


Service trenching by contractors and map showing easement/pad for Transformer and NBN design.

Bouli show grounds project. [Currently on hold]. To determine scope of works as per original quotes.

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

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



Easement design requirements from Ergon. New Poles to be purchased.

Saltwater Chlorinator Project.

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

Current Status: Michael Pickering to complete this project. Work has started on the new site building, Trility Project manager and Engineer flew to Boulia, inspected the site, issues have been identified within the original scope of works and corrective actions have been put into place enabling the project to progress. Trility has forwarded a quote for a second dosing line to be completed. Once the existing Chlorination unit is removed, it will be taken into the BSC depot yard to be refurbished as a funeral container for BSC. Works have been delayed to Mid-February/March 2024 to ensure staff have adequate time to train before starting the new system and for Trility to recruit appropriate staff for the works.



Existing Chlorination facility on skids to be removed from site. [Not refurbishing at this stage].

Operational Inspections: Boulia Shire Council 2023

Boulia Shire Airport Inspections are completed by JASKO: Minor issues are being addressed with contractors. Airport staff and management positions are being addressed.



Boulia Airport Power box to be bolted down. [Steel strap bolted down by our Building contractor].

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



A 15m diameter darkened circle has not been provided around the pole. This circle needs to be installed so that a darkened background is provided below the white windsock when viewed from the air, thereby making it easier for a pilot to see. RMPC crew to complete asap.

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

3 Bridge inspections completed: No issues to be addressed.

Fire in the rubbish pit.

Insurance claim from accident:

Then a fire broke out causing severe damage to the machine. The insurance company has agreed to pay the sum of \$226,772.73 unsure of our excess at this stage. Drott has been buried at the location. Alternative plant options to be discussed at the next Plant Committee meeting, BSC IT loader is currently being utilized for this purpose at the tip.



815 Compactor - IT Loader/solid wheels etc. Can be discussed by the Plant Committee at some stage. I have requested quotes from Hastings Deering MT Isa. Photos show the burying of the 963 Drott.

An option for a replacement machine for the Rubbish tip is noted below. A 2019 Cat 930 K - IT Loader with numerous attachments [See below] and is the ideal replacement for the current ageing IT loader being utilized at present. Price: \$255,000



2019 | CAT | 930K | WHEEL LOADER

Price: \$255,000 AUD **Serial #:** P3K00678 **SMU / Hours:** 5,493 **Equipment Status:** Used **Certification:** Cat Certified Used **Customer Value Agreement (CVA)** 24 MONTHS HD ADVANTAGE **Protection** 12 MONTHS 1500HRS **EPP Rating:** Good **City:** BRISABNE **State:** Queensland **Country:** AU **Available**

Features: Air Conditioner; ARM MATERIAL HANDLING; Auto Lube; Auxillary Hydraulics - 3rd Valve; Beacon; Bucket; Coupler - Quick; Coupler Type - Hydraulic; Fire Extinguisher; Forks; Lighting; Mirrors; Product Link; Radio - AM FM Radio; Regulatory Status - CAT_R120_R96_China_US Export; Ride Control; ROPS - Enclosed; Steering Type - Wheel; Weight Monitoring System

New Rubbish tip signage is up as per legislative and Safety requirements.

Two large signs have been erected: one showing the layout of Boulia Landfill, and a safety sign clearly defining Council requirements on the utilisation of the landfill.



New Safety sign for the TIP



New Directional Sign for the Tip

Rubbish Truck replacement has arrived 14th Dec 2023.

New Isuzu 300 Rubbish Truck is at the BSC Depot. [The Truck Started mid-January]

The new Isuzu FVD 165 Dual Control 165 300 was purchased by the engineering firm and the body was designed for the vehicle, then installed by Garwood International. Delivered 14th of Dec 2023 by Isuzu Townsville. Started in January, however a slight accident occurred, the truck will be back in action Mid-February 2024.



New Rubbish truck delivered as per the design scope given to Garwood International Engineering firm for Boulia Shire Council.

Flood awareness for the Boulia Shire

Just some awareness of the rising water levels after external rains starts coming down the river.



Boulia Bridge

January 2024



New Pump Station

January 2024 River rising

Multiple Chickens January 2024 Bedourie Road



CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations January 2024 Report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Engineering Service Report – Newsbrief for January 2024	DOC REF: 11.1.2
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

17 th January 2024 Nathan Raasch Stuart Bourne	Job List update with Trent and Mike
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2. Flood Damage Works

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

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

Slashers Creek Submission has been approved for \$292,926.90. – Works completed and completion photos picked up - ready to be uploaded to MARs.

Eastern Submission has been approved for \$2,746,669.39 – Works completed, Acquittal photos completed – ready to be uploaded to MARs.

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

South West Queensland Flooding 6 - 23 January 2024 lodged – under review.

Tropical Cyclone Kirrily, associated rainfall and flooding – approved.
Damage photos to start week starting 19th February.

3. Other

Donohue Highway: Outback Way Funding Package 3

There is 71.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

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

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

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

Priority Structures Upgrade

DTMR are investigating Chainages 62.4-88.4 and Chg 110.4-125.8 on Dajarra-Mt Isa Road for culvert widening. Funding has been pushed into 24/25 FY.

4. Industrial Subdivision

All earthworks completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ and Quality Electrical has commenced on site. Sewer works completed.

Electrical works started, on hold pending NBN approval.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for January 2024 be noted.

ATTACHMENTS:

1. Donohue Priorities (ID 482432) [11.1.2.1 - 1 page]
2. Flood Damage Events - Detailed Summary (ID 482431) [11.1.2.2 - 1 page]

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

Donohue Highway Projects - Prioritisation

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

Boulia Shire Council

Flood Damage Events - Detailed Summary (13/02/2024)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06	\$ 1,416,455.37	Submission Approved Works started March Betterment submission ineligible - as restoration works for Jan event have been completed on the Betterment sites for April Betterment, the April Betterment submission is deemed ineligible.
	Apr-22	Emergency Works	\$283,262.81	\$282,983.20		Emergency Works Completed Emergent works submission Lodged Approved
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashers Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved Urandangi Bore Emergency Works Submission - approved Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashers Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
South West Queensland Flooding 6-23 January 2024	Jan-24	Counter Disaster Operations				Lodged in MARs - under review
	Jan-24	REPA				
Tropical Cyclone Kirrily, associated rainfall and flooding	Feb-24	Counter Disaster Operations				Lodged in MARs - Approved
	Feb-24	REPA				

TITLE:	Foreman Roads, Utilities and Services Report January 2024	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Roads, Utilities and Services	DATE: 19/02/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of January 2024.

CONTENT:

Racecourse:

Arena and Grounds	General maintenance by the Caretaker of the Racecourse grounds is ongoing. Racecourse track has been graded, hoping to have the dirt settled by the next race event.
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Town water testing and depot maintenance:

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

Three Mile Campground	In general, tourists using the site are keeping the area tidy. Due to recent local flooding and rain, all wheelie bins have been taken away and continued monitoring of the area for rubbish is being undertaken.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew. Planning is being undertaken on the proposed upgrade of both entrances to town.
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout January 2024:</p> <ul style="list-style-type: none"> • 2nd January – Medium Strips, Fire Station • 3rd January – Medium Strips, Airport • 15th January – Stonehouse • 17th January – Airport • 18th January – Main Office, Post Office • 19th January – Robinson Park • 22nd January – Council Depot • 23rd January – Stonehouse • 24th January – Robinson Park • 25th January – Min Min Encounter • 29th January – Pensioner Units • 30th January – Post Office, Herbert Street • 31st January – Robinson Park, Melrose, Wills Street
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RMPC/Works crew:

In December, the RMPC Crew finished the surface correction and pothole patching on the Donohue Highway for the preparation of the reseal.

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

The crew have continued to maintain and service the Waverly Creek Rest Area. A contract due to be taken over for this on the 9th of January, however this has not yet been filled.

Concrete batching and other Private Works requests remain on a regular basis, however, are not currently an interruption to RMPC works.

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

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

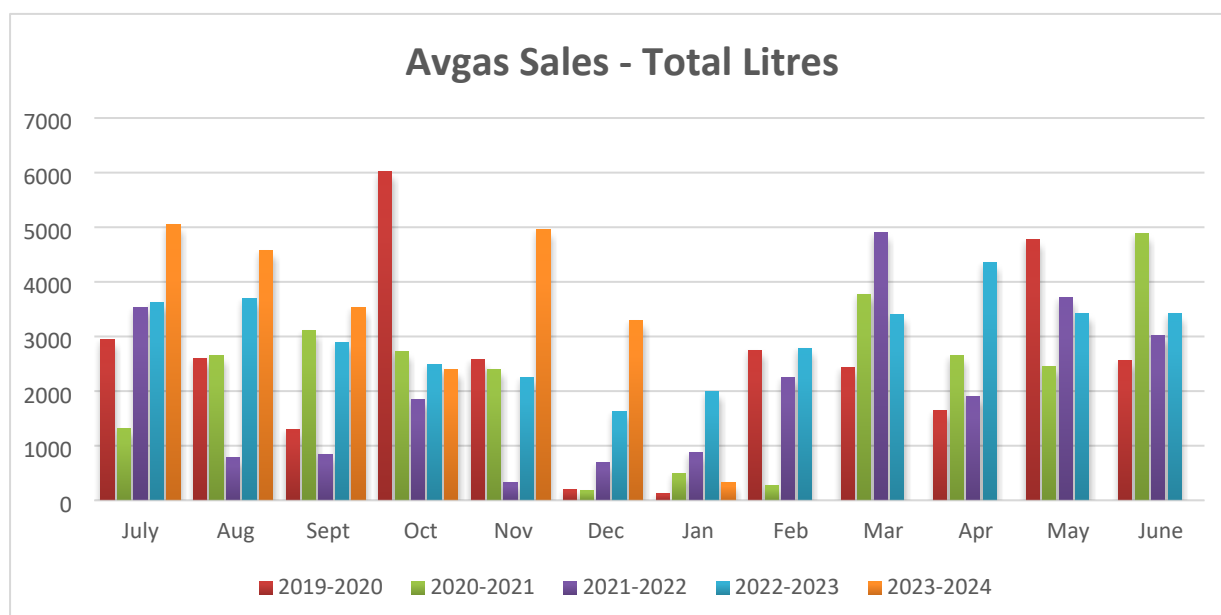
Urandangi Township

Call outs – water	Nil
Call outs – sewer	Nil

Broken mains	Nil
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Boulia Airport activity:

Number of call outs: RFDS/LifeFlight Rescue	1
Avgas/Jet A1 Refuelling	Total 18 – 18 self-fuelled through Compac.



Road Report Closures Statistics:

Jan 2024	Boulia/Dajarra	Dajarra/Mt Isa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	31	31	12	26	31
Closed	0	0	12	2	0
Restricted	0	0	7	3	0

Jan 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashers Ck	Springvale	Selwyn
Open	19	19	19	19	19	19	19	19
Closed	0	0	0	12	0	12	12	12
Restricted	12	12	12	0	12	0	0	0

Boulia Feral Animal Bounty Claims:

Feral Pigs	91
Feral Dogs	52

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads, Utilities and Services January 2024 Report for information.

ATTACHMENTS: Nil

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

TITLE:	Foreman Road Maintenance and Construction Report January 2024	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for January 2024.

CONTENT:

Current and upcoming projects are as follows:

- Donohue Highway: Set up camp for start on next section in preparation for next pave and seal section.
- Training: Start up training mid January.
- Assisting RMPC crew
- Flood Damage Bedourie Road, pot whole patching



CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads, Construction and Maintenance January 2024 Report for information.

ATTACHMENTS: Nil

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

TITLE:	Rural Lands Protection Officer December 2023/January 2024 Report	DOC REF: 11.1.5
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

The month of December 2023 before going on holidays was spent weed spraying and on domestic animal control.

TOWN COMMON

With good falls of rain in late December and through January the feed and water on the Town Common is in an exceptionally good state with waterhole and burrow pits holding substantial amounts of water and the green feed in some places 2 to 3ft high if not higher.

There was a large number of stock belonging to people that should not have been on the Town Common, after contacting the owners the stock was removed.

PONY/CAMEL PADDOCKS

The feed in both paddocks is in fair to good condition.

DOMESTIC ANIMALS

Not a lot happened in the month of December, January there was a bit happening. One dog was handed in, this dogs health was in a bad way and the owner asked if I could humanely put him to sleep which was carried out.

Received two complaints from residents about a dog attacking another dog causing harm to the dog during the attack, one of the residents was injured. The dog involved in the attacks was then declared a Dangerous Dog with the owner being given a letter that they must, within 30 days, build or have built a dog enclosure to the standards in the *Animal Management (Cats and Dogs) Act 2008*, otherwise the dog will have to be handed over to Council until the enclosure is built or the owner surrenders the dog.

Received complaint about 2 dogs roaming about in Herbert St. Before I could do anything they returned home. I did manage to get photos of both dogs which were sent with the First and Final Warning Notice to the owner as the owner was not at home at this time.

Received phone call of dog roaming Pituri St, went and caught the dog. Owners did not want the dog back so they signed the surrender book. Tried rehoming the dog, but was not able to so the dog was humanely put down.

CWRPM (TECHGROUP)

Nothing has been happening in the last 2 months.

WEED SPRAYING SHIRE ROADS

No spraying has been carried out due to the rain and flood damage work being done on some of the roads after the last lot of rain and river and creeks flooding.

RMPC

In December last year I did some RMPC weed spraying along the Diamantina Development Rd 93E Boulia to Dajarra where I put out approx. 2500 litres of mix. No weed spraying has been done for January.

GRAVEL/BURROW PITS

Before the end of last year, I went back to some of the pits that I had put Grasland Pellets around the Parkinsonia Bushes where I had trouble getting in far enough to treat all of the bushes, I was now able to get in and treat those that were missed the first time. When it dries out enough that I can get back to check, I will know what kill rate was achieved.

STOCK ROUTE

There have been no enquires for Travel Permits. I have been out and had a look at some parts of the stock route in the shire and it is sad to say that there are still parts of the shire that have not had any good falls of rain in months and the feed is poor to nothing there in some areas.

1080 BAITING

With the weather being so hot there have been no inquiries from anyone about doing some 1080 baiting. After the rain in the last couple of months I am expecting a busy first round of 1080 baiting, there could be some properties wanting to go as soon as it gets cool enough. I, along with the CEO, put our heads together and come up with a survey to send to all Properties Owners/Managers to fill in and return. Some have taken the time to fill it in and return. The last day for the survey to be returned is the 29/02/2024 but any late ones will still be included and the results will be passed on.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Rural Lands Protection Officers Report for January 2024 be received for information.

ATTACHMENTS: Nil

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

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report January 2024	DOC REF: 11.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024
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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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

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

The application for this program has been submitted and we will await results. This project if successful must commence before May 2024. The project was amended to fit with the Governments focus on Remote Primary School Facilities instead of the proposed childcare centre (Other options may be available for this).

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

Funding has been allocated to Bouliia under this program and suggested projects have been identified. Scope of works and costings have yet to be completed.

Grant - Queensland Flooding Flexible Funding Grant - (QFFFG) QFFFG2L017

An application was submitted in June for further infrastructure on road closure notification Electronic signage for \$192,000. We have been advised this has been approved for \$100,000 but formal notification is yet to be received. The balance of \$92,000 will be allocated from the LRRG funding pool. Awaiting for the final estimation of costs to come from QTEQ.

Water Resilience and Security - Town water security - (Artesian Bores)

Further information was requested and provided to the consultant initiating from the comments at the last Council meeting with regard to the potential of 'good' water being located closer to town than 100km's. We are waiting for his report.

Sales Permits for Gravel 201309014 – Native Title and the Futures Act

An interim Deed of Agreement has been received listing 36 pits (increase of 4 since last report) which have been approved subject to conditions listed in the agreement: (in particular). The increase of four pits was given by the department to assist with the potential to keep the Council workforce working. Unfortunately the gravel located in these pits has initially been found to have a high clay content and may not be suitable for the job.

These pits are located near the border and will allow a 3klm section of road to be completed within our PPR1 program.

Constant enquiries have been made to the Department on the progress of the Interim Agreement required for the Council to continue with the Federal Grant money for the

Donohue Highway. Two pits are specifically required to keep this project and our workforce in work. **Pituri 1 and Glen Ormiston 7** are the two pits in question.

No communication is forthcoming from the Department unless I specifically email or call them. No indication as to the progress of the Interim agreements has been forthcoming.

14/2/24 CEO called and emailed the department for an update as our position has become critical.

14/2/24 Email received from the department advising that inspections are required for the pits and that they are 'working' on dates – presumably with the T/O group to obtain approval to use the pits.

Signage – Outback Way and Winton Intersection

- **OHDC (Longest Shortcut)** OHDC has onforward the high-resolution design to us, initial quotes approx. \$8,000 not including installation and we should have the new sign up before the next tourist season (location to be confirmed).
- **Version 2:** a smaller size sign **3m x 2m** has been quoted \$3,057.00 plus GST
**** Is Council agreeable to reduce the size of the sign and suggest the new location off the Highway (potential truck stop bay?)**
- **Winton Intersection ('This way to Boulia')** – 362klm...
The sign is old but not damaged – if we are to upgrade this sign we fall into TMR regulations being that the sign is on the Highway.
Winton Shire who may also have a similar issue will be working with us to locate a suitable site and combined the installation of their signs and our sign at the same time to save costs (early New Year).
This is being looked at in conjunction with Winton Shire.

Solar Farm – EnergyQ

Notifiable signage has been ordered by Ergon and is due to be delivered to the Council depot in mid February.

Federal Government Funding - Outback Highway – Donohue Highway

The Council crew have completed 5klm of seal and sidetracks for a further 4klm. They have a further 3klm to complete this PPR1 section (a/b). (Subject to the Wangkamahdla approving Sales Permit access to the identified gravel pits on the Donohue Highway).

The third section application of the existing PPR1 section (C) document which is for a further \$2m has been completed over the Christmas break. It can now be submitted. Submission and approval takes time, however. The second claim for re-imbusement for payment milestone 2 for \$1,937,500 has now been approved. Payment for this is expected once TMR receive the funds and we provide an invoice to them.

Local Housing Action Plan - Future Housing Development - Social housing

Council completed and adopted the Local Housing Action Plan in 2023. Availability of freehold land for future housing was previously an issue. Council identified 5 properties which may be potential opportunities for future housing. Council has no intention to purchase the land ourselves.

Of the five letters issued: two owners have expressed an interest and these have been onforwarded to the department.

Positions Vacant:

Director Works and Operations	Applications have been reviewed and an offer made to a potential officer.
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Executive Assistant	This position will be initially recruited locally.
Electrician	Although not a 'Council employee'. This position is critical to the ongoing operations of Bouliia. Initial support has been secured through a Mt Isa organisation. External recruitment agency has been contacted and is providing candidates (15/2). EOI for the position, similar to the mechanic contract is to be distributed to gauge interest.
Part-time Sports Centre Officer	This position has now been filled.
Technical/Admin Officer	This position will be based at the Depot and support the DWO. Open until filled – no applications.
Snr Administration Officer	Position is being filled by a relieving officer with interviews completed for the permanent position. An offer has been made to a potential officer – awaiting acceptance.

Events / Conferences

Date	Activity	Attendees	Location
26 th Feb to 29 th Feb	RAPAD F2F plus Roads/Water/Pest	Lynn Moore Jack Neilson	Barcaldine
14 th April/18 th April	Special Mayors/ CEO Forum plus AICD training	Rick Britton Lynn Moore	Brisbane
2-18 th May 2024	Trip to America	Mayor	Fully funded by RAPAD
27 th May to 30 th May	RAPAD F2F plus Roads/Water/Pest	Rick Britton Lynn Moore	Blackall

RECOMMENDATION:

That the CEO Report for January 2024 be received for information.

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update January 2024	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 19/02/2024
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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

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Action List update for January 2024 for information.

ATTACHMENTS:

1. CEO Ordinary Council Meeting Action List v1 [11.2.2.1 - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 27th August 2021					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO	2/1/2024 - Still waiting for scope of works from TMR. 29/8/23: TMR have money to do the designs as per Gavin Hill. 13/6/2023: TMR scoping a new section for Waverley creek – perhaps there is some more money around?
Friday, 16th December 2022					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	DWO-primary CSM-Info DCS- Budget	31/10/23: Planter boxes and seating to be installed by carpenter. 28/6/23: Contractor to schedule in off tourist season 2023. 30/5/23 Seating with attached planter boxes have been ordered for site, CSM
Friday, 21st April 2023					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS	15/2/2024 - Further flood events have prevented this from occurring. 20/11/2023: removal in early 2024. 13/6/2023 Contractor collected Bouliia cars but not Urandangi yet.
Friday, 23rd June 2023					
4.	23/06/2023		Industrial Estate: nbn line to be added now while other trench line is being placed. Check on status.	DWO/CEO	15/2/2024 Project Manager has been engaged to move this project forward. 20/11/2023: Work has commenced. 29/8/2023 Designs have been submitted to Ian McCulloch and Xiao from GBA
Friday, 18th August 2023					
5.	18/08/2023		Walkway from Caravan Park, Concrete Path around gate, new gate to install with a safety latch, for wheelchair access.	DWO	15/2/2024 Gate has been made and is due to be installed end of February along with concrete pathway.

					20/11/2023: Ron Callope has advised contractor to build the gate. 5/9/23: RUS to get contractor to get quotes for making of gate.
6.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by CSM. Council to get quotes, cost to dismantle one at Urandangi?	CSM	15/2/2024 No advice to date on grant. 16/11/23: Funding submission to sport and rec.
Friday, 22nd September 2023					
7.	22/09/2023	<u>2023/9.26</u>	That in relation to the Town Beautification Concept brief presented to Council, Option A – Accept Sethius Art proposal for steel sculptures, be accepted and Council proceed with obtaining formal quotes.	CSM	Refer to line item 24/11/2023 20/10/2023: Quote proposal attached to CSM Monthly Information Report at the 20 th October Ordinary Meeting of Council: matter to be deferred to discuss in November Ordinary Council Meeting when all Councillors are present.
Friday, 20th October 2023					
8.	20/10/2023	<u>2023/10.18</u>	That Council formally pass resolution in reference to: 1. Pursuant to Section 113 of the Animal Management (Cats & Dogs) Act 2008, to approve the systematic inspection program of all properties within the boundaries of Boulia Shire a. To be carried out from October 2023 to March 2024 b. For the primary purpose of achieving compliance with the registration and microchipping requirements of the Animal Management (Cats & Dogs) Act 2008; and, 2. Pursuant to Section 134 of the Local Government Act 2009, approving the systematic inspection program of all properties within the boundary of Boulia Shire a. To be carried out from October 2023 to March 2024 For the primary purpose of monitoring the keeping of animals under Local Law No. 2 (Animal Management) 2011 and Subordinate Local Law No. 2 (Animal Management) 2011, including the keeping of excess or prohibited animals, and monitoring compliance with minimum standards.	DWO/RLPO to advise	15/2/2024: RLPO – group will be completing Longreach first. RLPO to confirm dates then we can issue notification to residents. 20/11/2023: RLPO confirmed he is waiting to hear further from the Department.

Friday, 24 th November 2023					
9.	24/11/2023		Potential Future Water Supply: Pre-existing Water Quality Report to be reviewed. (Magiq ID# 75857) Water testing at the school, racecourse, and golf course to be undertaken.	CEO/DWO DWO	12/2/24: Refer to report being presented at February Ordinary Meeting of Council. 2/1/24: Progressing
10.	24/11/2023		Plant Committee Meeting: Type of machinery for pit to be discussed.	DWO	15/2/24: CEO – report to February Council meeting. 2/1/24: Will be held end of Jan or mid Feb dependant on availability.
11.	24/11/2023		Proposed Sculpture: Photograph of proposed dinosaur to be shared with insurance company to determine Council's liability.	CEO/DCS	15/12/23: Proposed Sculpture: BSC to revert to sculpture artist with safety enquiry.
Friday, 19 th January 2024					
12.	19/1/24	2024/01.8	That Boulia Shire Council endorse the Boulia Airport DAMP	CEO	12/2/24 Copy sent to CASA
13.	19/1/24	2024/01.9	OHDC stakeholder forum: 1. That Council agree to the financial contribution of \$18,000 to support the successful execution of the 2024 Outback Way Stakeholder Forum & 10 Year Road Map forum. 2. That council write to the Outback Highway Development Corporation to advise of the future commitment of \$18,000 with the expectation that funds will be remitted back to council on receipt of successful funding applications/sponsorships by the OHDC 3. That the budget for OHDC be increased by \$18,000 at the next budget review	DCS (1 & 3) / CEO (2)	15/2/2024 CEO: Account has been received and sent for payment. 12/02/2024 increase to budget review as at 31 st March 2024 has been added.
14.	19/1/24	2024/01.10	2024 Boulia Camel Races Special Holiday - date change request. Action: That Council submit a formal request to the Minister for Education, Minister for Industrial Relations and Minister for Racing that the Boulia Camel Races special holiday of Monday 22nd July 2024 be repealed and Monday the 15th July 2024 be appointed as the special holiday instead.	CEO	12/2/24: Formal request letter has been sent to the Department. Awaiting response.

15.	19/1/24	2024/01.13	<p>Fees and Charges 2023/24 Amendment</p> <p>Action: As presented in the Boulia Shire Council January 19th 2024 Agenda be hereby adopted. De-K9 (Bucket 200 baits) Pick up / Collected Fee changed to \$450.00</p> <p>DCS/admin: Update Fees and chgs/ website, H drive,</p>	DCS	12/2/24: Amended Fees and Charges now showing on the Council website.
16.	19/1/24	2024/01.15	<p>Policy Review: 157 Performance Management Policy</p> <p>Action: That policy 157 Performance Management Policy be endorsed as presented.</p> <p>EA: please update website, load into Bigtincan, email staff.</p>	DCS	12/2/24: Updated policy distributed on Council website and Bigtincan.
17.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>Action: That Council authorise the CEO to advise the tender applicant of the Council's determined price for the sale of the blocks and if accepted negotiate and execute the sale of lots L404/B2671 and L405/B2671 situated on Mulligan Street, Boulia, subject to the following conditions of sale:</p> <p>(a) The blocks are to be amalgamated by the successful tenderer at their cost; and</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council.</p>	CEO	22/1/24: Letter sent to tender applicants
18.	19/01/2024		Wash Bay Council requested payment options to be investigated.	DWO	15/2/2024: DWO to contact Winton Shire Council to review their facility.
19.	19/01/2024		Refuse Collection Local businesses to be advised BSC will no longer collect cardboard in the refuse truck and all bins are to be placed at kerbside for collection.	CEO	24/01/24: local businesses advised by letter. Response by business received.
20.	19/01/2024		Dajarra Roadhouse Closure BSC to erect signs advising travellers of distance to next fuel stop.	DWO	15/2/2024: Only to be done if the business ceases to operate.
21.	19/01/2024		Annual Report Once flood information is received from Gordon Stumbris, Annual Report 2022-2023 to be published.	CEO	<p>15/2/2024: CEO Report is printed and will be delivered to properties only in early March.</p> <p>29/01/24: completed and sent to auditor for final review, sent to printers.</p>

22.	19/01/2024		Outback Way Funding BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	DWO	15/2/2024: DWO to discuss with Start from GBA on his next visit for future upgrades to the Longreach Channel.
23.	19/01/2024		Boulia Household Water BSC to investigate and advise on: 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). 4. Water filters for each residence and business in the township.	DWO CEO	15/2/2024: CEO – Further report to Council on investigation being completed by Hydrologist on potential water supplies with 10-20klm radius. Hold this item for consideration of all potential solutions for a better water supply to the town.
24.	19/01/2024		BSC to confirm the location of two Boulia “Birthplace of Livestock Motorised Cattle Transport” signs.	CSM	15/2/2024 this item will be reviewed on the return of the CSM from Long Service Leave.
Friday, 23rd February 2024					
25.					
26.					
27.					

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
1.	19/6/2020	DWO	Clr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the ‘visioning’ project - new Council March 2024 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	19/06/2020	Julie/DWO	Clr 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	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	DWO	Clr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024
4.	17/08/2020	CSM	Clr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	Clrs/CEO/EA	Future residential land sizing - consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	Clrs	Future Planning Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	15/2/2024: This is an option which needs to be considered by private individuals/organisations.
7.	22/09/2023	CEO	Heavy Duty Truck Bays and Mobile Towers Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	DWO	Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.

TITLE:	Natural Disaster Risk Management Strategy and LDMG Risk Register Review	DOC REF: 11.2.3
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment:

4.2: Resilient

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

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

RISK MANAGEMENT:

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

PURPOSE:

To propose to Council amendments to the Natural Disaster Risk Management Strategy 2024-2025 and request Council's review of the LDMG Risk Register.

CONTENT:

The Local Disaster Management Group (LDMG) is supported by the District Disaster Management Group in Mt Isa and is regulated by the *Disaster Management Act 2003* (the Act). A suite of Disaster Management Documents (Local Disaster Management Plan, Natural Disaster Risk Management Strategy and Evacuation Sub-Plan) guides the LDMG and in accordance with Part 3 - Division 3 - Subdivision 1 - Section 59 of the Act, the local government must review the effectiveness of the plans at least once a year. The last review was completed in December 2023 followed by Council endorsement of the suite of reviewed documents at the 15th December 2023 Council meeting.

Since this review, it has been noted that an amendment is required to the Natural Disaster Risk Management Strategy 2024-2025. The 'Bouliia Shire Council – Checklist' at the back of the document, page 38, requires some updates. Attached to this report is the amended document with changes highlighted in yellow.

In addition to the above mentioned suite of documents, the LDMG also maintains a Risk Register that outlines identified Statements of Disaster Risk and their immediate consequences, the causation or source of identified risks and existing risk treatments. This document also requires periodic review and is attached for Council's revision.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Compliance with the Disaster Management Act 2003

RECOMMENDATION:

1. That Council adopt the Natural Disaster Risk Management Strategy 2024-2025 version 6 amendment 1 document as presented.
2. That Council adopt the LDMG Risk Register 2024-2025 as presented.

ATTACHMENTS:

1. Draft Bouliia Natural Disaster Risk Management Strategy 2024 2025 v6 am [11.2.3.1 - 39 pages]
2. Draft LDMG Risk Register Bouliia 2024 2025 (1) [11.2.3.2 - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouli Shire Council Natural Disaster Risk Management Strategy 2024-2025

Version 6



1 Document Register

1.1 Amendment Register

Amendment Number	Date	Section Amended	Amended By
1	31/1/2024	6.1 Boulia Shire Council - Checklist (pg 38)	Council CEO

1.2 Version Control

Version	Date	Date accepted by LDMG
1	1/10/2014	Reviewed by LDMG 1/10/2014, endorsed by Chairperson of LDMG 18/12/2014, accepted by resolution of council 15/1/2015.
2	23/11/2015	Reviewed by LDMG 23/11/2015, endorsed by Chairperson of LDMG 23/11/2015, accepted by resolution of council 21/1/2016.
3	14/6/2017	Reviewed by LDMG 14/06/2017, endorsed by Chairperson of LDMG 14/06/2017, accepted by resolution of council 21/6/2017.
3	22/11/2018	Reviewed by LDMG and endorsed by chair. No changes made.
3	22/5/2019	Reviewed by LDMG and endorsed by chair. No changes made
3	11/5/2020	Reviewed by LDMG and endorsed by chair. No changes made
4	24/3/2021	Reviewed by LDMG and endorsed by chair of LDMG. Accepted by resolution of council on 23 rd April 2021.
5	6/12/2022	Reviewed by LDMG and endorsed by Chair of LDMG. Accepted by resolution of council on 20 th January 2023
6	15/12/23	Reviewed by LDGM and endorsed by resolution of Council 15/12/23, Resolution No.: 2023/12.18

1.3 Review of the Plan

In accordance with *Disaster Management Act Queensland 2003* the Local Disaster Management Plan may be reviewed or renewed at any time but must be reviewed for effectiveness **at least annually**.

Annual review completed	15 th December 2023
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1.4 Distribution and availability of plan

Copy No. 1 of 3	Boulia Shire Council
Copy No. 2 of 3	District Disaster Management Group
Copy No. 3 of 3	Local Disaster Management Group
Boulia Shire Council Office: 18 Herbert St Boulia Qld 4829	07 4746 3188
Boulia Shire Council website:	www.boulia.qld.gov.au

Table of Contents

1	Document Register	2
	1.1 Amendment Register	2
	1.2 Version Control	2
	1.3 Review of the Plan	2
	1.4 Distribution and availability of plan	2
2	Executive Summary	6
	2.1 Background	6
	2.2 Methodology	6
	2.3 Key Deliverables	7
	2.4 Identified key risks include:	7
	2.5 Key treatment options	7
	2.5.1 Public Knowledge, Awareness and Preparedness	7
	2.5.2 Planning and Legislative Measures	7
3	Natural Disaster Risk Management Process (NDRM)	8
	3.1 Introduction to Natural Disaster Risk Management.....	8
	3.2 Background of Natural Disaster Relief Arrangements	8
4	QRA Strategic Plan 2020-24	9
	4.1 Advantages of Undertaking the NDRM process	9
	4.2 Importance of Correct Documentation	9
	4.3 Process Overview	10
	4.3.1 Establish the Context	10
	4.3.2 Identify Risks.....	10
	4.3.3 Analyse Risks.....	10
	4.3.4 Evaluate Risks	10
	4.3.5 Treat Risks	10
	4.3.6 Communication and Consultation	10
	4.3.7 Monitoring and Review.....	10
5	Recommended Mitigation Strategies	10
	5.1 Boulia Shire Council.....	11
	5.2 Boulia Shire Council Local Disaster Management Group	12
	5.3 Individual Agencies	12
	5.4 Department of Transport and Main Roads.....	12
	5.5 Rural Fire Services.....	13
	5.6 Communication Strategies	13
	5.6.1 Communication with Executive Management	13
	5.6.2 Communication with Risk Management Team.....	13
	5.6.3 Communication within the Organisation.....	14
	5.6.4 Communication with External Agencies.....	14
	5.6.5 Communication with the Community.....	14

5.7 Problem Definition and Establishment of Context.....	14
5.7.1 Problem Definition.....	14
5.7.2 Clients and Stakeholders.....	15
5.7.3 Factors that Affect the Risk Management Process.....	15
5.8 Risk Management Structure.....	16
5.8.1 Physical and Time Boundaries.....	16
5.8.2 Terms of Reference, Goals and Objectives.....	16
5.8.3 Outcomes.....	17
5.8.4 Extent and Comprehensiveness of the Risk Management Activities.....	17
5.8.5 Activities of the Disaster Risk Management Group.....	17
5.8.6 Other Issues.....	17
5.9 Risk Evaluation Criteria Review Format.....	18
5.9.2 Built and Natural Environment.....	18
5.9.3 Economic Loss.....	18
5.9.4 Risk Escalation.....	18
5.9.5 Risk Frequency.....	18
5.9.6 Legal and Social Justice Implications.....	18
5.9.7 Manageability.....	18
5.10 Identification and Description of Hazards.....	19
5.10.1 Hazard Name: Flood.....	19
5.10.2 Hazard Name: Severe Storms (including Dust Storms).....	20
5.10.3 Hazard Name: Bush Fires.....	20
5.10.4 Hazard Name: Earthquake.....	21
5.10.5 Description of the Community.....	21
5.10.6 Description of the Built Environment.....	22
Buildings.....	22
5.10.7 Engineering Lifelines (comment on condition, type, life uses of service).....	22
5.10.8 Critical Facilities.....	23
5.10.9 Description of Natural Environment eg. Topography.....	23
5.10.10 Description of Social Environment eg. Community Safety Service Provision, Economics, Culture.....	23
5.11 Community Vulnerability Profile - Vulnerability of People.....	23
5.12 Affect on People from Specified Impacts.....	24
5.12.1 Vulnerability of Social Structures.....	24
5.12.2 People With Special Needs.....	24
5.12.3 Vulnerability of Buildings.....	25
5.12.4 Vulnerability of Lifelines.....	25
5.12.5 How Reliable Are Lifelines.....	25
5.12.6 Restoration Times Following Flooding.....	25
5.12.7 Data Speed For Internet, Mobile phones, WiFi and Telephones.....	26
5.12.8 Vulnerability of Critical Facilities.....	26
5.13 Air Strip Capacity for Boulia and Urandangi.....	26
Boulia.....	26

<i>Urandangi</i>	26
5.14 Medical Services.....	27
5.15 Vulnerability of Local Economic Production and Employment.....	27
5.16 Part A – Risk Description.....	28
5.17 Part B – Risk Evaluation.....	30
5.17.1 Hazard: Flooding.....	30
5.17.2 Hazard: Bush Fires.....	30
5.17.3 Hazard: Severe Storms.....	31
5.17.4 Hazard: Major Earthquake.....	31
5.18 Identification and Evaluation of Treatment Options.....	32
5.18.1 Hazard: Flooding.....	32
5.18.2 Hazard: Bush Fires.....	34
5.18.3 Hazard: Severe Storms.....	35
5.18.4 Hazard: Severe Storms.....	36
5.18.5 Hazard: Severe Earthquake.....	36
6 Appendix ‘A’ - Checklist.....	38
6.1 Boulia Shire Council - Checklist.....	38
6.2 Local Disaster Management Group.....	39
6.3 Department of Transport and Mainroads.....	39
6.4 Rural Fire Services.....	39

2 Executive Summary



This report identifies the natural hazards that affect the Boulia Shire.

It identifies the risks associated with each natural hazard and recommends feasible mitigation strategies to minimise the economic and social impact on the Boulia Shire community.

The focus of the recommended mitigation strategies is long-term preparedness and planning to minimise the impact of natural hazards and help prevent loss of life in the community.

The natural hazards that were identified and assessed in this report are:

- Flooding
- Severe Storms
- Bush Fires
- Earthquake

2.1 Background

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

2.2 Methodology

In 2003 a Framework was developed by Boulia Shire and associated groups connected with disaster management.

- QFRS
- QFES
- Qld Police
- QAS

The work which was completed has been built upon over a number of years and is maturing to meet the needs of the community. Key groups in the current environment are:

- Qld Police
- Qld Health
- SES
- QFES, DDCC, SDCC
- QFRS
- Boulia Shire Council

2.3 Key Deliverables

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

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

2.4 Identified key risks include:

Boulia Shire has a high level of risk exposure to flood hazards. This is evident from the fact that in the past 10 years, all the claims for QRA assistance have been for works to repair damage caused by flooding.

The principal reason for this is that the Council has to provide many hundreds of kilometres of roads for only a few hundred shire residents. By necessity, many of these roads are built to a low level of flood immunity thus increasing their exposure to flooding hazards.

It is imperative that government assistance to provide improved flood immunity and thereby reduce damage to the Shire's transport infrastructure becomes a priority.

2.5 Key treatment options

Risk treatment options were identified risk and evaluated determination of what intervention strategies are possible. Risk treatments typically fall into the categories of:

- Public knowledge, awareness and preparedness
- Planning and legislative measures
- Engineering and public works measures

2.5.1 Public Knowledge, Awareness and Preparedness

Public information and awareness campaigns are conducted on an annual basis. The Local Disaster Management Group has recommended that this be continued and expanded to ensure that residents living in specifically hazardous areas and tourists etc are aware of the risks and the steps needed to be taken in such an event. Boulia Shire currently are supporting community by the 'Get Ready Campaigns' which are run each year.

Public participation in the Local Disaster Management Group meetings continues to be small.

Preparedness for natural hazards includes all organisations having disaster plans in place to cope with the highest probable maximum event. Recommendations have been put forward to ensure all organisation Disaster Plans are kept current for all expected natural hazards.

2.5.2 Planning and Legislative Measures

Boulia Shire Council has an ongoing program of engineering studies to analyse and identify specific local solutions to known problems or possible future problems due to natural hazards.

Monitoring and Review



Continual monitoring will be implemented to ensure that the recommendations of the report are adopted and endorsed. The recommendations and progress treatments will be reviewed annually with a major review by the Local Disaster Management Group.

Boulia Shire has a Local Disaster Management Plan that is comprehensive, reasoned and focused on the major risks facing the Boulia Shire community.

3 Natural Disaster Risk Management Process (NDRM)

3.1 Introduction to Natural Disaster Risk Management

Over the past twenty years there has been significant philosophical change in disaster management in Australia which has been characterised by a recognition of the value of risk management techniques in disaster risk management leading to the development of strategies to mitigate the effects of natural hazards on communities.

Mitigation is defined as 'measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and the environment'. Mitigation measures include non- structural strategies such as awareness campaigns, land use, planning instruments and warning systems and/or structural measures such as relocation of dwellings, raising of dwellings and levee construction.

An increasing population and its supporting infrastructure assets increase the vulnerability of communities exposed to various hazards. The implementation of effective mitigation strategies will help decrease this vulnerability.

3.2 Background of Natural Disaster Relief Arrangements

On 22 July 1998 the Commonwealth Minister for Finance and Administration, approved the old NDRA Guidelines.

This has now been replaced by Queensland Reconstruction Authority (QRA).

4 QRA Strategic Plan 2020-24

QRA's Strategic Plan for 2020-24 includes QRA's vision to make Queensland the most disaster resilient state in Australia.

The plan lists the various strategies to meet QRA's organisational objectives. In particular it details how QRA will continue to recover, reconnect and rebuild communities following natural disasters and work alongside Councils as well as state and federal agencies to help Queenslanders be more prepared, responsive and able to recover from disasters.

4.1 Advantages of Undertaking the NDRM process

The advantages in undertaking the Disaster Risk Management Process are:-

- To meet the requirements for future access to DRFA funding;
- To improve community resilience to natural disasters;
- A structured process that produces outcomes to help reduce the impact of disasters, suitable for inclusion in all corporate governance plans in Local Government; and
- To discharge Council's duty of care obligation to provide for the well-being and safety of its community.

4.2 Importance of Correct Documentation

In undertaking the risk management process it is inevitable that a large amount of data will be collected and documentation developed which will be of significant strategic value to the organisation, therefore it is essential that a strategy is developed to manage this process.

Each stage of disaster risk management process should be documented and it should include assumptions, methods data resources, results, etc.

The reasons for documentation are:-

- To demonstrate that the process has been properly conducted;
- To provide evidence that systematic approach to risk identification and analysis has been followed;
- To provide a record of the risks identified and to develop the organisation's knowledge database;
- To provide the decision makers with a risk management report and risk treatment plan for approval and subsequent implementation;
- To provide an accountability mechanism and tools;
- To facilitate the continued monitoring and review of the process and its outcomes;
- To share and communicate information;
- To provide an audit trail;
- To address the Commonwealth Government's requirement for evidence of mitigation.

In order to satisfy the requirements of evidence of mitigation, a Local Disaster Risk Mitigation Strategy should be developed and submitted to the Queensland Reconstruction Authority, for DRFA purposes.

4.3 Process Overview

There are five main steps in the natural disaster risk management process:-

4.3.1 Establish the Context

Identify strategic and organisation issues that may apply for the disaster risk management process. Develop the project management plan and initial risk evaluation criteria.

4.3.2 Identify Risks

Identify and describe the nature of the hazards, community and environment. Examine the vulnerable elements of the community and environment and identify the risks that the community is facing.

4.3.3 Analyse Risks

Examine the risks for the likelihood and consequences and assign the levels of risk.

4.3.4 Evaluate Risks

Compare the risks with the risk evaluation criteria (adjust where necessary), and rank the risks in order of priority for treatment.

4.3.5 Treat Risks

Select and implement appropriate treatments for dealing with risks.

The natural disaster risk management process is underpinned by a continuous requirement for:

4.3.6 Communication and Consultation

It is necessary to include all stakeholders in the process. If the process is going to be successful it requires commitment from all parties influenced by it.

4.3.7 Monitoring and Review

It is necessary to ensure that the natural disaster risk management process remains valid by conducting regular reviews. It is necessary to monitor the implementation of selected mitigation treatments and to ensure that natural disaster risk management as a cyclic and continuous improvement process is integrated into broader Council planning.

5 Recommended Mitigation Strategies

Specific mitigation strategies recommended are set out in the following tables. The treatment options are categorised under the Responsible Agency. Each mitigation strategy is described along with the estimated costs, potential funding source and the timeframe needed to achieve the outcome.

5.1 Boulia Shire Council

Endorsed Treatment	Funded by	Funding Source	Timeframe
Ensure Local Disaster Management Plan is current	Nil	Boulia Shire Council	Annual Update
Conduct a public awareness campaign in conjunction with the QFES as part of their Disaster Management Plan to ensure residents living in flood prone areas are aware of the risks and steps to be taken in a flood event	Within existing budget	Boulia Shire Council	Annual Event
Conduct a public awareness campaign in conjunction with the QFES as part of their Disaster Management to ensure residents are aware of their responsibility in managing noxious weeds (pests) on their property	Within existing budget	Boulia Shire Council	Ongoing
Identify flood risk areas in the town plan and regulate development	Within existing budget	Boulia Shire Council	Reviewed after a major flood event
Update and maintain planning maps to display identified flooding risk areas	Within existing budget	Boulia Shire Council	Reviewed after a major flood event
Establish and maintain a database containing the GPS coordinates of all property homesteads/rescue sites	Within existing budget	Boulia Shire Council	Initial data collected on all properties. Updating will be an Annual Event
Encourage annual pre-storm season clean up by picking up rubbish	Within existing budget	Boulia Shire Council	Annual Event
Investigate occurrence of derelict buildings in Boulia and Urandangi	As per asset management plans	Boulia Shire Council	Ongoing
Set up a system of permanent watering points (bores) to enable dusty roads to be watered and compacted	Grant funding dependent	Boulia Shire Council and State/Federal Government (via TMR)	Initial bores have been funded, future works to be identified.
Consider the use of technology to monitor channel systems between Boulia/Winton and Boulia/Mt Isa	Grant funding dependent	Grant funding with Council's shire contribution	Hamilton, Diamantina, Top Limestone and over 25 locations are now covered within the shire.

5.2 Boulia Shire Council Local Disaster Management Group

Endorsed Treatment	Estimated Cost	Funding Source	Timeframe
Conduct a public awareness campaign to ensure residents are aware of the risks and the steps needed to be taken in a severe storm event	Within existing budget	Boulia Shire Council	Annual Event
Conduct a public awareness campaign to ensure residents living in fireprone areas are aware of the risks and the steps needed to be taken	Within existing budget	Boulia Shire Council	Annual Event
Ensure appropriate notices are issued to warn visitors of safe driving practices during drought periods	Within existing budget	Boulia Shire Council	When drought conditions exist

5.3 Individual Agencies

Endorsed Treatment	Estimated Cost	Funding Source	Timeframe
Identify essential services buildings that are able to withstand severe storms	TBA by individual Agencies	TBA by Individual Agencies	TBA by Individual Agencies

5.4 Department of Transport and Main Roads

Endorsed Treatment	Estimated Cost	Funding Source	Timeframe
Identifying the frequently flooded sections of Boulia – Mt Isa Road and prioritise upgrading these sections to a higher flood immunity	TBA by TMR	State/Federal Government (via TMR)	24 months

5.5 Rural Fire Services

Endorsed Treatment	Estimated Cost	Funding Source	Timeframe
Encourage hazard reduction burns around residences in fire prone areas	Within existing budget	Rural Fire Brigades	Annual Event
Each rural property owner to establish and maintain a network of firebreaks in accordance with the requirements of the Act	Within existing budget	Property Owners	Annual Event

5.6 Communication Strategies

5.6.1 Communication with Executive Management

All Councillors are to be provided with 'briefing papers' and an oral report by Chairperson of the Local Disaster Management Group at a General Council Meeting after the bi-annual meeting of the group. Relevant senior Council employees/officers shall receive the same briefing documentation.

Chairperson of the Local Disaster Management Group to provide copies of all external correspondence to Chief Executive Officer for filing and presentation to Council.

Urgent and intermediate (between meetings) briefings/correspondence shall be directed to Chief Executive Officer for organisation/distribution to Chairperson/Councillors. Urgency of distribution/briefing and replying (where required) will be clearly marked and should be considered upon the receipt of all correspondence.

5.6.2 Communication with Risk Management Team

Communication shall be conducted through the Chief Executive Officer from the Consulting Engineer(s), Executive, Council and all other external bodies. Primary sources of communication between Consulting Engineer(s) GBA, shall be facsimile, email and telephone, outside of scheduled

meetings.

A copy of all correspondence shall be recorded in the electronic data management system in the Shire office before it is passed on to the Chairperson LDMG (unless the correspondence originated from there) with the CEO having the responsibility to make sure that all communication is acted upon effectively and in a timely manner.

Much external information/correspondence will be directed through the CEO and redirected through to the Overseers and Consulting Engineer(s) and LDMG members as required.

At least two communication media will be used in any information transmittal to create redundancy in the communication process to ensure complete and timely delivery of information.

Mail will be used as the backup method of information transmittal and to transmit originals of some documents.

5.6.3 Communication within the Organisation

A Status Report bulletin containing overview information of the updated status of the Risk Management Report shall be created by LDMG and presented to Council, Senior Shire workforce members and made available to the community stakeholders/public at timely intervals at least twice yearly.

5.6.4 Communication with External Agencies

All external agencies shall be invited to provide comment and suggestions on the study in each community bulletin.

5.6.5 Communication with the Community

Public meetings shall be carried out to ensure the updating of as much data across the shire as possible. Local publications, Facebook, emails, flyers and radio will be used where possible to notify shire residents (the public) of upcoming meetings, meeting outcomes and planned strategies works to be implemented/undertaken.

5.7 Problem Definition and Establishment of Context

5.7.1 Problem Definition

Boulia is a pastoral town 165m above sea level located 1800km north west of Brisbane and just over 250km east of the Northern Territory/Queensland Border at slightly above the latitude of Rockhampton. The secondary township of Urandangi also exists in the shire, 304km to the northwest of Boulia

township.

The bulk of Boulia Shire consists of Channel Country, fed by the Georgina, Burke and Hamilton Rivers and their tributaries. There are some rugged rocky hills in the far north of the Shire, and the Toko Range in the southwest, bordering on the Simpson Desert.

Important roads in the Shire run from Boulia southward to Bedourie, north to Mt Isa passing through Dajarra, eastwards towards Winton and the west to Tobermorey and Alice Springs. There is also a road westward from Dajarra to Urandangi and the Northern Territory border, Toolebuc Road to Cannington Mine.

Population of the shire is around 458 permanent residents (Census 2021) with a number (approximately 50 – 100) of migratory workers performing seasonal 'ringing' duties. Of this, approximately 250 reside in Boulia and 20 in Urandangi.

Boulia shire is situated in the 'Arid' zone of the Central West Statistical Division of Queensland and covers an area of around 64,000km². Its neighbouring shires are Winton, McKinlay, Diamantina, Mt Isa and Cloncurry and the Northern Territory.

Very high temperatures are experienced in the Summer months and throughout the year. Severe dust storms occur regularly. Average rainfall is 265mm per year, generally between November and March. The summer temperature range is 20-26°C min. and 38-44°C max. On average each year, Boulia experiences 43 days when the maximum temperature exceeds 40°C. The winter temperature range is 4-10°C min. and 18-24°C max.

Natural disasters in Boulia of concern are flooding, severe storms (rain and dust), and bush fires.

5.7.2 Clients and Stakeholders

Boulia Shire Council, all residents, business holders, primary/rural producers, landholders and other stakeholders within the shire, government agencies including DNRM and DPI, TMR, EPA, Police, SES, Qld Health, DES, QFES, QAS, Ergon and Telstra.

5.7.3 Factors that Affect the Risk Management Process

Historically, Boulia Shire has come under the influence of major river flooding events, severe storms and bush fires since these events have been recorded. The hazard environment of Boulia Shire is understood and monitored due to its significant history of hazard impacts.

The *Disaster Management Act 2003* is an initiative of the Queensland Government that acknowledges the nature of disasters and their potentially significant social, economic and environmental consequences in all areas of the state.

The *Disaster Management Act 2003* provides the legislative basis for disaster management arrangements within Queensland including special powers through the declaration of a 'State Disaster'. Under the *Disaster Management Act 2003* each local government area is required to:

- Prepare a Local Disaster Management Plan to deal with all counter disaster measures within its area;
- Establish and at all times maintain, within its area, a local emergency service;
- Use for counter disaster purposes its resources, and resources made available to it for those purposes.

Boulia Shire Council has a current Local Disaster Management Plan that outlines:

- Disaster Arrangements;
- Roles and Responsibilities;
- Threat Specific Arrangements;
- Disaster Activation;
- Response and Recovery.

Boulia Shire Council has an established Local Disaster Management Group to advise on and implement the effective coordination of resources necessary to counter the effect of disasters within the Shire of Boulia.

5.8 Risk Management Structure

5.8.1 Physical and Time Boundaries

The disaster risk management process will be applied to consideration and treatment of all credible natural disaster risks in Boulia Shire local government area.

5.8.2 Terms of Reference, Goals and Objectives

The Boulia Shire Natural Disaster Risk Management Plan will identify:

- Administration and Governance
- Risk Assessment Profile
- Capacity Building
- Response Strategy
- Recovery Strategy
- Public Health
- Evacuation and Evacuation Centre management
- Impact assessments

Consideration of how reduction in disaster risk can protect the communities against economic failures brought about by disasters will also be a target of this plan. A limited budget is available for conduct of this risk management cycle.

5.8.3 Outcomes

Development of a series of treatment options to effectively deal with all unacceptable risks within Boulia Shire. Identification of the indicative costs of measures that may be required.

5.8.4 Extent and Comprehensiveness of the Risk Management Activities

All hazards will be identified and updated on an annual basis, but will be restricted by tight budgetary constraints.

5.8.5 Activities of the Disaster Risk Management Group

- Review and update management structures and processes;
- Review available information and information sources;
- Identify hazards;
- Identify unacceptable risks and priorities;
- Review treatment options and identify recommended treatments.

5.8.6 Other Issues

Establish how uncertainties may be reduced in future cycles.

5.9 Risk Evaluation Criteria Review Format

5.9.1 Human and Social Factors

- Loss of life/severe injury/disease is unacceptable
- Residents/visitors/workers trapped by flooding and isolated from suitable food and shelter is unacceptable
- Long term psychological impact caused by trauma resulting from flood/fire/severe wind/drought is unacceptable

5.9.2 Built and Natural Environment

Built:

Substantial damage to buildings or infrastructure is unacceptable

Natural:

Damage to natural environment is expected

5.9.3 Economic Loss

Serious prolonged economic loss is unacceptable

5.9.4 Risk Escalation

Inability to deal with the risk promptly is unacceptable

5.9.5 Risk Frequency

Frequency for all hazards will be addressed

5.9.6 Legal and Social Justice Implications

Duty of Care of all Agencies will be addressed on a fair and equitable basis

5.9.7 Manageability

Can the Community manage the risk?

5.10 Identification and Description of Hazards

5.10.1 Hazard Name: Flood

Hazard Description

Which Rivers Flood: Georgina R, Burke R, Wills Ck, Hamilton R, and their tributaries
 The Georgina River flows south through the Shire past the town of Urandangi and meets the Hamilton River. The Hamilton River flows south through the Shire past the town of Boulia. The Hamilton continues to terminate at the Bilpa Morea Claypan.

Frequency: Minor – about every year
 Moderate – about every 3 years
 Major – about every 5 years

Flood Heights: A summary of key flood levels for the towns of Boulia and Urandangi.

Station	Crossing Height	Minor Flood	Grazing	Moderate Flood	Towns & Houses	Major Flood	Highest (Jan 74)
Urandangi	0.2	1.0	-	5.0	7.0	7.0	7.45
Boulia	4.55	3.2	3.6	3.6	5.1	5.0	5.96

Damage Caused: Flood damage in the Boulia Shire is principally to road infrastructure. Property damage and stock losses only result from a major flood event approximately every 10 years. The Hamilton and Georgina Rivers are slow flowing and the rate of rise is generally predictable from upstream readings. Stock is generally cleared from the braided channel systems by helicopter as the rivers rise. Damage to property is minimal during a major flood with Boulia and Urandangi minimally effected

Health Risks: Flooding of the septic/sewerage system causes problems if the water remains high for any period (ie. longer than 24 hours). The time taken for the flood to rise and fall through the top 300 of the flood can be as short as 24 hours and as long as 72 hours. However the major cause of concern during flood events is the loss of road access throughout the Shire, which is a major impediment to evacuation of accident victims and to the repair of essential services such as power, water and telecommunications.

Studies Undertaken: None
Size of the Catchment: The Georgina and Hamilton catchments drain an area of approximately 210,000 Km².
Population Effected: Whole of Shire

Secondary Hazards

Roads Cut: All major roads will be cut for various times (1 week to 6 weeks).

Health Risks: Limited or no access to healthcare centre. Vector Carriers, snake bites and spiders.

5.10.2 Hazard Name: Severe Storms (including Dust Storms)

Hazard Description

eg. Windspeeds	Wind speed data at the Boulia Post Office has been collected for 44 years, and the average annual wind speed is 11.6 Km/hr, but mini tornadoes can have windspeeds up to 200km per hour over a narrow width of 20 – 30m
Frequency of storms	Approximately every 12 months (seasonal)
Damage	Structural damage to buildings and structures is generally superficial in mild storms with the loss of sheets of roofing iron or wall cladding. Severe storms such as tornadoes will cause structural damage to most buildings. These storms are often accompanied by hail which cause damage to plant and stock, which are otherwise not affected by the wind.
Threaten	Life, from blown debris. Property, from wind and hail. Livestock and environment from wind and hail.

Secondary Hazards

Dust storms may cause respiratory problems and eye irritations. Also restrict aircraft movement.

5.10.3 Hazard Name: Bush Fires

Hazard Description

Environmental Conditions: Most dangerous conditions occur in October to December prior to good rainfall. This is the season for electrical storms which can easily start fires. The potential for bushfires to start and their intensity is increased following good seasons (good rainfall) as there is then more dry grass to fuel fires.

Distribution: The large fires can effect any part of the Shire as the grass growth (fuel load) is generally uniformly spread throughout the shire.

Population Threatened: 50 Approximately – living on the affected and surrounding properties, however if the fire occurs adjacent to the town more people may be affected.

Frequency/Area: Small fires occur annually (seasonally) typically 2000 hectares.
Large fires occur 10 to 15 years – typically 10,000 hectares.

Secondary Hazards

Loss of wildlife habitat and tourist amenities.
Respiratory complications and eye irritations. Snake bites.

5.10.4 Hazard Name: Earthquake

Hazard Description

Frequency & Intensity: Not significant
There is only a 10% chance that in 50 years, the Acceleration Coefficient will exceed 0.05 (minor).

Secondary Hazards

Road Links, Water, Sewerage.

5.10.5 Description of the Community

Major Industries: Beef Production

Value of Production = \$36.414m Boulia Shire (2022)

Minor Industries: Service industries
Tourism

Employment Opportunities: Regular staff turnover caused by remoteness of area, creates employment opportunities.

Unemployment is 7.5%

What population depends on welfare: Median monthly household income is \$1571 (2021 Census)

Average age of community: 37 years

Children 0-14 = 17%

Adults 25- 64 = 71%

Aged >65 = 7%

All statistics based on 2021 Census

5.10.6 Description of the Built Environment

Buildings

Types of Homes: Timber with metal roofs.

Government Buildings: Timber with metal roofs.

5.10.7 Engineering Lifelines (comment on condition, type, life uses of service)

Boulia	Urandangi
Gas: Nil Electrical: Yes, town generators Telecommunications: Landline, Satellite, mobile Television – Imparja, 7 Central, ABC, SBS Radio - ABC Water Supply: Yes, sub artesian bores (6) Sewerage: CED	Gas: Nil Electrical: Generator 6am - 10pm (water supply only) Telecommunications: Landline, mobile towers Television - Satellite Radio - ABC Water Supply: Sub Artesian bore - Solar pumps (backup generators). Sewerage: septic

5.10.8 Critical Facilities

Boulia	Urandangi
Fuel Depots: ULP, Diesel, Premium	Fuel Depots: ULP, Diesel
Hospitals: Primary Health Centre	Hospitals: N (Clinic room avail)
Aviation Fuel: Y-24 hr card access (June 2021)	Aviation Fuel: N
Airport: 1850 x 30 m Sealed runway	Airport: 1000 x 20 m Sealed runway
Rail: N	Rail: N
Shops: Various outlets	Shops: Nil

5.10.9 Description of Natural Environment eg. Topography

The bulk of Boulia Shire consists of Channel Country, fed by the Georgina, Burke and Hamilton Rivers and their tributaries. There are some rugged rocky hills in the far north of the Shire, and the Toko Range in the southwest, bordering on the Simpson Desert.

5.10.10 Description of Social Environment eg. Community Safety Service Provision, Economics, Culture

The Shire has a total population of 458 spread over an area of 61,200 km². There are two towns, Boulia and Urandangi situated on the banks of the Hamilton and Georgina rivers respectively as they flow south through the Shire with populations of 250 and 20 respectively. The economy and culture of the Shire is based squarely on primary/rural production.

5.11 Community Vulnerability Profile - Vulnerability of People

Flooding poses relatively limited threat to urban and rural areas and people because the development of both areas has historically been based on prudent experience. All people within the Shire are affected by major floods. This effect is mainly on their property and livelihood.

Fire poses a risk even with some stations grading firebreaks for fire management purposes when seasons demand it (ie high fuel for load periods) and as well as to provide emergency exits. The town has similar protection with firebreaks graded on the Town Common. Risk to people is low but more severe for property and live stock.

All residents are considered vulnerable to serious injury or even loss of life in severe storms. This is because residential dwellings, which are the primary places people take shelter in such events, are not built to withstand the wind forces associated with these storms.

All residents are considered vulnerable to serious injury or even loss of life in an earthquake. This is because residential dwellings, which are the primary

places people occupy, are not built to withstand the earthquake forces and could be prone to collapse.

5.12 Affect on People from Specified Impacts

Direct Affect of Flooding

We expect that only a few houses in Boulia will be affected by flooding.

Indirect Affect of Flooding

All residents are affected by:

- a) Shortage of food items
- b) Inability to travel for business or pleasure
- c) Delay in delivery of materials or supplies for business activities
- d) Shutdown of all tourist related business

All of these impacts affect the entire community to varying degrees.

The impact on Boulia is not so great as most of the workforce is employed directly or indirectly by Council.

The financial impact can be significant in the event of an extended flood as work hours are reduced and contractors are stooddown.

Vulnerability Versus Hazard

As discussed earlier there is little relation between vulnerability and hazard.

5.12.1 Vulnerability of Social Structures

Flooding in the Boulia Shire causes isolation of both towns and most rural properties. In long flood events the period of isolation is extended to weeks and months on some properties and this causes psychological hardship to many individuals and the surrounding social structure is tested. While social cohesion is very difficult to measure, more shire residents live at the same address as 5 years ago (45.1%) compared to the whole state (41%). With this stability come a tighter social structure and more cohesion and support.

5.12.2 People With Special Needs

There is a high proportion of elderly people in both towns but in our experience most of these people retain reasonable health and do not make many demands on the community.

A small percentage of the community have special needs and these include but are not limited to:

- Reliance on breathing equipment (electrically dependant).
- Peritoneal kidney dialysis requirements.
- Limited mobility.
- Very elderly living alone.

5.12.3 Vulnerability of Buildings

Building sites have evolved to be relatively flood free thus almost eliminating their vulnerability to flooding. As older buildings are replaced, the number of buildings affected by flooding will decrease.

All buildings are vulnerable to severe storms and bush fires and earthquakes.

5.12.4 Vulnerability of Lifelines

Council Roads are the most vulnerable lifeline during flooding. This is because of their low cost of construction and corresponding low flood immunity. This results in whole or part of the shire being isolated for some days and even weeks and extensive damage to the infrastructure.

Other lifelines, such as electricity and telecommunications are also vulnerable in flood, fire and severe storms. Earthquakes may affect structures such as sewer and water mains.

5.12.5 How Reliable Are Lifelines

The road network can be cut with no notice due to storms and heavy rainfall events. The road network is also extremely vulnerable to flooding from the Georgina River, Burke River, Wills Creek, Hamilton River. When floods occur the roads can be cut up to 6 weeks and in extreme years bypass roads have had to be used for periods up to 2 months after the initial flooding.

Normally the entire Shire is not cut off for more than two weeks.

During the peak of floods the only lifeline to both towns is air transport. In the past charter flights have been required to bring in essential food items. The town of Urandangi has been more vulnerable than Boulia in the past twenty years due to recent rainfall patterns.

5.12.6 Restoration Times Following Flooding

Following flooding many minor creek crossings require repairs and in some cases sections of road need to be re-sheeted to allow access. The roads after heavy rain are not trafficable to trucks for at least two weeks.

Typical restoration times for all types of supplies and fuel would be between two weeks and one month.

5.12.7 Data Speed For Internet, Mobile phones, WiFi and Telephones

Boulia has limited access to data speed if required, ADSL, Ethernet etc. Mobile phone coverage is around 20km radius of the town centre. Satellite phones are used on properties. NBN in Boulia township is being installed 2022-24.

5.12.8 Vulnerability of Critical Facilities

Access to critical facilities such as airports, clinics, bulk storage (fuel/food) etc will be denied to parts of the shire during floodevents.

Damage to or loss of these facilities will impact on the community's ability to recover from the disaster.

5.13 Air Strip Capacity for Boulia and Urandangi

Boulia

Airport codes: BQL YBOU *Type:* regional airport

Scheduled airline service: yes

Latitude: -22.913300 | 22 54.797974 S | S22 54 47

Longitude: 139.899994 | 139 53.999634 E | E139 53 59

Field elevation: 542 ft/165 m MSL

Magnetic variation: 6.4°E

4,180 x 98 ft (1,274 x 30 m) — paved — lighted

Urandangi

Airport codes: YUDG

Type: local airport (light traffic)

Scheduled airline service: no

Latitude: -21.590000 | 21 35.400009 S | S21 35 24

Longitude: 138.358002 | 138 21.480103 E | E138 21 28

3,280 ft (1,000 m) — other (X)

5.14 Medical Services

	Boulia	Urandangi
Hospital bed capacity	2	Nil
Staffed	24 hr nursing	Nil
Emergency supplies	120 people hours	Nil
Medical procedures	Acute & Long term nursing Accident & Emergency Pharmacy	Nil
Emergency power generators	Small	Nil
Special Needs	2%	Nil

Access to critical facilities such as airports, primary health centres, bulk storage (fuel/food) etc will be denied to parts of the shire during flood events.

Damage to or loss of these facilities will impact on the community's ability to recover from the disaster.

It is important to assess which critical facility needs to be able to withstand a major natural disaster and prioritise its upgrading or relocation.

5.15 Vulnerability of Local Economic Production and Employment

The rural economy and hence the employment it creates, relies on rain for its sustainability. It is accepted that in the natural cycle, there also will be floods and droughts.

Vehicle/stock movements are restricted/prevented during flood times. This prevents stock movements to market and prevents tourist movement – both vital to the Shire.

Travellers may still travel by air provided the weather permits such flights and the airports can be accessed and remain useable. While flood bound, permanent employees are engaged on maintenance activities/husbanding of stock threatened by flooding while seasonal workers take a break.

Fires divert resources into fire fighting. Loss of lifelines from severe storms may disrupt the work sufficiently to result in lost worktime

Vulnerability – Other Elements

None

5.16 Part A – Risk Description

LIKELIHOOD		
Level	Descriptor	Description
A	Almost Certain	The event is expected to occur
B	Likely	The event will probably occur
C	Possibly	The event should occur at some time
U	Unlikely	The event could occur at some time
R	Rare	The event may occur only in exceptional circumstances.

CONSEQUENCES		
Level	Descriptor	Description
1	Insignificant	No fatalities; no injuries; low financial loss, little disruption to community; no measurable impact on environment.
2	Minor	Small number of injuries; no fatalities; first aid treatment required; some displacement of people (very short period of time eg. 24 hours); some personal support required; some damage; some disruption (short period of time); small impact on environment with no lasting effects; some financial loss.
3	Moderate	Medical treatment required, no fatalities; some hospitalisation; displacement of people (very short period of time eg. 24 hours); personal support satisfied through local arrangements; localised damage which is rectified by routine arrangements; normal community functioning with some inconvenience; some impact on environment with no long term effect or small impact on environment with long term effect; significant financial loss.
4	Major	Extensive injuries; fatalities; significant hospitalisation; large number displaced (more than 24 hours duration); external resources required for personal support; significant damage that requires external resources; community only partially functioning; some services unavailable; some impact on environment with long term effects; significant financial loss – some financial assistance required.
5	Catastrophic	Large numbers of severe injuries; extended and large numbers requiring hospitalisation; general and widespread displacement for extended duration; significant fatalities; extensive personal support; extensive damage; community unable to function without significant support; significant impact on environment and/or permanent damage; huge financial loss – unable to function without significant support.

CONSEQUENCES					
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	H	H	E	E	E
B Likely	M	H	H	E	E
C Possibly	L	M	H	E	E
D Unlikely	L	L	M	H	E
E Rare	L	L	M	H	H

RISK		
Level	Descriptor	Description
E	Extreme Risk	Immediate action required.
H	High Risk	Senior management attention needed.
M	Moderate Risk	Management responsibility must be specified.
L	Low Risk	Managed by routine procedures.

5.17 Part B – Risk Evaluation

5.17.1 Hazard: Flooding

VULNERABLE ELEMENT	RISK	LIKELIHOOD RATING	CONSEQUENCE RATING	RISK RATING
People	All people in Boulia Shire will be directly affected by flooding.	Almost Certain	Minor	High
Buildings	Some buildings will be flooded above floor level.	Unlikely	Major	High
Environment	Flooding will produce soil degradation, pollution from sewerage ponds flooded and will spread pest plant species.	Almost Certain	Major	Extreme
Business	All businesses in Boulia Shire will be affected by flooding.	Almost Certain	Major	Extreme
Lifelines	Lifelines will suffer damage.	Almost Certain	Catastrophic	Extreme
Critical Facilities	Critical facilities may operate at reduced capacity.	Likely	Minor	High

5.17.2 Hazard: Bush Fires

VULNERABLE ELEMENT	RISK	LIKELIHOOD RATING	CONSEQUENCE RATING	RISK RATING
People	People in Boulia Shire will be directly affected by bush fires.	Possible	Moderate	High
Buildings	Some buildings will be damaged.	Possible	Minor	Moderate
Environment	Bushfires may result in soil degradation.	Possible	Minor	Moderate
Business	Some businesses in Boulia Shire will be affected.	Likely	Moderate	High
Lifelines	Lifelines may suffer damage.	Possible	Moderate	High
Critical Facilities	Critical facilities will be affected.	Likely	Minor	High

5.17.3 Hazard: Severe Storms

VULNERABLE ELEMENT	RISK	LIKELIHOOD RATING	CONSEQUENCE RATING	RISK RATING
People	People in Boulia Shire will be directly affected by severe storms.	Likely	Minor	High
Buildings	Some buildings will be damaged.	Likely	Minor	High
Environment	Flooding from severe storms will produce soil degradation.	Likely	Moderate	High
Business	Businesses in Boulia Shire will be affected by severe storms.	Possible	Minor	Moderate
Lifelines	Lifelines will suffer damage.	Almost Certain	Minor	High
Critical Facilities	Critical facilities may be damaged.	Possible	Minor	Moderate

5.17.4 Hazard: Major Earthquake

VULNERABLE ELEMENT	RISK	LIKELIHOOD RATING	CONSEQUENCE RATING	RISK RATING
People	Severe Earthquakes will directly affect people in Boulia Shire.	Rare	Major	High
Buildings	Severe Earthquakes may collapse buildings.	Rare	Major	High
Environment	No risk			
Business	All business premises in Boulia Shire will be affected by severe earthquake.	Rare	Major	High
Lifelines	Some lifelines will suffer damage.	Rare	Major	High
Critical Facilities	Critical facilities will be affected.	Rare	Major	High

5.18 Identification and Evaluation of Treatment Options

5.18.1 Hazard: Flooding

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
People	All people in Boulia Shire will be directly affected by flooding.	1	<p>Ensure Local Disaster Management Plan is current by re-evaluating risk consequences</p> <p>Conduct a public awareness campaign to ensure residents living in flood prone areas are aware of the risks and the steps needed to be taken in such events</p> <p>Identify flood risk areas in the town plan and regulate development</p> <p>Update and maintain planning maps to display identified flooding risk areas and record on the GIS the homesteads threatened by flooding</p> <p>Establish and maintain a data base containing the GPS coordinates of all property homesteads/rescue sites</p>	<p>A practical and effective measure for risk reduction</p> <p>Annual review of risk communication strategy</p> <p>This measure is essential to identify risk areas and compliments the Council's long term development policies</p> <p>This option is a practical solution to identifying risk areas This would allow GPS equipped rescue aircraft/helicopters to readily locate homesteads isolated by floods</p>
Buildings	Some buildings will be flooded above floor level.	5	<p>Ensure Local Disaster Management Plan is current by re-evaluating risk consequences</p>	<p>A practical and effective measure for risk reduction</p>

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
Environment	Flooding will produce soil degradation, pollution from sewerage ponds flooded and will spread pest plant species.	6	Ensure Pest Management plan is current Continue to review effectiveness of levee around sewage ponds for maintenance issues and useful life.	A practical and effective measure for risk reduction Likely to involve some cost in the future but would reduce the impact on the environment.
Business	All businesses in Boulia Shire will be affected by flooding.	4	Encourage appropriate organisations to formulate an economic response plan to natural disasters	Effective long term strategy
Lifelines	Lifelines will suffer damage.	2	Ensure Local Disaster Management Plan is current for power, communications, water, wastewater, fuel, food. Investigate the Urandangi airport road for inundation Investigate appropriate stretch of straight road that can be used for emergency aircraft landing	A practical and effective measure for risk reduction This information should be readily available This option would need to be discussed with the relevant government agencies.
Road Infrastructure	Transportation of livestock and food supplies.	2	Consider the upgrading of the Mt Isa-Boulia Road as an alternative route when Boulia- Winton Road is impassable Consider identifying the frequently flooded sections of Mt Isa-Boulia Road and prioritise upgrading these sections to a higher flood immunity Conduct an investigation of past DRFA claims to identify the road sections that are most frequently damaged and which result in the highest DRFA claims and obtain a report on the cost to upgrade each section to a higher flood immunity.	This option will need to be discussed with TMR. This option will need to be discussed with TMR This has the potential to greatly reduce the value of future DRFA claims. The cost of the upgrading works will need to be discussed with Government Agencies

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
Critical Facilities	Critical facilities may operate at reduced capacity.	3	Ensure Local Disaster Management Plan is current by re-evaluating risk consequences	A practical and effective measure for risk reduction

5.18.2 Hazard: Bush Fires

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
People	People in Boulia Shire will be directly affected by bush fires.	1	<p>Ensure Local Disaster Management Plan is current by re-evaluating risk consequences</p> <p>Conduct a public awareness campaign to ensure residents living in fire prone areas are aware of the risks and the steps needed to be taken</p> <p>Encourage fuel reduction around residences in fire prone areas</p> <p>Each rural property owner to establish and maintain a network of fire breaks in accordance with the requirements of the Act</p>	<p>A practical and effective measure for risk reduction</p> <p>Review risk communication strategy.</p> <p>Effective and low costA</p> <p>practical and effective measure for risk reduction</p>
Buildings	Some buildings will be damaged.	4	Refer to treatment options for People	Refer to evaluations for People
Environment	Bushfires may result in soil degradation.	6	Refer to treatment options for People	Refer to evaluations for People

Business	Some businesses in Boulia Shire will be affected.	5	Refer to treatment options for People	Refer to evaluations for People
Lifelines	Lifelines may suffer damage.	3	Refer to treatment options for People	Refer to evaluations for People
Critical Facilities	Critical facilities will be affected.	2	Refer to treatment options for People	Refer to evaluations for People

5.18.3 Hazard: Severe Storms

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
People	People in Boulia Shire will be directly affected by severe storms.	1	<p>Ensure Local Disaster Management Plan is current by re-evaluating risk consequences</p> <p>Conduct a public awareness campaign to ensure residents are aware of the risks and the steps needed to be taken in such events</p> <p>Encourage annual pre-storm season clean up by picking up rubbish placed on footpaths</p>	<p>A practical and effective measure for risk reduction</p> <p>A first step may be to develop an effective risk communication strategy</p> <p>Effective and low cost</p>
Buildings	Some buildings will be damaged.	3	<p>Ensure Local Disaster Management Plan is current by re-evaluating risk consequences</p> <p>Identify essential services buildings that are required to withstand severe winds</p> <p>Investigate occurrence of derelict buildings in Boulia and Urandangi town area</p>	<p>A practical and effective measure for risk reduction</p> <p>Would enhance the ability of the community to continue delivery of essential functions</p> <p>Would reduce the risk to the community during a severe storm event.</p>

Environment	Flooding from severe storms will produce soil degradation.	6	No further action required	
Business	Businesses in Boulia Shire will be affected by severe storms.	5	Encourage appropriate organisations to formulate an economic response plan to natural disasters	Effective long term strategy

5.18.4 Hazard: Severe Storms

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
Lifelines	Lifelines will suffer damage.	4	Ensure Local Disaster Management Plan is current for power, communications, water, wastewater, fuel, food, transport systems	A practical and effective measure for risk reduction
Critical Facilities	Critical facilities may be damaged.	2	Ensure Local Disaster Management Plan is current	A practical and effective measure for risk reduction

5.18.5 Hazard: Severe Earthquake

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
People	People in Boulia Shire will be directly affected by earthquake loading.	2	Ensure Local Disaster Management Plan is current by re-evaluating risk consequences Conduct a public awareness campaign to ensure residents are aware of the risks and the steps needed to be taken in such events. Regulate development to comply with earthquake loadings. Establish and maintain a data base containing the GPS coordinates of all property homesteads/rescue sites	A practical and effective measure for risk reduction Review effective risk communication strategy. This measure is essential to comply with the law This would allow GPS equipped rescue aircraft/helicopters to readily locate homesteads

VULNERABLE ELEMENT	RISK	RISK PRIORITY	TREATMENT OPTION	TREATMENT EVALUATION
Buildings	Buildings may collapse under earthquake loading	1	Ensure Local Disaster Management Plan is current by re-evaluating risk consequences Prioritise the upgrade of essential buildings/critical systems to ensure they are immune to highest know earthquake event.	A practical and effective measure for risk reduction. Likely to involve some cost but would enhance the ability of the community to continue delivery of essential functions.
Business	All business premises in Boulia Shire will be affected by a major earthquake.	5	Encourage appropriate organisations to formulate an economic response plan to natural disasters	Effective long term strategy
Lifelines	Some lifelines will suffer damage.	4	Ensure Local Disaster Management Plan is current for power, communications, water, wastewater, fuel, food	A practical and effective measure for risk reduction
Critical Facilities	Critical facilities will be affected.	3	Identify and confirm agreed back up facilities if hospital/ health care facility has to operate at reduced capacity Prioritise the upgrade of essential buildings/critical systems to ensure they are immune to highest know earthquake event	This will ensure that people can still access treatment Likely to involve some cost but would enhance the ability of the community to continue delivery of essential functions

6 Appendix 'A' - Checklist

EACH STAGE OF NATURAL DISASTER RISK MANAGEMENT PROCESS SHOULD BE DOCUMENTED			
6.1 Boulia Shire Council - Checklist	Responsible Officer	Due	Completed – and comments
1. Ensure Local Disaster Management Plan is current	CEO	Jan 2023 Jan 2025	Completed Jan 2023 December 2023
2. Conduct a public awareness campaign in conjunction with the QFES as part of their Disaster Management Plan to ensure residents living in flood prone areas are aware of the risks and steps to be taken in a flood event	CEO/DWO	Dec 2022 Dec 2024	Completed Dec 2022 - 'GET Ready Campaign' Completed Jan 2024 - Flood awareness booklet distributed
3. Conduct a public awareness campaign in conjunction with the QFES as part of their Disaster Management to ensure residents are aware of their responsibility in managing noxious weeds (pests) on their property	DWO/RLPO	Ongoing	Event held in Aug 2022 after spraying of Prickly Acacia Notices to residents regarding Coral Cactus issued Jan 2024
4. Identify flood risk areas in the town plan and regulate development	CEO/TOWN PLANNER/ENG	Annually	Town Planning Scheme adopted in May 2019 - reviewed annually in line with budget adoption.
5. Update and maintain planning maps to display identified flooding risk areas	CEO/TOWN PLANNER/ENG	Annually	Planning maps held and updated.
6. Establish and maintain a database containing the GPS coordinates of all property homesteads/rescue sites	RATES	Ongoing	Data base completed which is reviewed each year. Annual update of contact information for property owners conducted before flood season.
7. Investigate the Urandangi airport road for immunity to inundation	DWO/ENG	Ongoing	Regional Airport Plan completed which will identify all issues surrounding each airport. Road to airport sealed 2019. New survey plan completed Jan 2021
8. Recommend upgrading of Boulia airport for heavy transport aircraft eg Caribou	DWO/ENG	Ongoing	Outback Regional road Group (through RAPAD) are now finalising a Regional Airport Plan which will identify all issues surrounding each airport in the RAPAD area.
9. Encourage annual pre-storm season clean up by picking up rubbish	CSM/TOWN FOREMAN	Annually	Event held annually in Dec with future - 'Get Ready Campaigns'
10. Investigate occurrence of derelict buildings in Boulia and Urandangi	CSM/TOWN FOREMAN	Ongoing	Asset Management review completed March 2021 to identify those buildings to be demolished. Two buildings demolished in 2020. Urandangi Hotel demolished in 2023 due to flood event in Dec 2022
11. Set up a system of permanent watering points (bores) to enable dusty roads to be watered and compacted	DWO/WORKS OVERSEER/ROADS FOREMAN	Ongoing-funding dependant	Bores have been located strategically around the shire with more locations identified.

12. Identify essential services buildings that are able to withstand severe storms	DWO	Completed	Sports Centre, Library, Council office.
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6.2 Local Disaster Management Group	Responsible Officer	Due	Completed – and comments
1. Review the Local Disaster Management and Risk Plan annually Pre-season	Chairperson	Annually/ Pre-season	To be reviewed at the pre-season meeting Oct/Nov annually..
2. Conduct a public awareness campaign to ensure residents are aware of the risks and the steps needed to be take in a severe storm event	Chairperson	Annually/ Pre-season	Event to be held Dec annually - 'Get Ready Campaign' with follow up information on the Council website.
3. Conduct a public awareness campaign to ensure residents living in fire prone areas are aware of the risks and the steps needed to be taken	Chairperson/ Rural Fire	Annually/ Pre-season	Event to be held Dec annually - 'Get Ready Campaign' with follow up information on the Council website.
4. Ensure appropriate notices are issued to warn visitors of safe driving practices during flood and drought periods	Chairperson	Annually/ Pre-season	Boulia Shire has developed two brochures for safe driving and also the location of overtaking lanes on the Boulia/ Winton and Boulia/Mt Isa roads.

6.3 Department of Transport and Mainroads	Responsible Officer	Due	Completed – and comments
1. Consider the identifying the frequently flooded sections of Boulia – Mt Isa Road and prioritise upgrading these sections to a higher flood immunity	ORRTG	Ongoing- funding dependent	Prioritisation of roads is completed through the Outback Regional Roads group for which TMR is a major stakeholder. We have extremely good representation on this group by Stuart Bourne, Consultant engineer, George Bourne and Associates.

6.4 Rural Fire Services	Responsible Officer	Due	Completed by landholders
1. Encourage hazard reduction burns around residences in fire prone areas	QFES	Pre-season	
2. Each rural property owner to establish and maintain a network of fire breaks in accordance with the requirements of the Act	QFES	Pre-season	

END OF DOCUMENT

BOULIA SHIRE COUNCIL – LOCAL DISASTER MANAGEMENT RISK REGISTER 2024-2025
– REVIEWED <insert date>

No	Statement of Disaster Risk and Immediate Consequences	Causation/Source of Risk	Existing Risk Treatments	Effectiveness	Consequence Level	Likelihood	Rating	Residual Risk Rating	Risk Custodian
1	<p>Hazardous materials accident, leading to:</p> <ul style="list-style-type: none"> • Disruption to traffic • Likely injury to people exposed to spill 	<ul style="list-style-type: none"> • Spillage of hazardous materials used in agriculture • Road transport of hazardous materials 	<ul style="list-style-type: none"> • Road closures • Fire brigade availability • Police • SES availability • Council staff availability 	2	Major (4)	Likely (B)	4B	High	LDMG/QFRS
2	<p>Major Road Traffic Accident, resulting in:</p> <ul style="list-style-type: none"> • Loss of life or serious injuries • Road closures • Tourist bus accident • 2-3 major accidents occur per annum 	<p>Accident resulting from:</p> <ul style="list-style-type: none"> • Adverse weather conditions • Excessive speed above design speed • Alcohol influenced driver behaviour • Adverse road conditions following flood damage • Fatigue • Drivers not knowing local conditions and not adhering to road signs. • Poor road fencing keeping animals off the road 	<ul style="list-style-type: none"> • Ambulance available from 0800 to 1700 • (Some) Volunteer ambulance drivers availability after hours • Nurse available in Boulia town • RFDS – helicopter availability • Emergency landing strip on Donohue Highway towards border. 	2	Major (4)	Likely (B)	4B	High	LDMG/QPS

3	<p>Diamantina/Hamilton River flooding (between Boulia and Winton, Boulia and Bedourie), leading to:</p> <ul style="list-style-type: none"> The isolation of towns and properties and the extensive inundation of grazing lands which can last several months in some areas, with road transport disrupted for considerable periods of time. 	<p>The river does not have a well-defined main channel but consists generally of a series of wide relatively shallow channels. Floods normally develop in the headwaters of the Diamantina River and its major tributaries, however, flooding may result from heavy rainfall falling in the middle to lower reaches of the catchment around Diamantina Lakes. Local area rainfalls can be a significant factor throughout these areas.</p> <ul style="list-style-type: none"> Roads to North of Boulia are sealed Roads to South to Bedourie are sealed. Roads to Birdsville and West of Boulia (Donohue Highway) are partially sealed. 	<ul style="list-style-type: none"> North road to Mt Isa has a 4m seal. Airport is constructed above the 1974 flood line Disaster Management Plan (DMP) in place Electronic warning signs installed. Road reports issued to 131940, email blast, Facebook, flyers to businesses and local Councils. 	3	Minor (2)	Likely (B)	2B	Medium	LDMG
4	<p>Georgina River/Burke River (a tributary of Georgina River) flooding the town of Boulia, leading to:</p> <ul style="list-style-type: none"> The isolation of towns and properties and the extensive inundation of grazing lands which can last several months in some 	<ul style="list-style-type: none"> Following flood rains, the main channel fills rapidly and then disperses out into the neighbouring channels and watercourses for kilometres on either side. In the event of severe flooding, the Georgina River can vary in width in the 	<ul style="list-style-type: none"> Flooding would only effect lower end of town & caravan park Boulia airport is on a ridge above the flood plain Ergon power generation plant on high ground in the town. Mt Isa Road is not impassable for more than 24hrs at a time during flooding 	3	Minor(2)	Likely(B)	2B	Medium	LDMG

	areas. Road transport is disrupted for long periods.	<p>upper reaches from 15 to 20 kilometres, and in the lower reaches it is estimated in some sections to be 25 to 30 kilometres wide.</p> <ul style="list-style-type: none"> No levee banks protecting the town of Boulia Roads to East and North of Boulia are sealed Roads to South of Boulia are partially sealed. 	<ul style="list-style-type: none"> Fuel depots exist in Boulia Road reports issued to 131940, email blast, Facebook, flyers to businesses and local Councils 						
5	<p>Flooding west of Boulia (including Urandangi), leading to:</p> <ul style="list-style-type: none"> The isolation of towns and properties and the extensive inundation of grazing lands which can last several months in some areas. Road transport is disrupted for long periods. 	<ul style="list-style-type: none"> Flooding due to heavy rainfall – North road partially sealed other access roads are not sealed Tourists ignore road signage including road closures (all areas) Road accidents as a result of driving on flood affected roads 	<ul style="list-style-type: none"> Stations retain stock of food and water Many stations have helicopters Road reports issued to 131940, email blast, Facebook, flyers to businesses and local Councils Signs on roads showing conditions updated regularly 	3	Minor (2)	Almost certain (A)	2A	Medium	LDMG
6	<p>Flooding south of Boulia towards Bedourie, leading to:</p> <ul style="list-style-type: none"> The isolation of towns and properties and the extensive inundation of 	<ul style="list-style-type: none"> Flooding due to heavy rainfall – road sealed Tourists ignore road signage (all areas) Road accidents 	<ul style="list-style-type: none"> Stations retain food and other essential stocks Many stations have helicopters Road reports issued to 131940, email blast, 	3	Minor (2)	Almost certain (A)	2A	Medium	LDMG

	grazing lands which can last several months in some areas. Road transport is disrupted for long periods.		Facebook, flyers to businesses and local Councils <ul style="list-style-type: none"> Signs on roads showing conditions updated 						
7	Rural fires (bush and grass), leading to injury or death and damage to State and Council Assets and/or private property.	<ul style="list-style-type: none"> Prolonged drought, high temperatures in summer, high winds Lighting strike Arson 	<ul style="list-style-type: none"> 3 x Rural fire brigades (Urandangi (<i>Council staff only</i>), Kallala, Boulia) (Boulia divided into 3 zones) Bushfire Risk Analysis for Boulia SC indicates limited Medium Risk and no High Risk areas Limited Fire Wardens – irregular meeting and training opportunities Fire equipment available at stations in Boulia 	2	Moderate (3)	Likely (B)	3B	Medium	LDMG/QFRS
8	Fire – major residential or commercial (more than one building or involving hazardous materials), leading to property and/or personal damage and injury or death	<ul style="list-style-type: none"> Electrical fault Arson Lighting strike Inadequate fire brigade staffing Susceptibility of caravan parks to fire 	<ul style="list-style-type: none"> Fire truck available in Boulia, but not Urandangi Houses are well separated so that fires readily contained Not much fuel/grass in town Limited Fire training occurs due to low membership – is combined with SES members. 	3	Moderate (3)	Likely (B)	3B	Medium	LDMG/QFRS
9	Pandemic, from flood or natural causes resulting in death or disease to large numbers of people (eg Swine Flu)	<ul style="list-style-type: none"> Disease transmitted by visitors Disease transmitted via water supply Lack of emergency staff to respond (as they will also be impacted) 	<ul style="list-style-type: none"> Staffed Clinic/nurse Access to RFDS Information via email blast, Facebook, flyers etc 	2	Major (4)	Unlikely (D)	4D	Medium	Queensland Health/BSC

		<ul style="list-style-type: none"> Reduced access due to quarantine restrictions 							
10	<p>Severe dust storms resulting in:</p> <ul style="list-style-type: none"> Loss of life or serious injuries Extensive damage to property. 	<ul style="list-style-type: none"> High winds during dry seasons causing damage to property Loose items/debris lying around driven in to buildings and people causing injury and damage. 	<ul style="list-style-type: none"> Building codes to minimise dust intrusion Public education - clean up conducted each December. 	2	Moderate (3)	Likely (B)	3B	Medium	LDMG/SES
11	<p>Aircraft accident causing:</p> <ul style="list-style-type: none"> Loss of life or serious injuries Extensive damage to property 	<ul style="list-style-type: none"> Repeater aircraft fly in and out of Boulia weekly. Cattle mustering helicopters fly at low heights 	<ul style="list-style-type: none"> Airport emergency exercises are conducted biennially (every two years). Airport manual 	3	Major (4)	Rare(E)	4E	Medium	LDMG
12	<p>Severe storms, leading to:</p> <ul style="list-style-type: none"> Significant disruption to infrastructure and services Damage to Council Assets and/or private property Injury resulting from flying debris, falling trees, power lines, etc 	<ul style="list-style-type: none"> Summer thunderstorm activity (wind, hail, heavy rainfall), leading to: Damage to infrastructure (roads, power lines, telecommunications) Damage to public and private buildings, including loss of roofs 	<ul style="list-style-type: none"> Building codes to minimise the likelihood of storm damage Availability of emergency power generators in Boulia but not Urandangi. Generators available for water delivery pumps in Urandangi. 	3	Minor(2)	Rare (E)	2E	Low	LDMG
13	<p>Earthquake, leading to:</p> <ul style="list-style-type: none"> Building collapse Death or injury to occupants Collapse of bridges and 	<ul style="list-style-type: none"> Seismic activity that is difficult to predict: Note: AGSO states that highest hazard region is along east coast of Qld. Earthquakes with potential to cause 	<ul style="list-style-type: none"> Building codes to limit damage Mainly timber structures No high rise buildings Good communication system 	3	Insignificant (1)	Moderate (C)	1C	Low	LDMG

	<p>other infrastructure, water supply and sewage systems</p> <ul style="list-style-type: none"> Roadway deformation, leading to traffic accidents 	<p>serious damage (ML >5) have occurred on average about every 5 years in last 100 years</p> <ul style="list-style-type: none"> Little or no warning likely 	<ul style="list-style-type: none"> Seismic monitoring system is at the airport. 						
14	<p>Animal and plant disease (eg Avian Flu), leading to crop and stock losses</p>	<ul style="list-style-type: none"> Importation of infected plants and/or animals Lack of access due to quarantine restrictions 	<ul style="list-style-type: none"> Effective quarantine system Good communication 	2	Moderate (3)	Rare(E)	3E	Low	LDMG/DPI

ASSESSING THE RISK IN TERMS OF LIKELIHOOD AND CONSEQUENCE

Assessing Risk

Risk is assessed based on the likelihood of the risk occurring and the consequence to Council, communities, individuals and other should the risk actually occur.

The **likelihood** of a risk is to be assessed as being:

	Level	Description
A	Almost certain	Almost certain, Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

The **consequence** of a risk is to be assessed as being:

	Level	Description
1	Insignificant	<ul style="list-style-type: none"> No Injuries Low financial loss
2	Minor	<ul style="list-style-type: none"> Minor First Aid treatment Medium financial loss Release immediately contained
3	Moderate	<ul style="list-style-type: none"> Moderate Medical treatment required High financial loss on site Release contained with outside assistance
4	Major	<ul style="list-style-type: none"> Major Extensive injuries Major financial loss off-site Release with no detrimental effects
5	Catastrophic	<ul style="list-style-type: none"> Death Huge financial loss Toxic release off site

The combination of Likelihood and Consequence is scored according to the combination box below.

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

Defining the Scoring - Thresholds of Risk

The following are the default Risk Thresholds for the Boulia Shire Council, Local Disaster Management Group along with associated mitigation strategy for that Threshold:

- **Level 1-2 Risk Threshold** within the above table – record the Risk, monitor its status and reassess every six months;
- **Level 3 Risk Threshold** – develop a Risk Management Plan, monitor the Risk and reassess every month as the Council is reasonably exposed;
- **Level 4 Risk Threshold** – develop a Risk Management Plan, plan to mitigate the Risk, ensure strategies and resources are in place to remedy any consequence, monitor the Risk and reassess on activity as Council is highly exposed; and
- **Level 5 Risk Threshold** - actively resolve the Risk as Council is extremely exposed.

The application of one of the above should result in some level of risk mitigation and this should be recorded in the Risk Register to reflect the level of action taken or in some cases the inability to implement a fully effective mitigation strategy.

The residual risk remaining should be recorded and reviewed on a regular basis. For example, the application of a risk mitigation strategy may not have resulted in the risk almost being resolved but the risk still needs to be monitored, the residual risk would be 'low and monitoring'.

The risk condition state of 'low and monitoring' should be recorded in the Register of Risks to ensure that the risk continues to be reviewed and reassessed on a regular basis.

TITLE:	Boulia Town Water Supply - investigations into future supply	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

RISK MANAGEMENT:

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

PURPOSE:

To present to Council progressions made in investigations on the future water supply of the Boulia township.

CONTENT:

Council have identified the need to investigate potential future water supply sources for the Boulia township to help ensure an ongoing effective, sustainable and environmentally sound water supply into the future for our growing community.

Council currently abstracts groundwater for the Boulia town water supply from four sub artesian bores, each located within the general town limits, and each completed in and drawing water from the Longsight Sandstone at 60-80m depth. The Longsight Sandstone is a member of the Hooray Aquifer Group of the Great Artesian Basin (GAB). Boulia is located on the western margin of the GAB, within the Northern Eromanga sub-basin.

In previous future planning discussions, Council has raised the idea of exploring the possibility of strengthening the town's future water supply through the GAB. To accurately determine this possibility further, Ground & Water Australia Pty Ltd (GWA) was engaged to investigate, and a preliminary discussion regarding Council's needs was held with Mr Chris Dickinson from Ground & Water Australia at the November 2023 Ordinary Council meeting.

Mr Dickinson has subsequently produced a *Great Artesian Basin - Artesian Supply Options Assessment* along with a *Rapid Assessment of Near-Town Sub Artesian Water Supply Options* and a proposal should Council wish to consider further assessment of Non-GAB, Near-Town Groundwater Supply Options. Due to the confidential nature of these commercial documents, they are currently not available for public view (closed under *Local Government Regulation 2012* section 254J (3)(g)). Councillors are able to view these in the Councillor Bigtincan Portal.

The Target Summary section of the GAB Artesian Supply Options Assessment noted:

To reach artesian conditions both targets will require a substantial pipeline and reticulation system to deliver water to town. Data indicates there may be areas of improved water quality however it is not likely that such improvement will bring significant improvement to the current water treatment requirements.

In the *Rapid Assessment of Near-Town Sub Artesian Water Supply Options*, it was noted that the identified zone may represent an area of potential improved water quality from that of the Longsight Sandstone, <10km from the town.

The proposal was then developed as an outcome of the review of GAB source aquifers as shallower systems with potentially better groundwater quality than the current supply aquifer (Longsight Sandstone) may exist within reasonable distance of the town.

The above mentioned notes are a very high level summary of the information provided by GWA. The information is very comprehensive and there is much to consider. The resolution to solving any future water supply problems is not simple.

It is recommended that Council consider the proposal to further assess Non-GAB, Near-Town Groundwater Supply Options in order for Council to be able to better establish what potential water sources, with enough supply, may be available in the future.

Consideration will need to be given to the following in the assessment process:

- Ownership/leasehold of the land where the bore may be located.
- Potential impacts on the bore for the landholder
- Whole of life costs for the infrastructure required for the water to be delivered from the bore to the town proper.
- Whole of life costs in comparison for the pumping of water long term as opposed to an independent water treatment plant.

CONSULTATION: Ground & Water Australia Pty Ltd

GOVERNANCE IMPLICATIONS:

Local Government Regulation 2012, Boulia Shire Council Corporate Plan and Operational Plan.

RECOMMENDATION:

That Council approve/reject the proposal (GWA reference PR23-33b) to further assess Non-GAB, Near-Town Groundwater Supply Options submitted by Ground & Water Australia Pty Ltd.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - 1. Report Ref J 231701 Boulia Town Water Supply Artesian Options - draft [11.2.4.1 - 22 pages]
2. CONFIDENTIAL REDACTED - 2 Rapid Assessment of Near Town Sub Artesian Water Supply Options [11.2.4.2 - 4 pages]
3. CONFIDENTIAL REDACTED - 3. 240129 P R 23-33 b BSC Boulia TWS PROPOSAL non GAB [11.2.4.3 - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Environmental Health Officer Staff Sharing Arrangement	DOC REF: 11.2.5
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development - A sustainable local economy
 3.2: Support local business and advocate for the region
 3.2.2: Actively support networks and partnerships between local businesses, industry groups, relevant organisations and State and Federal government

Key Priority 4: Caring for the environment
 4.1: Well managed
 4.1.3: Provide a safe and pleasant environment for families to live and work

RISK MANAGEMENT:

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

PURPOSE:

To provide to Council an update on the engagement of a shared Environmental Health Officer.

CONTENT:

The Environmental Health Officer (EHO) role covers such functions as food licencing and inspections, environmental policies and procedures and public health. For some time, this consultancy service has been outsourced by Council and has been completed by Mr Tony Goldsworthy. Mr Goldsworthy has retired but has been supporting Council on an ad hoc basis for the past 10 months until we have been able to recruit a new officer.

Recruitment for a new EHO has been conducted under the RAPAD group, with the idea that the new EHO would be a staff-sharing arrangement between all the Councils within the RAPAD group (Blackall-Tambo Regional Council, Barcaldine Regional Council, Barcoo Shire Council, Boulia Shire Council, Diamantina Shire Council, Longreach Regional Council, Winton Shire Council). The successful applicant was Mr Wesley Phillips who has now been engaged and will be based in Blackall.

To ensure a clear and transparent understanding of framework for the shared utilisation of the EHO, a Memorandum of Understanding (MOU) has been established and is attached to this report for Council's information.

CONSULTATION: RAPAD Group

GOVERNANCE IMPLICATIONS: Compliance with the MOU

RECOMMENDATION:

That the Environmental Health Officer Staff Sharing Arrangement Report be received for information.

ATTACHMENTS:

1. MOU - Shared EHO [11.2.5.1 - 4 pages]

Chief Executive Officer	Ms Lynn Moore
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Blackall-Tambo **Regional Council**

Memorandum of Understanding (MOU)

Blackall-Tambo Regional Council

&

Boulia Shire Council

Barcaldine Regional Council

Barcoo Shire Council

Diamantina Shire Council

Longreach Regional Council

Winton Shire Council



This Memorandum of Understanding (MOU) is entered into by and between Blackall-Tambo Regional Council, Barcaldine Regional Council, Barcoo Shire Council, Boulia Shire Council, Diamantina Shire Council, Longreach Regional Council, Winton Shire Council, collectively referred to as the “Parties”.

PURPOSE:

The purpose of this MOU is to establish a framework for the shared utilisation of an Environmental Health Officer (EHO) in accordance with the terms and conditions outlined herein.

TERMS AND CONDITIONS:

1. Position and Responsibilities

The staff member to be shared is Wesley Phillips, currently holding the position of Environmental Health Officer. The responsibilities during the shared period will include:

- Develop, monitor and review the environmental policies and procedures for each Council;
- Liaise with government departments and auditors to ensure compliance with all relevant legislation;
- Coordinate and undertake public health promotion activity and education programs;
- Conduct inspections to assess the compliance of registered food premises with the Food Act and other relevant legislation;
- Provide expert advice about public and environmental health matter to senior management of Council, other Council departments, registered premises proprietors, local businesses and industries;
- Plan and implement actions to combat illegal dumping;
- Respond to customer complaints regarding public health issues;
- Initiate, develop and implement mosquito control measures and strategies;
- Conduct water quality monitoring and testing;
- Prepare and provide monthly reports;
- Other associated duties as directed.

The responsibilities may vary for each Council to meet the requirements of that Council.

2. Duration

The staff-sharing arrangement will commence on 22 January 2024 and shall remain in effect until terminated by any of the Parties in accordance with the terms herein.

3. Financial Arrangement

The cost of the EHO salary and vehicle will be split as follows:

21% each – Longreach Regional Council, Barcaldine Regional Council, Blackall-Tambo Regional Council

13% - Winton Shire Council

8% each – Barcoo Shire Council, Boulia Shire Council, Diamantina Shire Council

Blackall-Tambo Regional Council will supply the additional items:

- Rental of housing in Blackall inclusive of any furnishings;
- Mobile phone;



- Computer;
- Uniform;
- Office;
- Motor vehicle.

4. Responsibilities

Each Party shall be responsible for the provision of ID cards and letter of authority.

Each Party shall be responsible for the provision of accommodation and associated costs when the EHO is in their Council area.

5. Supervision and Reporting

The EHO will be responsible and report to the Chief Executive Officer of each Council for matters relating to that Council.

The EHO will report to the Chief Executive Officer of Blackall-Tambo Regional Council for matters relating to the contract of employment.

6. Disputes

For the purpose of this clause, a dispute will have arisen when either party gives notice in writing to that effect to the other party.

The parties agree to attempt to settle any dispute arising in relation to this MOU in good faith, by negotiation or mediation.



EXECUTION

Signed by the parties on the dates set out below:

Executed as an agreement by:

_____ Signed for and on behalf of Blackall- Tambo Regional Council	_____ Date
_____ Signed for and on behalf of Barcaldine Regional Council	_____ Date
_____ Signed for and on behalf of Barcoo Shire Council	_____ Date
 _____ Signed for and on behalf of Boulia Shire Council	7/2/2024 _____ Date
_____ Signed for and on behalf of Diamantina Shire Council	_____ Date
_____ Signed for and on behalf of Longreach Regional Council	_____ Date
_____ Signed for and on behalf of Winton Shire Council	_____ Date

TITLE:	Updates to Policy 151 - Model Meeting Procedures and Standing Orders Policy	DOC REF: 11.2.6
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

To present to Council updates to policy 151 - Model Meeting Procedures and Standing Orders Policy.

CONTENT:

The *Local Government Act 2009* (LGA) prescribes that all Councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures. The Department of State Housing, Local Government, Planning and Public Work's (the department) issues best practice examples of both the MMP and the Standing Orders that Councils are able to adopt or incorporate into their MMP and Standing Orders policies.

At the September 2023 Council Meeting, following updates in the Department's best practice examples, Council's MMP and Standing Orders policies were reviewed and it was found that our two documents could be combined in order to create a clearer overview of model meeting procedures and standing orders for Councillors and staff. The combined policy version was subsequently adopted (policy 151 - Model Meeting Procedures and Standing Orders Policy).

Council has received notification from the Department that the *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023* passed through parliament on Wednesday 16 November 2023, introducing new amendments relating to the model meeting procedures in relation to Council investigations and other matters.

Key amendments made to the model meeting procedures are advised to be as follows:

- *The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to local governments by the Office of the Independent Assessor (IOA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.*
- *A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.*
- *When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be*

included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)

- *A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.*
- *Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act or another Act provides that the local government must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.*
- *Unsuitable meeting conduct by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.*
- *If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the local government is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.*

Council's policy 151 - Model Meeting Procedures and Standing Orders Policy has therefore been reviewed and is attached for Council's consideration (proposed changes to be made are highlighted in yellow).

CONSULTATION:

Correspondence received from the Department of Housing, Local Government, Planning and Public Works.

GOVERNANCE IMPLICATIONS:

Policy 151 is required to be compliant with the *Local Government Act 2009, Local Government Regulation 2012* and the *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023*.

RECOMMENDATION:

That policy 151 - Model Meeting Procedures and Standing Orders Policy be adopted as presented.

ATTACHMENTS:

1. DRAFT 151 Model Meeting Procedures and Standing Orders Polic [11.2.6.1 - 31 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Model Meeting Procedures and Standing Orders Policy

Category:	Policy
Policy Number:	151
Document Version:	2
Obsolete Version:	20th January 2023 - 22 nd September 2023
Keyword Classification:	Model Meeting Procedures, Standing Orders
Summary:	To set out certain procedures and written rules to ensure the Local Government principles are reflected in the conduct of Local Government meetings and committee meetings.
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) Policy 129 - Councillor Code of Conduct Policy 146 - Code of Conduct Policy 150 - Investigation Policy
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer (CEO)
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Acquisition of Land Act 1967 Information Privacy Act 2009

Contents

MODEL MEETING PROCEDURES	4
PROCESSES	4
1 DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING	4
2 PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING	6
3 DEALING WITH SUSPECTED INAPPROPRIATE CONDUCT REFERRED TO COUNCIL MEETING PROCEDURES FOR DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN REFERRED TO COUNCIL BY THE INDEPENDENT ASSESSOR	7
4 PRESCRIBED CONFLICT OF INTEREST	10
5 DECLARABLE CONFLICT OF INTEREST	11
6 REPORTING A SUSPECTED CONFLICT OF INTEREST AND RECORDING CONFLICTS OF INTEREST	14
7 CLOSED MEETINGS	15
STANDING ORDERS	17
8 INTRODUCTION	17
PROCEDURES FOR MEETINGS OF COUNCIL	17
9 PRESIDING OFFICER	17
10 ORDER OF BUSINESS	17
11 AGENDAS	18
12 MATTERS/MOTIONS WITH DUE NOTICE	19
13 SPECIAL MEETING	19
14 FLYING MOTION (ALSO KNOWN AS FLYING MINUTE OR CIRCULAR MOTION) ..	19
15 BUSINESS ARISING INCLUDING GENERAL BUSINESS	20
16 MAYORAL MINUTE	20
17 PETITIONS	21
18 DEPUTATIONS	21
MOTIONS	22
19 MOTION TO BE MOVED	22

20	ABSENCE OF MOVER OF MOTION	22
21	MOTION TO BE SECONDED	22
22	AMENDMENT OF MOTION	23
23	SPEAKING TO MOTIONS AND AMENDMENTS	23
24	METHOD OF TAKING VOTE	24
25	WITHDRAWING A MOTION	24
26	REPEALING OR AMENDING RESOLUTIONS	24
27	PROCEDURAL MOTIONS.....	24
28	POINT OF ORDER.....	26
29	CONDUCT DURING MEETINGS	26
30	QUESTIONS WITHOUT NOTICE.....	27
	MAINTENANCE OF GOOD ORDER	27
31	DISORDER	27
	ATTENDANCE AND NON-ATTENDANCE.....	27
32	ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS.....	27
33	QUORUM AND LOSS OF A QUORUM.....	28
34	PUBLIC PARTICIPATION AT MEETINGS	29
35	TELECONFERENCING OF MEETINGS.....	29
	DICTIONARY	30

MODEL MEETING PROCEDURES

The purpose of Model Meeting Procedures is to set out certain procedures to ensure all the Local Government principles are reflected in the conduct of Local Government (Council), advisory and standing committee meetings as defined in the *Local Government Act 2009* (LGA) and *Local Government Regulation 2012* (LGR). However, model meeting procedures do not apply to meetings of the Council's Audit Committee.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to deal with the conduct of Councillors, conflict of interest of Councillors, loss of quorum and closed meetings.

Local government Council meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by, the **local government Council**
- Ethical and legal behaviour of Councillors, **local government Council** employees and Councillor advisors.

As required under section 150F of the LGA, this document sets out:

- The process for how a Chairperson of a **Local Government Council** meeting may deal with **instances of unsuitable meeting conduct by a Councillors**.
- **The process for how the Councillors at a Council meeting may deal with unsuitable meeting conduct by the Chairperson.**
- The process for how **suspected inappropriate conduct of a Councillor a suspected conduct breach by a Councillor, that is referred to the local government Council by the Independent Assessor (IA) is to** must be dealt with at a Council meeting.
- the processes for dealing with **conflicts of interests and recording them. a conflict of interest (COI) arising during a Council meeting and recording the COI in the minutes of the meeting.**
- **the process for dealing with a loss of quorum due to the number of Councillors with a COI.**
- **procedures for closed meetings closing Council meetings to the public.**

PROCESSES

1 DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioral standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable **meeting** conduct by a Councillor **in a meeting**, the following procedures must be followed:

1.1 The Chairperson must reasonably believe that the conduct of a Councillor during a meeting is unsuitable meeting conduct.

1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson

may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to 1.7 for the steps to be taken the Chairperson can make an order in relation to the conduct under 1.7 below.

- 1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - Ceasing and refraining from exhibiting unsuitable meeting conduct
 - Apologising for their conduct
 - Withdrawing their ~~conduct~~ comments
- 1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order for unsuitable meeting conduct being issued could result in an order being issued.
- 1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial actions, or the Chairperson decides that a warning is not appropriate under 1.5, the Chairperson may make one or more of the orders below:
 - An order reprimanding the Councillor for the conduct.
 - An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting (section 150I(2)(b) of the LGA).
- 1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed (section 150I(2)(c) of the LGA).
- 1.9 Following the completion of the meeting, the Chairperson must ensure:
 - Details of any order issued is recorded in the minutes of the meeting (section 150I(3) of the LGA).
 - If it is the third or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council as a suspected inappropriate conduct breach. If the conduct of a Councillor at the meeting becomes inappropriate a conduct breach, in accordance with section 150J of the LGA, it is not required to be notified to the Independent Assessor and may be dealt with under section 150AG of the LGA at the next Council meeting. and it is a conduct breach under section 150K(2)(b) and (3) of the LGA, Council is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next Council meeting.

- The Council's CEO is advised to ensure details of any order made must be updated in the Council's Councillor Conduct Register.

1.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

1.11 The Chairperson of a meeting is carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where the Chairperson behaves inappropriately in the meeting this involves a serious breach of trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

2 PROCESS FOR DEALING WITH UNSUITABLE MEETING CONDUCT BY A CHAIRPERSON IN A MEETING

2.1 If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor will raise the matter in the meeting by point of order.

2.2 The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

2.3 The Chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the Chairperson wishes to remain in the meeting, the eligible Councillors must make a decision and follow the procedures set out in part 5 below.

2.4 For the debate and vote on the motion, a Councillor other than the Councillor that moved the motion, is to act as the Chairperson.

2.5 If the original Chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible Councillors, they can put forward their reasoning about their conduct, and respond to questions through the Chairperson from the eligible Councillors.

2.6 The acting Chairperson of the meeting will preside over the meeting while the Councillors present at the meeting vote on whether the Chairperson has engaged in unsuitable meeting conduct (the acting Chairperson will have a casting vote on the resolution if required).

2.7 If it is decided that the Chairperson has engaged in unsuitable meeting conduct the Councillors can make an order reprimanding the Chairperson for the conduct.

2.8 Once the Councillors make a decision, the Chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting Chairperson.

2.9 The Chairperson then resumes the role of Chairperson, and the meeting continues.

Details of any reprimand order is recorded in the minutes of the meeting. Council's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the Council's Councillor conduct register.

For conduct of a Chairperson at Council meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the Chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a Councillor, including a Chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, Council is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next Council meeting.

3 DEALING WITH SUSPECTED INAPPROPRIATE CONDUCT REFERRED TO COUNCIL MEETING PROCEDURES FOR DEALING WITH A SUSPECTED CONDUCT BREACH INCLUDING THAT WHICH HAS BEEN REFERRED TO COUNCIL BY THE INDEPENDENT ASSESSOR

3.1 Pursuant to Chapter 5A, Part 3, Division 5 of the LGA, after receiving a referral by the Independent Assessor (IA) or under paragraph 1.9 of this document of inappropriate conduct or an instance of suspected inappropriate conduct, the Council must complete an investigation into the alleged conduct. The investigation must be conducted in a way that is consistent with the local government's investigation policy including:

- consistent with any recommendations from the IA, or
- in another way decided by resolution of the Council

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the Council. The assessor refers the Councillor's suspected conduct breach to the Council by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the Code of Conduct for Councillors, or a policy, procedure or resolution of Council; or the conduct contravenes an order of the Chairperson of a Council meeting for the Councillor to leave and stay away from the place at which the meeting is being held.

3.2 In relation to matters referred by the IA to Council, Council may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the Councillor vacates or has vacated their office as a Councillor.

Note: The Council investigation must be conducted in a way that is consistent with the Council's investigation policy. An investigation report must be prepared to assist the Councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

3.3 After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in inappropriate conduct a conduct breach, unless in accordance with section 150AG of the LGA it has delegated responsibility for this decision to the Mayor under section 257(2)(a) or to a standing committee, section 257(2)(b) of the LGA.

3.4 When dealing with an instance of a suspected inappropriate conduct breach which has been referred to Council by the IA:

- the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct deciding the outcome of an investigation of a suspected conduct breach in an open meeting of Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the LGR to discuss the allegation. requires debate Council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the Local Government Regulation (LGR) section 254J. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
- Where Council makes a decision about a conduct breach matter at a Council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under the LGR section 254H.
- The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the closed meeting (unless Council decides otherwise), during a the debate about whether the Councillor engaged in the inappropriate conduct the investigation report and answer questions put to the subject Councillor by through the Chairperson to assist the other Councillors in making a decision in relation to the evidence or written submission provided by the Councillor to Council. This permission to remain in the meeting for the debate is on

~~the condition that~~ The subject Councillor ~~who has a declarable conflict~~ must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in ~~inappropriate a~~ conduct ~~breach~~ and what, if any, penalty to impose if the Councillor is found to have engaged in a ~~inappropriate~~ conduct ~~breach~~.

- If the complainant is a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter the other ~~eligible~~ Councillors ~~(who do not have a COI in the matter)~~ must decide how to deal with the conflict of interest under ~~section 5~~ of this document. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- After making a decision under section 150AG of the LGA, Council must make the full investigation report publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a Councillor or the CEO of the Council if they were complainants, or any Councillor who declared a COI in the matter.

3.5 ~~The Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct.~~ If the Council has lost quorum due to the number of conflicted Councillors or another reason, ~~the local government Council~~ must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the Mayor or a standing committee, whichever is the most appropriate in the circumstances or
- decide, by resolution, to defer the matter to a later meeting ~~when a quorum will be present,~~ or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter ~~unless this Act or another Act provides that Council must decide the matter. Council cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted Councillors may apply to the Minister for permission to participate in the decision.~~

3.6 If a decision is reached that the subject Councillor has engaged in a ~~inappropriate~~ conduct ~~breach~~, the Councillors must decide what penalty or penalties from the orders detailed ~~below in this document,~~ if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that ~~Council~~ is reasonably satisfied is true.

3.7 The Council may order that no action be taken against the Councillor or make one or more of the following:

- An order that the Councillor make a public ~~admission that the Councillor has engaged in inappropriate conduct~~ apology, in the way decided by the Council
- An order reprimanding the Councillor for the conduct ~~breach~~
- An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense

- An order that the Councillor be excluded from a stated Council meeting
 - An order that the Councillor is removed, or must resign, from a position representing Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or committee
 - An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
 - An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct breach.
- 3.8 In relation to a person who is no longer a Councillor, a Council may not make an order that the former Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future. Council may not make an order in relation to a person who has vacated their office as a Councillor.
- 3.9 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made and the Chairperson must advise them of the decision made by Council and if relevant any orders they have made by resolution.
- 3.10 The Council must ensure the meeting minutes reflect the resolution made the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

4 PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council, standing or advisory committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 4.1 A Councillor who has notified the Chief Executive Officer (CEO) in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.
- 4.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 4.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
- if the conflict arises because of a gift, loan or contract, the value of the gift, loan or contract

- If the conflict arises because of an application ~~or submission~~ for which a ~~submission has been made~~, the matters of the subject of the application ~~or and~~ submission
- The name of any entity other than the Councillor that has an interest in the matter
- The nature of the Councillor's relationship with the entity that has an interest in a matter
- Details of the Councillor's and any other entity's interest in the matter.

4.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister ~~for Local Government (the Minister)~~ to participate in ~~deciding~~ the matter ~~including participating in the discussion and the vote~~.

~~Ministerial approval may be obtained when a quorum is lost due to the number of Councillors with a conflict of interest in the matter, and the matter cannot be delegated. The Councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.~~

~~The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.~~

4.5 Once the Councillor has ~~either~~ left the area where the meeting is being conducted ~~or remains in the meeting under ministerial approval~~, the Council can continue discussing and deciding on the matter at hand. ~~However, if the prescribed conflict of interest was reported to the meeting by a Councillor other than the subject Councillor, then the Councillor must disclose their belief or suspicion to the Chairperson and the processes (duty to report another Councillors conflict of interest under section 150EW of the LGA) will apply. If the Councillor with the suspected conflict of interest considers there is no conflict of interest then the eligible Councillors must make a decision whether or not the subject Councillor has a prescribed conflict of interest under 150EX(2) of the LGA.~~

5 DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than interests ~~that are not declarable conflicts of interest~~ prescribed under section 150EO of the LGA and ordinary business matters prescribed under section 150EF of the LGA).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the other Councillors may disclose their belief or suspicion to the Chairperson and the processes under section 150EW of the LGA will apply. The eligible Councillors must then make a decision under section 150EX(2) of the

LGA.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 5.1 A Councillor who has notified the CEO **in writing** of a declarable conflict of interest in a matter to be discussed at a **Council** meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a **Council** meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 5.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following **minimum** details must be provided:
 - the nature of the declarable conflict of interest.
 - if it arises because of the Councillor's relationship with a related party:
 - the name of the related party to the Councillor;
 - the nature of the relationship of the related party to the Councillor; and
 - the nature of the related party's interests in the matter.
 - If it arises because of a gift or loan from another person to the Councillor or a related party:
 - the name of the other person;
 - the nature of the relationship of the other person to the Councillor or related party;
 - the nature of the other person's interest in the matter;
 - the value of the gift or loan and the date the gift or loan was made.
- 5.4 After a Councillor has declared a declarable conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate or they would have reasons why their participation would improve making the decision in the public interest.
- 5.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA.
- 5.6 The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the **place of the** meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor

must comply with any decision or condition imposed by the eligible Councillors. The Councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.

- 5.7 In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA. If there is a single eligible Councillor deciding, then a seconder for the resolution is not required. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 5.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 5.9 When deciding whether a Councillor may participate in the decision making on a matter in which the Councillor has a declarable conflict of interest, the eligible Councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the Councillor in the deliberation affect the public trust;
 - how close or remote is the Councillor's relationship to the related party;
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
 - will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
 - how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
 - how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting;
 - whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 5.10 If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.
- 5.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the

eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a **Council** meeting about the same matter e.g. workshops.

- 5.12 In making the decision about the Councillor's conflict of interest in a matter, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 5.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA.

6 REPORTING A SUSPECTED CONFLICT OF INTEREST AND RECORDING CONFLICTS OF INTEREST

- 6.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor who believes or suspects this must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 6.2 The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above for prescribed and declarable conflicts of interest.
- 6.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 6.4 The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have any conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillors participation.
- 6.5 If the eligible Councillors at the meeting cannot make a decision, about whether a Councillor has a declarable conflict of interest under section 150ER of the LGA, or whether the Councillor may or may not participate in the decision despite the subject Councillors declarable conflict of interest under section 150ES of the LGA, then they are taken to have determined that the Councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA.

A decision under these provisions about a Councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed.

If the eligible Councillors decide that the subject Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. workshops.

6.6 When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA):

- The name of any Councillor/s who may have a prescribed or declarable conflict of interest
- The particulars of the prescribed or declarable conflict of interest provided by the Councillor
- The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest
- Any decision then made by the eligible Councillors
- Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision
- The name of each eligible Councillor who voted on the matter and how each voted.

6.7 If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor:

- The name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.

6.8 Where a decision has been made under section 150ES of the LGA the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible Councillor who voted, and how each eligible Councillor voted.

6.9 If the belief or suspicion of a COI relates to more than one Councillor. Then the above mentioned procedures must be complied with in relation to each Councillor separately.

7 CLOSED MEETINGS

7.1 Council, advisory and standing committees may resolve that a meeting be closed to the public if its Councillors and members consider it necessary to discuss any of the following

matters pursuant to section 254J(3) of the LGR:

- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- Council's budget which does not include the monthly financial statements
- Rating concessions
- Legal advice obtained by the Council or legal proceedings involving the Council including for example legal proceedings that may be taken by or against Council
- Matters that may directly affect the health and safety of an individual or a group of individuals
- Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
- Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
- A matter that the Council is required to keep confidential under law of, or a formal agreement with, the Commonwealth or State.
- A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to Council under the LGA chapter 5A, part 3, division 5.

7.2 A Council, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide by resolution whether the Councillor has a prescribed or declarable conflict of interest in the matter.

7.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the local government Council meeting and the Council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated
- Defer the matter to a later meeting when a quorum may be available
- Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the Council must decide the matter

7.4 A Council or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

7.5 To take an issue into a closed session, the Council must abide by the following process:

- pass a resolution to close all or part of the meeting
- In the interest of accountability and transparency, the Council must specify the nature of the matter to be discussed, an overview of what is to be discussed and the reasoning of the Councillors for going into closed session.
- If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and an explanation of why it is deemed necessary to take the issue into closed session must be stated

- 7.6 None of the above will be considered, discussed, voted on or made during a closed session.
- 7.7 The minutes of a Council must detail the matter discussed and reasoning for discussing the matter in closed session. The Council must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

STANDING ORDERS

8 INTRODUCTION

- 8.1 These Standing Orders apply to all meetings of Council and any standing committees.
- 8.2 These Standing Orders do not apply to Audit and Risk Committee meetings.
- 8.3 Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 8.4 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

PROCEDURES FOR MEETINGS OF COUNCIL

9 PRESIDING OFFICER

- 9.1 The Mayor will preside at a meeting of Council.
- 9.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 9.3 If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 9.4 Council will choose the Chairperson for a committee meeting. This Chairperson will preside over meetings of the committee.
- 9.5 If the Chairperson of a committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

10 ORDER OF BUSINESS

- 10.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.

10.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

10.3 Unless otherwise altered, the order of business shall be as follows:

- Present
- Apologies and Leave of Absence
- Declaration of Interests
- Mayoral Minutes
- Notice of Motion
- Request to Address Council in a Public Forum
- Petitions
- Deputations
- Confirmation of Minutes from Previous Meetings
- Officers' Reports
- Late Reports
- Closed Reports
- General Business

10.4 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration at every ordinary meeting of Council, in order that the minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

10.5 The CEO determines the business paper content for any meeting including items declared as confidential.

11 AGENDAS

11.1 Business not on the Agenda or not fairly arising from the Agenda will not be considered at any meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.

11.2 A matter considered under sub-clause 10.1 above will be considered during that part of the meeting set aside for general business.

11.3 The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time. The agenda

for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public, when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to Councillors or Committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or committee members.

- 11.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

12 MATTERS/MOTIONS WITH DUE NOTICE

- 12.1 Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the CEO at least 48 hours before the meeting at which the business is to be discussed.
- 12.2 Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, capital work priorities and policy decisions will be subject to a Council report prior to any Council resolution.
- 12.3 If the Council determines the matter/motion is an operational issue, it is referred to the CEO to be dealt with in accordance with Council protocol and process.

13 SPECIAL MEETING

- 13.1 The CEO must call a special meeting of the Council if:
- The special meeting is required by a resolution of the Council; or
 - A written request for the special meeting is lodged with the CEO.
- 13.2 A written request for a special meeting of Council must:
- Be signed by the Mayor or three or more Councillors; and
 - Specify the object of the special meeting; and
 - Propose a day and time for the holding of the special meeting.
- 13.3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.
- 13.4 The notice must be given, at least two days before the day of the meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

14 FLYING MOTION (ALSO KNOWN AS FLYING MINUTE OR CIRCULAR MOTION)

14.1 A Flying Minute is the format used for Council to be able to consider a matter outside of a Council, advisory or standing committee meeting. It is only to be used in urgent situations where there is no other alternative. Flying Minutes should not be considered routine business practice.

14.2 The CEO coordinates the flying minute and the details of the flying minute, including the proposed resolution to be made, must be tabled at the next scheduled meeting to be formally ratified.

14.3 The process for the flying minutes is to be as follows:

- Council Officer/Advisor to submit written request for a flying minute to the CEO including reasons why a flying minute is required.
- Upon approving that a flying minute is required, CEO to provide Councillors in writing with:
 - all details necessary for Councillors to make an informed decision, including the proposed recommendation for Council consideration.
 - Date by which Councillors are required to provide a response vote by. If no response is received by the stated date, it will be assumed that the Councillor has no objection to the proposed recommendation which will be ratified at the next Council meeting.
- Votes can be made verbally or by another appropriate form of communication and Councillors are free to contact one another before or during the vote.
- The number of members required to endorse a Flying Minute is the same as a standard meeting quorum.

15 BUSINESS ARISING INCLUDING GENERAL BUSINESS

15.1 Without limiting 10.1 and 10.2, matters considered under General Business will include any matter which may be dealt with by the Council, including a question without notice.

15.2 Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise these in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.

15.3 Matters which would normally be subject of a Council report shall not be included in General Business.

15.4 If the matter is an operational issue, this will be referred to the CEO to be dealt with in accordance with Council protocol and process.

16 MAYORAL MINUTE

16.1 The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded. Note: A Mayoral minute upon being moved is dealt with in the same manner as

any other motion.

17 PETITIONS

17.1 Any petition presented to a meeting of Council shall:

- Be in legible writing or typewritten and contain a minimum of ten signatures
- Include the name and contact details for the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
- Include the postcode of all petitioners
- Have the details of the specific request/matter appearing on each page of the petition.

17.2 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it will be allowed and the only motion which may be moved is:

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

17.3 The CEO will arrange a response to the Principal Petitioner in relation to all petitions deemed valid.

18 DEPUTATIONS

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

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

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

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

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

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

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

18.7 A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

MOTIONS

19 MOTION TO BE MOVED

19.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

19.2 When a motion has been moved and seconded, it shall become subject to the control of Council and cannot be withdrawn without the consent of Council meeting.

19.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.

19.4 A motion brought before a meeting of Council in accordance with the LGA or these Standing Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

19.5 The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

19.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.

19.7 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

20 ABSENCE OF MOVER OF MOTION

20.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

- Moved by another Councillor at the meeting, or
- Deferred to the next meeting.

21 MOTION TO BE SECONDED

21.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded. Procedural motions are an exception to this rule and do not need to be seconded.

22 AMENDMENT OF MOTION

22.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and does not contradict the motion.

22.2 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

22.3 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion will be considered until after the first amendment has been voted on.

22.4 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

23 SPEAKING TO MOTIONS AND AMENDMENTS

23.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.

23.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.

23.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

23.4 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

23.5 Each speaker shall be restricted to not more than five minutes unless the Chairperson rules otherwise.

23.6 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson will determine who is entitled to priority.

23.7 In accordance with section 254H of the LGR, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

If a report contains distinct recommendations, the decision of the Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

24 METHOD OF TAKING VOTE

- 24.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 24.2 A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson will declare the result of a vote or a division as soon as it has been determined. If a division is taken, the minutes of the meeting will record the names of Councillors voting in the affirmative and of those voting in the negative.
- 24.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 24.4 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.

25 WITHDRAWING A MOTION

- 25.1 A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the meeting for its withdrawal.

26 REPEALING OR AMENDING RESOLUTIONS

- 26.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the LGA or the LGR.
- 26.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral may not be longer than three months.

27 PROCEDURAL MOTIONS

- 27.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceed to the next item of business
 - that the matter lie on the table
 - that the matter be taken from the table

- a motion of dissent against the Chairperson's decision
- that this report/document be tabled
- to suspend the rule requiring that (insert requirement)
- that the meeting be adjourned
- that the meeting be reconvened
- a point of order.

27.2 A procedural motion, that the question/motion be put, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion will continue.

27.3 A procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:

- A further motion may be moved to specify such a time or date, or
- The matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

27.4 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.

27.5 A procedural motion that the matter lie on the table, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.

27.6 A procedural motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

27.7 A procedural motion, a motion of dissent against the Chairperson decision, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

27.8 A procedural motion, that this report/document be tabled, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

27.9 A procedural motion, 'to suspend the ruling requiring that....', may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of such a suspension.

27.10 A procedural motion, that the meeting be adjourned, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point where it was discontinued on the adjournment.

27.11 A procedural motion, that the meeting be reconvened, will be made after an adjournment to identify the recommencement of the meeting.

28 POINT OF ORDER

28.1 Any Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:

- Has failed to comply with meeting procedures and standing orders;
- Is in contravention of the Local Government Act/Regulations; or
- Is beyond the jurisdiction power of Council.

28.2 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.

28.3 Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and then the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these Standing Orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

29 CONDUCT DURING MEETINGS

29.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.

29.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor will not enter or leave from the meeting without first notifying the Chairperson.

29.3 Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by

their respective official or departmental title and shall confine their remarks to the matter then under consideration.

29.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.

29.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

30 QUESTIONS WITHOUT NOTICE

30.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

30.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.

30.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

30.4 Any requests that the response be in the form of a Council report, must be dealt with in accordance with Motions of which due notice has been given.

MAINTENANCE OF GOOD ORDER

31 DISORDER

31.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

32 ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS

32.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.

32.2 When the Council is sitting in closed session, the public and representatives of the media shall be excluded from the meeting.

32.3 The resolution that Council proceed into closed session must specify the nature of the matters to be considered and these matters must be in accordance with section 254J of the LGR. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in closed session.

33 QUORUM AND LOSS OF A QUORUM

33.1 A quorum of a Council is a majority of its Councillors. If the number of Councillors is an even number, one-half of the number is a quorum.

33.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the CEO.

33.3 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA unless the matter cannot be delegated under subsection 3 of the sections because an Act says it must be decided by resolution of the Council
- decide by resolution to defer the matter to a later meeting; or
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the Council must decide the matter.

33.4 The Council may by resolution delegate a power under section 257 of the LGA to:

- The Mayor or CEO, or
- A standing committee, or joint committee of Council, or
- The Chairperson of a standing committee or joint standing committee of Council, or
- Another local government Council for a joint government activity.

Council must not delegate a power that an Act says must be decided by resolution of Council under section 257(3) of the LGA.

33.5 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

33.6 The Council may only delegate a power to make a decision about a Councillor's conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- The mayor or
- A standing committee.

If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

34 PUBLIC PARTICIPATION AT MEETINGS

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

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

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

34.4 For any matter arising from such an address, Council may take the following actions:

- Refer the matter to a committee.
- Deal with the matter immediately.
- Place the matter on notice for discussion at a future meeting.
- Note the matter and take no further action.

34.5 Any person addressing the Council shall stand, act and speak with decorum and frame any remarks using respectful and courteous language.

34.6 Any person who is considered by the Council or the Chairperson to be inappropriately presenting may be directed by the Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

35 TELECONFERENCING OF MEETINGS

35.1 If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Council to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Council may allow a Councillor to participate in a Council or Committee meeting by teleconference.

There is no legislative requirement for a resolution by Council to allow a Councillor to participate by audio link or audio-visual link. This means the Council may delegate the matter. For example, Council may delegate to the Chairperson of the Council or a committee meeting the ability to decide whether a Councillor can attend a meeting by audio link or audio-visual link.

35.2 A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

35.3 Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

DICTIONARY

Attendee means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a Council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective Council or committee.

Chairperson means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to section 267 of the LGR as Chairperson of the Council committee; or
- (c) A person acting in the position of Chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

Chief Executive Officer means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 of the LGA.

Committee Meeting refers to a standing committee established under the LGR 2012.

Councillor refers to an individual duly elected as a Councillor or Mayor to the Boulia Shire Council in accordance with the relevant legislation.

Council meeting means the Ordinary Meeting of the full Council.

Inappropriate conduct refer *Local Government Act 2009*.

Mayor means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

Member means in the case of a Council or committee meeting, a Councillor of the Boulia Shire Council.

Motion of dissent means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

Ordinary meeting of the Council means –

- (a) A post-election meeting of the Council which is required to be held under section 175

- of the LGA; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 of the LGR.

Point of order means an objection to an action.

Procedural motion means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

Statutory notice of meeting means a notice of meeting to be given under the LGR.

The Act means the *Local Government Act 2009*.

Ordinary business matter refer to *Local Government Act 2009*.

TITLE:	Minister approval granted for purchase of loader in Caretaker mode.	DOC REF: 11.2.7
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

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

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

RISK MANAGEMENT:

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

PURPOSE:

To advise Council of approval received to purchase plant (CAT Loader) during the caretaker period.

CONTENT:

Council is currently in the process of an insurance claim for the Waste Management Facility Track Loader following severe damage that occurred when a fire broke out leaving the machine irreparable. While the insurance claim is being finalised, an IT loader is being used to ensure services at the facility can continue.

The Insurance company has agreed to pay the sum of \$226,772.73 and Council is now in a position where we can start to look at purchasing a new piece of equipment – however, due to the pending local government elections, Council is currently in Caretaker mode and in accordance with Part 5, Chapter 3 of the *Local Government Act 2009*, during this period, Councillors are prohibited:

to enter into a contract greater than \$200,000 or 1 per cent (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)

As the purchase of a new piece of equipment is a key priority to help ensure the efficient operation of the waste facility can continue, an exemption to this rule was requested from the Minister.

Attached is the letter of response from the Deputy Director-General of the Local Government Division granting Council approval to enter into a contract to replace the Hasting Deering – Waste Management Loader – CAT C7.1 ACERT.

This approval now gives Council the ability to make a purchase during the Caretaker period, for this piece of equipment only. A review of the purchase of the loader was conducted by the members of the plant committee including the Director of Works, Council contractor mechanic, Roads and Construction foreman, Roads and Utilities Foreman and via email the Councillors.

Consideration was also given to a 20t Excavator and the comparison between the two was completed and the loader will provide council with a multi-purpose piece of machinery where the 20t Excavator would be a 'single' use only at the waste facility.

All are in agreeance that we should purchase this piece of machinery (loader) as it is from a reputable company, meets our needs and is within our budget. As there are several other interested parties for this piece of machinery which has low operating hours we have advised the company we wish to proceed with the purchase. This will be ratified at the special meeting of the Plant Committee to be held at this council meeting under the approval given by the department during caretaker mode.

Confirmation of this decision to proceed is noted by the majority of the plant committee and also the majority of Councillors.

It is recommended that Council receive this report for information and approval to proceed with the purchase.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Compliance with the Local Government Act 2009

RECOMMENDATION:

That the 'Minister approval granted for purchase of loader' report be received for information.

That the council ratify the decision to proceed with the purchase of the CAT C7.1 ACERT Loader while in Caretaker mode under the Ministers approval.

The council authorise the CEO to do all things necessary to proceed with the normal process of purchasing the CAT C7.1 ACERT Loader.

ATTACHMENTS:

1. Letter to Boulia Shire Council [11.2.7.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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Our reference: DEPBN24/187



12 February 2024

Department of
**Housing, Local Government,
Planning and Public Works**

Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council
ceo@boulia.qld.gov.au

Dear Ms Moore

Re: Making major policy decisions during caretaker period – Boulia Shire Council (the council).

Thank you for your email of 10 February 2024, seeking an exemption to make a major policy decision during the 2024 local government caretaker period (caretaker period) under section 90B(2) of the *Local Government Act 2009* (the Act).

I have been delegated by the Honourable Meaghan Scanlon, Minister for Housing, Local Government and Planning and Minister for Public Works to assess the council's application for approval for a major policy decision during the caretaker period for the 2024 quadrennial election.

Section 90B of the Act provides that the Minister for Local Government, may give approval to an otherwise prohibited major policy decision during a caretaker period, if satisfied that having regard to exceptional circumstances that apply, it is necessary for the Local Government to make the major policy decision in the public interest.

I am required to determine whether there are exceptional circumstances that apply to the council's application and that any approval to allow a major policy decision to be made during a caretaker period is in the public interest. I have therefore taken these factors into account.

I have decided to approve the council's application based on the factors above.

The approval is for the following contract to replace a waste management loader identified in your email of 10 February 2024 application:

- Hasting Deering – Waste Management Loader – CAT C7.1 ACERT.

If you need further information, Ms Louisa Lynch, Director, Governance and Capability, Local Government Division in the Department of Housing, Local Government, Planning and Public Works can be contacted on (07) 3452 6747 or by email at Louisa.Lynch@dildgp.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Joshua Hannan'.

Joshua Hannan
**Deputy Director-General
Local Government Division**

GPO Box 690 Brisbane
Queensland 4001 Australia
Website www.housing.qld.gov.au

TITLE:	WHS Report	DOC REF: 11.2.8
REPORT BY:	David Parker WHS Advisor	DATE: 13/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

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

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> TMR Traffic Management Registration Certification issued until 31st May 2025.
Toolbox talks / Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to Council staff have recommenced and are completed every two weeks. Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe Work Practices).
Compliance and Education	<ul style="list-style-type: none"> Present WHS actions/issues/iAuditor/Audit rectification plan to ManEx meetings weekly. Update WH&S registers – move current paper-based register to electronic copies (continuous process). On-going review of existing WHS documentation/procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed). Fire Evacuation Training undertaken by nominated staff, WHSA to conduct training to casual staff. Start Up conducted – Fire Warden Training, Cultural Heritage Training, Drug and Alcohol Training, Due Diligence Training covered off for staff/managers and Councillors.

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers). 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 0 • Incidents – 1 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Dump Truck		Insurance assessment being conducted
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> • Face-to-face Inductions: Online Inductions: Learning systems and updating tasks for completion. • Toolbox talks with depot staff. • Start Up conducted 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boullia Shire Council Hazard Risk Register. • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings) • Populating and uploading information into the new WHS Computer based system – Sky Trust. Audit/Inspection uploads continuing 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Adam Stevenson is now our LGW Rep, as Julian Soler has left LGW. Spoke with Adam and dates for face-to-face visit TBA. • Audit undertaken in 2022, no information sent to JLT Risk Solutions – WHSA working on the information – 26 audit areas addressed and sent off – 12 areas still to be addressed 		
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. 		

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Workplace Health and Safety Report for January 2024 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Acting Chief Executive Officer	Mrs Kaylene Sloman
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11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services January 2024 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 19/02/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

[Insurance Claims](#)

1. Lightning Storm Damage 27th January 2022 PRO034450

Council Depot was hit with lightning, damage was done to Connectivity from Depot to Water Tower and to Administration building plus a number of computers were damaged. 5 CCTV cameras were replaced as well as 3 printers/copiers. *Final submission for this damage has now been submitted to LGMS, total claim request \$87,131.79.* Morgan is working on this.

2. Burnt Track Loader at Dump - MO0067977

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

3. Windscreen Claim MO0069721 P601 443BZ3

Lodged claim, payment of \$600 was paid to Council January 2024.

4. Windscreen Claim MO P600 442BZ2 MO

Lodged claim, awaiting finalisation, invoice was submitted with claim application.

5. Windscreen Claim MO P584 814ZKL MO0069738

Lodged claim, payment made January 2024, \$563.64.

6. P128 Garbage Truck Damage 15/01/2024 MO0070727

Lodged claim, waiting on quotes to submit to Insurance for approval.

Post Office Trading

During January we had the instance where Council had no trained Staff available to open the Post Office for general services, this was outside of our control.

Mail was still being sorted to mailboxes and delivered to properties as per our contract, the Post Office was opened irregularly for mail collection, this was achieved by many hands.

To assist with future filling of the role, Council has engaged 2 casuals locally located who are now learning the mail distribution initially and then will move onto the counter services. Training to be a Postal Officer is involved and is a lengthy process.

Regional University Hub for Boulia

Awaiting updates from RAPAD. No update received.

NEC Telephone System

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

Work planned for the week starting 13th May 2024 and to be completed by 19th May 2024. Young Enterprises will be here as will Advance Communications Staff working with our IT Officer to implement this system. Staff training will be covered during this time. There will be no interruption to service whilst this work is being undertaken.

SurePact

Intensive training conducted virtually to our core group, Lynn Moore, Nicole Tonkies, Nessa Swann and myself over a 2-week period, 7 workshops.

Internal workshops to assist with our implementation and to produce an inhouse directory for Staff to use when creating new projects to ensure consistency in the data were also held.

Kristen Stephens and Georgie Craft from SurePact based in Brisbane, will be onsite 14th and 15th February to train Council Staff in the new system.

Meetings

I have attended the following meetings during January:

- Interviews for Senior Administration Officer
- Interviews for Post Office casuals x 2
- Quality Industries – Tim Edgar, schedule of works and priorities
- SurePact – Georgie Craft – training with core group x 7
- Start Up training – x 1 day
- Due Diligence training, full day
- LGFP – Planning Meeting Day, Brisbane

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate & Financial Services January 2024 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Financial Report for January 2024	DOC REF: 11.3.2
REPORT BY:	Graeme Gillam Finance Manager	DATE: 19/02/2024

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 31st January 2024.

CONTENT:

Cash Position:

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

	31-Jan-24	31-Dec-23
Cash at Hand	17,670,381	21,366,276
Net Cash Equivalent (Debtors-Creditors)	23,254	144,069
Total	\$17,693,635	\$21,510,345

Income

Total revenues to 31st January 2024 are \$16,370,674. This equates to approx. 102% of this year's budget.

Expenditure

Operating expenses to 31st January 2024 are \$15,691,394. This equates to approx. 76% of this year's budget.

Liquidity

CBA		\$461,682
Floats		\$1,150

Investments

CBA At Call	4.35%	\$5,595,734	
QTC	5.05%	\$11,611,815	\$17,207,549
		Total	\$17,670,381

Additional Information on Cash Position:

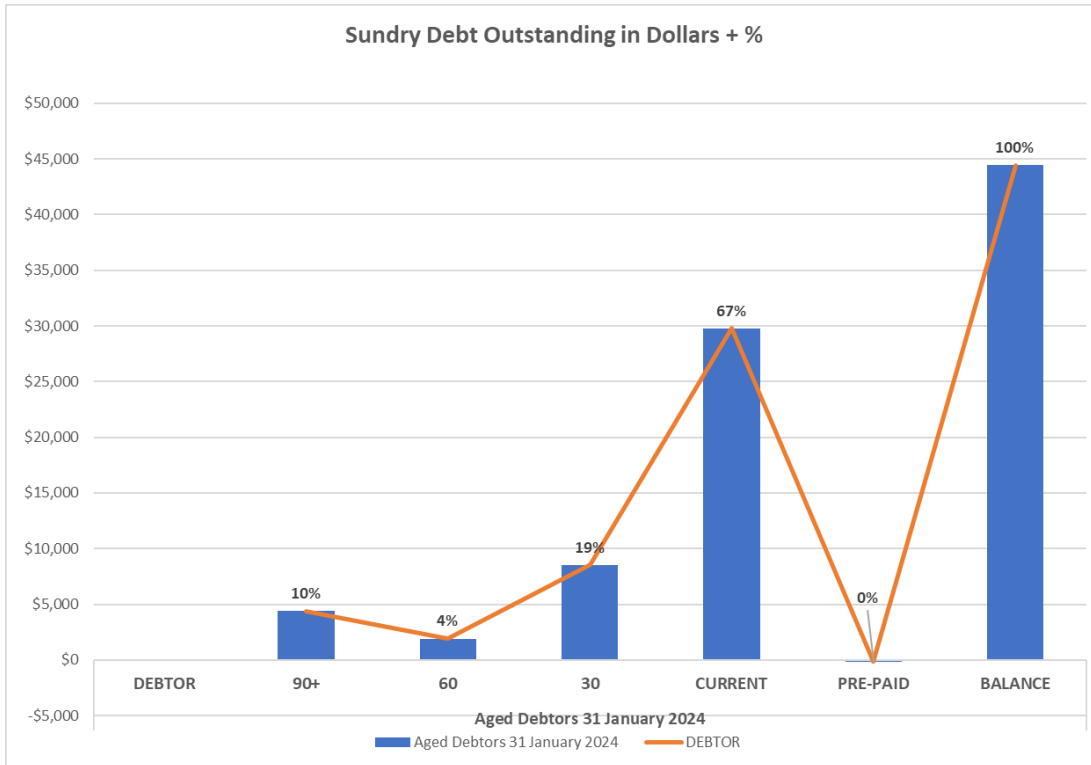
Cash Balances as at 31 January 2024		17,670,381
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		(2,895,233)
Funded		
Funded Employee Entitlements (Current and Non-Current)		(221,779)
Grant Funding (paid in Advance)		1,119,850
Working Capital Cash		1,500,000
Capital Grants		4,251,284
Operating Result for 2023/2024		(3,590,913)
Less Capital Expenditure 2023/2024		(7,503,201)
	Backed by Cash	264,169
Cash unallocated as at 31 January 2024		17,406,211

**Aged Debtors 31 January
2024**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 4,389	\$ 1,920	\$ 8,521	\$ 29,764	(\$159)	\$ 44,435

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$4,389, which constitute 10% of the total debtors. Payment arrangements are in place.



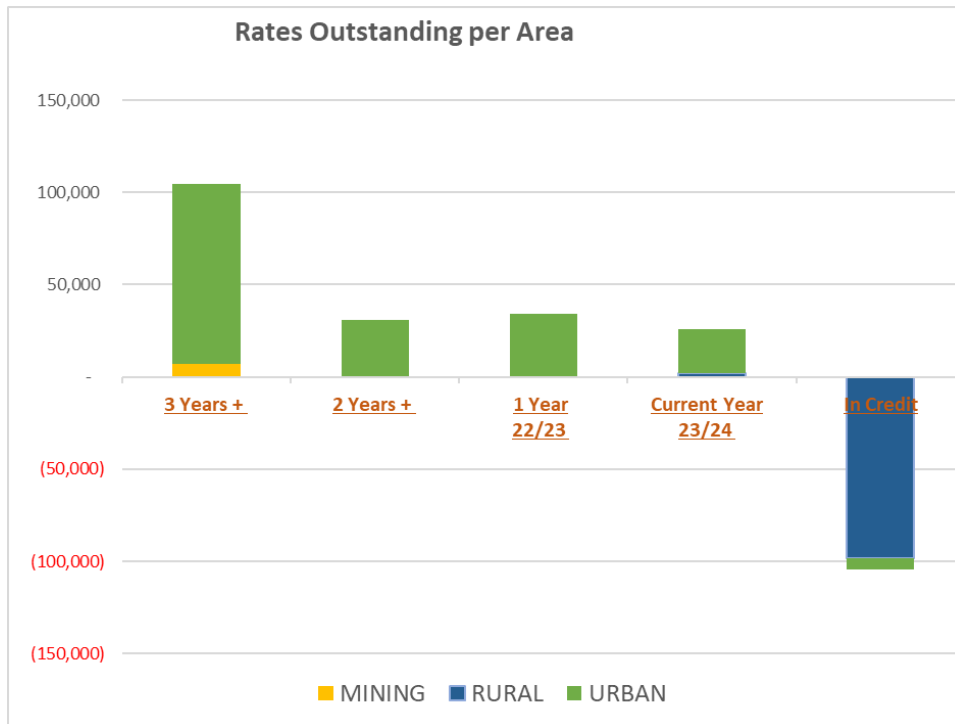
Creditors 31st January 2024

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

Rates 31st January 2024

Total outstanding \$91,153

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$97,658	\$30,693	\$34,242	\$24,026	\$(6,103)	\$180,517
RURAL	-	-	-	\$1,818	\$(98,045)	\$(96,227)
MINING	\$6,831	-	-	\$32	-	\$6,863
ALL	\$104,490	\$30,693	\$34,242	\$25,876	\$(104,147)	\$91,153



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Financial Report for January 2024 be received for information.

ATTACHMENTS:

1. 1. FS Income Statement ME Jan-24 [11.3.2.1 - 1 page]
2. 2. FS Balance Sheet ME Jan-24 [11.3.2.2 - 1 page]
3. 3. FS Cash Flow Statement ME Jan-24 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - 4. CONFIDENTIAL Revenue Expenses ME Jan-24 [11.3.2.4 - 2 pages]
5. CONFIDENTIAL REDACTED - 5. CONFIDENTIAL Capital Budget 2023-2024 ME Jan-24 [11.3.2.5 - 2 pages]
6. CONFIDENTIAL REDACTED - 6. CONFIDENTIAL LRCI Phase 2 Progress ME Jan-24 [11.3.2.6 - 1 page]
7. CONFIDENTIAL REDACTED - 7. CONFIDENTIAL LRCI Phase 3 Progress ME Jan-24 [11.3.2.7 - 1 page]
8. CONFIDENTIAL REDACTED - 8. CONFIDENTIAL LRCI Phase 4 Progress ME Jan-24 [11.3.2.8 - 1 page]
9. CONFIDENTIAL REDACTED - 9. CONFIDENTIAL OW PPR Stage 7 Progress ME Jan-24 [11.3.2.9 - 1 page]
10. CONFIDENTIAL REDACTED - 10. CONFIDENTIAL W\$ Q Progress ME Jan-24 [11.3.2.10 - 2 pages]
11. CONFIDENTIAL REDACTED - 11. CONFIDENTIAL LGSSP 2022-2024 Progress ME Jan-24 [11.3.2.11 - 1 page]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31 January 2024

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	907,083	1,782,240
Fees and charges	293,302	504,900
Rental income	184,781	248,700
Interest received	503,269	301,900
Sales - contract and recoverable works	248,640	1,796,990
Other Income	-	304,500
Grants, subsidies, contributions and donations	3,547,027	7,212,550
Total Recurrent Revenue	<u>5,684,102</u>	<u>12,151,780</u>
Capital Revenue		
Grants, subsidies, contributions and donations	4,251,284	10,416,324
Sale of property, plant and equipment	90,909	-
Total Capital Revenue	<u>4,342,193</u>	<u>10,416,324</u>
Total Revenue	<u>10,026,295</u>	<u>22,568,104</u>
Total Income	<u>10,026,295</u>	<u>22,568,104</u>
Expenses		
Recurrent Expenses		
Employee benefits	(2,394,635)	(8,668,070)
Materials & Services	(3,861,323)	(2,687,580)
Finance Costs	(16,840)	(45,100)
Depreciation	(2,895,233)	(5,275,610)
Total Recurrent Expenses	<u>(9,168,030)</u>	<u>(16,676,360)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	(106,985)	-
Total Expenses	<u>(9,275,015)</u>	<u>(16,676,360)</u>
Net Result Attributable to Council	<u><u>751,280</u></u>	<u><u>5,891,744</u></u>

BOULIA SHIRE COUNCIL**Balance Sheet****as at 31 January 2024***2023/2024 Actuals***Current Assets**

Cash and cash equivalents	17,670,381
Trade and other receivables	256,219
Inventories	454,146

Total Current Assets 18,380,746**Non-current Assets**

Property, plant and equipment	199,386,868
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Total Non-current Assets 199,386,868**TOTAL ASSETS** 217,767,614**Current Liabilities**

Trade and other payables	(232,965)
Borrowings	(62,135)
Provisions	(1,229,918)
Contract Liabilities	(1,598,473)

Total Current Liabilities (3,123,491)**Non-current Liabilities**

Borrowings	(1,196,587)
Provisions	(132,832)

Total Non-current Liabilities (1,329,419)**TOTAL LIABILITIES** (4,452,910)**NET COMMUNITY ASSETS** 213,314,704**Community Equity**

Asset revaluation reserve	99,282,343
Other reserves	2,328,551
Retained surplus	111,703,810

TOTAL COMMUNITY EQUITY 213,314,704

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31 January 2024

	<i>2023/2024</i> <i>Actuals</i>	<i>Adopted Budget</i> <i>2023-24</i>
Cash Flows from Operating activities:		
Receipts from customers	2,665,800	5,726,000
Payments to suppliers and employees	(6,601,745)	(11,832,000)
	(3,935,947)	(6,106,000)
Interest received	503,269	715,000
Rental income	184,781.00	357,000
Non-capital grants and contributions	3,547,027	5,766,000
Borrowing costs	16,840	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	315,970	696,000
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(7,503,201)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	4,251,284	40,829,000
Net Cash Inflow (Outflow) from Investing activities	(3,251,917)	(5,139,000)
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	30,651	(631,000)
Net Cash Inflow (Outflow) from Financing activities	30,651	1,369,000
Net Increase (Decrease) in Cash and Cash Equivalents held	(2,905,296)	(3,074,000)
Cash and Cash Equivalents at beginning of Reporting period	20,575,678	20,575,678
Cash and Cash Equivalents at end of Reporting period	\$ 17,670,381	\$ 17,501,678

11.4 Community Services

TITLE:	Community Services Report January 2024	DOC REF: 11.4.1
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REPORT BY:	Rebecka Britton Assisting in Community Services Manager Role	DATE: 19/02/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

Housing update:

- It is recommended to include provisions in the Housing Budget for painting 7 Wills Street.
- Refurbishments at Unit 1 and 2/26 Pituri Street complete. Refurbishments on unit 3 and 4 to commence.

Tourism:

- Xzibit completed maintenance visit.
- MME opening delayed due to road closures – open from 12th February
- Quote received for Australia’s longest shortcut sign

Grants:

- Current submissions (JW):
 - Minor Infrastructure & Inclusive Facilities – Shade @ skate park
 - Qld Day 2024 – Pineapple Day (June 24)
 - Building Bush Tourism – Upgrade jail cells in park

Community

Sports Centre: Pool patron numbers: **January - 236** (by Dave Karel)

Casual employee has been engaged at Sports Centre for 25 hours per fortnight. Monday, Wednesday & Friday 2:45pm to 5:45pm – active recreational programs targeted at youth in aspects of team building, gross motor development and primary focus of structured fun. 3.5 hours allocated for cleaning of gym/Sports Centre facility.

Library report by Tarsha Shaw:

This month our First 5 Forever program was held twice a week. Set days being Wednesday and Fridays. We have started to plan ahead and have a month-to-month calendar that we send to all the local mums.

Library patron numbers for **January - 101:**

	Ja	Fe	Ma	Apr	Ma	Ju	Jul	Au	Se	Oct	No	De
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129	88	131	197	275	182	205	152
2024	101											

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services Report for January 2024 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer Ms Lynn Moore
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12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

This item on the agenda allows Councillors to raise any other general business matters for discussion or future consideration.