

Boulia Shire Council



General Meeting

Friday 22nd January 2021





BOULIA SHIRE COUNCIL

13th January 2021

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 22nd January 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.5
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:

ENGINEERS REPORT – GBA CONSULTING

Nil due to the Christmas/New Year closure period

DIRECTOR OF WORKS AND OPERATIONS

Item DWO1 Grants Work Status Summary Pg.15

INFORMATION REPORTS

No NDRRA Flood Damage Works Department; Foreman, Road Maintenance and Utility Services; Foreman, Roads Maintenance and Construction; or Rural Lands Protection Officer reports due to the Christmas/New Year closure period

Item A Work Camp Pg.17

CHIEF EXECUTIVE OFFICER

Item CEO1 CEO November 2020 Report Pg.18

Item CEO2 Action List Pg.22

Item CEO3 Draft Plan of Management Parks Reserves and Sportsgrounds Pg.28

DIRECTOR OF CORPORATE SERVICES

Item DCS1 Director of Corporate Services October 2020 Report Pg.30

Item DCS2 New Policy – Performance Management Policy No. 157 Pg.31

FINANCE MANAGER

Item FM1 Finance Manager Report Pg.41

COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report Pg.46

Item CSM2 Community Services Town Map Report Pg.50

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



BOULIA SHIRE COUNCIL

TELEPHONE: (07) 4746 3188
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admin@boulia.qld.gov.au
ABN: 20 492 088 398

INFORMATION REPORTS

No Min Min Encounter report due to the Christmas/New Year closure period

Item B	Library	Pg.52
Item C	Boulia Sports and Aquatic Centre	Pg.54
Item D	Workplace Health and Safety Information Report	Pg.56

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

Ms Lynn Moore
Chief Executive Officer

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

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

DECLARATION OF INTERESTS

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

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BOULIA SHIRE COUNCIL

COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 18TH DECEMBER 2020
COMMENCING AT 9 AM**

Attendance:

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

Officers: Mr Harin Karra (Acting Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 8.30 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2020/12.1 MINUTES OF THE NOVEMBER 2020 ORDINARY MEETING

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Beauchamp
That the minutes of the Ordinary Meeting held on 20 th November 2020 be accepted.	
<u>Carried</u>	

2020/12.2 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR NOVEMBER 2020

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

<u>Moved:</u> Councillor Britton	<u>Seconded:</u> Councillor Norton
That the Engineering Services Report – News brief for November 2020 be noted.	
<u>Carried</u>	

2020/12.3 GRANTS WORK STATUS SUMMARY – NOVEMBER 2020

PURPOSE:

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

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

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

Carried

2020/12.4 NDRRA Flood Damage Works Department November 2020 Report

PURPOSE:

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

Moved: Councillor Beauchamp **Seconded:** Councillor Neilson

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

Carried

Councillor Britton left the meeting at 8.56 am. Councillor Beauchamp resumed the chair.

2020/12.5 FOREMAN ROAD MAINTENANCE AND UTILITY SERVICES NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Edgar **Seconded:** Councillor Norton

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

Carried

2020/12.6 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION NOVEMBER 2020 REPORT

PURPOSE:

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

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

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

Carried

Councillor Britton returned to the meeting at 9.02 am and resumed the chair.

2020/12.7 RURAL LANDS PROTECTION OFFICER NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Britton

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

Carried

2020/12.8 BOULIA WORK CAMP NOVEMBER 2020 REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp 20th to 29th November 2020.

Moved: Councillor Edgar Seconded: Councillor Norton

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

Carried

2020/12.9 CEO NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Edgar Seconded: Councillor Neilson

That the CEO November 2020 Report is received for information.

Carried

2020/12.10 ACTION LIST

PURPOSE:

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

Moved: Councillor Edgar Seconded: Councillor Norton

That the updated Action List report be received for information.

Carried

2020/12.11 COUNCIL MEETING DATES FROM JANUARY TO DECEMBER 2021

PURPOSE:

In accordance with section 254B of the Local Government Regulation 2012 notice is to be given when the Ordinary meetings of the Boulia Shire Council will be held.

Moved: Councillor Britton Seconded: Councillor Neilson

1. That the dates for the Council meetings from January 2021 until December 2021 be ratified and displayed on Council's website and all other approved distribution methods.

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

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

Carried

2020/12.12 AMENDMENT TO THE LOCAL GOVERNMENT ACT - FILLING OF MAYORAL AND COUNCILLOR VACANCIES

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Neilson

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

Carried

2020/12.13 DIRECTOR OF CORPORATE SERVICES NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Beauchamp

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

Carried

2020/12.14 NEW POLICY – GIVING OF GIFTS AND AWARDS POLICY NO. 155

PURPOSE:

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

Moved: Councillor Norton Seconded: Councillor Neilson

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

Carried

2020/12.15 NEW POLICY – INFORMATION TECHNOLOGY POLICY NO. 156

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Edgar

That Policy No. 156 Information Technology (IT) Policy be adopted by Council as presented.

Carried

2020/12.16 UPDATED BANKING SIGNATORIES

PURPOSE:

To update changes to banking signatories following the restructure of the Director of

Corporate Services position, addition of new Finance Manager and update of Senior Finance Officer including the removal of previous Senior Finance Officer and Senior Administration Officer.

Moved: Councillor Britton Seconded: Councillor Edgar

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

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

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

SECONDARY ACCOUNT SIGNATORY: Type 'B'

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

ELECTRONIC FUND TRANSFERS:

PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

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

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

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

VIEW ONLY ACCESS TO BANK ACCOUNTS:

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

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

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

Carried

2020/12.17 COMPARISON OF BUDGET V ACTUAL 2019/2020 FINANCIAL YEAR

PURPOSE:

To present the spreadsheet which compares the Actual 2019/2020 figures to the 2019/2020 Adopted Budget figures for the 2019/2020 financial year.

Moved: Councillor Britton Seconded: Councillor Norton

That the Comparison of Budget v Actual 2019/2020 Financial Year report be received for information.

Carried

2020/12.18 'DESIGN AND CONSTRUCT' FOR TMR PROJECTS

PURPOSE:

To seek Council endorsement to proceed with 'design and construct' phases on two earmarked TMR road work projects.

Moved: Councillor Edgar

Seconded: Councillor Britton

That Council endorse the completion of a 'design and construction' phase for widening of the road from the Boulia/Bedourie intersection to the dump access on the Bedourie Rd (Ch: 189 – 191km) and construction of a rest area at the Urandangi intersection with the Mt Isa Rd (Ch: 55km).

Carried

2020/12.19 ANNUAL REPORT 2019-2020

PURPOSE:

To present Council's Annual Report 2019/20 to Council before submission to Division of Local Government.

Moved: Councillor Britton

Seconded: Councillor Beauchamp

That Council adopt the Annual Report for the financial year 2019-2020 including Financial Statements.

Carried

Meeting adjourned for morning tea at 10.08 am.

Meeting resumed at 10.23 am.

2020/12.20 COMMUNITY SERVICES NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Edgar

Seconded: Councillor Neilson

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

Carried

2020/12.21 FAR WESTERN SHIRES TV ADVERTISING

PURPOSE:

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

Moved: Councillor Neilson

Seconded: Councillor Britton

1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils.
2. That a \$15,000 allocation be made in the annual budget for the project.

Carried

Mr Rahul Bhargava entered the meeting at 10.30 am.

2020/12.22 MIN MIN ENCOUNTER NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp **Seconded:** Councillor Norton

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

Carried

2020/12.23 FINANCE MANAGER NOVEMBER 2020 REPORT

PURPOSE:

Financial Summary as at 30th November 2020.

Moved: Councillor Britton

Seconded: Councillor Beauchamp

That the Finance Managers November 2020 Report be received for information.

Carried

Mr Bhargava left the meeting at 10.51 am.

2020/12.24 LIBRARY NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Neilson

That Council receive the Library November 2020 report for information.

Carried

2020/12.25 BOULIA SPORTS AND AQUATIC CENTRE NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Norton

Seconded: Councillor Britton

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

Carried

2020/12.26 WORK HEALTH AND SAFETY NOVEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Neilson

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

Carried

2020/12.27 CLOSED MEETING AT 10.59 AM

Moved: Councillor Britton

Seconded: Councillor Neilson

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

(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

Carried

Mrs Sloman left the meeting at 11.11 am.
Councillor Norton left the meeting at 11.19 am.
Councillor Norton returned to the meeting at 11.23 am.

Councillor Britton left the meeting at 11.32 am to attend a teleconference with the Acting Premier. Councillor Beauchamp resumed the chair.

2020/12.28 OUT OF CLOSED SESSION AT 11.40 AM

Moved: Councillor Beauchamp Seconded: Councillor Norton

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

Carried

The following recommendations were resolved from the closed session: 2020/12.29, 2020/12.30, 2020/12.31, 2020/12.32.

2020/12.29 NEX GEN ECOSYSTEM

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

PURPOSE:

To introduce to Council the Nex Gen ecosystem and seek Council's approval to enter into a contract to implement it.

Moved: Councillor Neilson Seconded: Councillor Edgar

1. That Council enter into an agreement with Local Buy for the Nex Gen Procurement Ecosystem, at no cost to Council.
2. That the CEO be authorised to do all things necessary to progress the agreement.

Carried

2020/12.30 BBRF INFRASTRUCTURE PROJECT – REGIONAL COMMUNITY PRECINCT

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

PURPOSE:

To seek Council consideration to apply for funding to support the future of Boulia Shires Regional Community Precinct which will provide a 'one stop shop' for service delivery for administration, library, post office and external office space.

Moved: Councillor Beauchamp Seconded: Councillor Edgar

That consideration of the report be deferred until January/February 2021 due to the release of the next Building Better Regions Funding round.

Carried

2020/12.31 PITTA PITTA COMPENSATION APPLICATION – NOTIFICATION

Closed under Local Government Regulation 2012 section 254J (3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government

PURPOSE:

To advise Council of the recent notification from Native Title Tribunal on behalf of Florence Melville & Ors on behalf of Pitta Pitta People & State of Queensland (QP2020/001) ref QUD327/2020.

Moved: Councillor Neilson

Seconded: Councillor Norton

That Council note the Pitta Pitta Compensation application – Notification and agree to the joint meeting between the CEO of Boulia Shire and the CEO of Diamantina Shire Council and Holding Redlich to take place early January with the view to file a Form 5 (Notice of Intention to become a Party) with the Federal Court on or before 29 March 2021 if this is the course of action we (CEO's and Holding Redlich) agree upon.

Carried

2020/12.32 2021 AUSTRALIA DAY AWARDS

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

Nominations received for the 2021 Australia Day Awards were presented to Council for consideration.

Councillor Norton declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150EI(c)(i), due to being the applicant for approval. In accordance with section 150EM of the Local Government Act 2009, she left the meeting and stayed away from the meeting while the matter was discussed.

Councillor Edgar made a Declarable Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150EQ(4)(a) and (b), due to a related party of his (sister – Rebecka Britton) being nominated for an Australia Day Award. Pursuant to section 150ES of the Local Government Act 2009, all other Councillors agreed that Councillor Edgar could remain in the meeting. Councillor Edgar abstained from voting in the matter.

Moved: Councillor Beauchamp

Seconded: Councillor Neilson

That Council present a 2021 Australia Day Award to the selected nominees as discussed in the 18th December 2020 Council meeting.

Carried

General Business

2021 Deputy Mayor role – Councillor Neilson addressed the Council regarding a resolution of Council (2020/PE4.1) that was made in April 2020 regarding the rotating role of Deputy Mayor between Councillor Beauchamp and Councillor Neilson. Councillor Neilson is scheduled to take the role of Deputy Mayor in 2021 however due to other commitments, suggested that it would be in the best interest of the Council if Councillor Beauchamp continued with the Deputy Mayor role in 2021. All Councillors were in agreement with the suggestion. Formal resolution to be noted at the January 2021 Council meeting.

Councillor Britton returned to the meeting at 11.57 am and resumed the chair.

Meeting Closure

The Mayor closed the meeting at 12.02 pm.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Grants Work Status Summary – December 2020	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 12/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

COVID W4Q - COVID Works for Queensland

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program

(Dept of Infrastructure and Regional Development – Federal funding)

DCP Ext. - Drought Communities Programme - Extension

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

BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)

LRCI - Local Roads and Community Infrastructure Program

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

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (January to May)											
1	Grant Project Summary	440 days	Wed 1/01/20	Tue 7/09/21		[Gantt bar for Grant Project Summary]											
2	BOR R4 - Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21		[Gantt bar for BOR R4 - Boulia Industrial Estate]											
3	Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21	80% Earth works completed. Awaiting on electrical design.	[Gantt bar for Boulia Industrial Estate]											
4	LGGSP Projects	391 days	Tue 10/03/20	Tue 7/09/21		[Gantt bar for LGGSP Projects]											
5	Urundangi Water Tanks Relining & Hydrosmart Installation	190 days	Tue 10/03/20	Mon 30/11/20	Project completed.	[Gantt bar for Urundangi Water Tanks Relining & Hydrosmart Installation]											
6	Security Cameras & Installation	391 days	Tue 10/03/20	Tue 7/09/21	50% Completed at the Sports Centre.	[Gantt bar for Security Cameras & Installation]											
7	W4Q R3 Projects	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for W4Q R3 Projects]											
8	Boulia Town Infrastructure Upgrade	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for Boulia Town Infrastructure Upgrade]											
9	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Hay feeders received and installed.	[Gantt bar for Spelling Yards]											
10	Cement Shed and Fencing at Industrial Present	72 days	Mon 22/03/21	Tue 29/06/21	Fencing tender been issued. Install concrete slab procurement commenced.	[Gantt bar for Cement Shed and Fencing at Industrial Present]											
11	Earth Bund Around General Waste Pit	40 days	Tue 6/10/20	Mon 30/11/20	Project completed.	[Gantt bar for Earth Bund Around General Waste Pit]											
12	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	90% project completed.	[Gantt bar for Amenities Refurbishment at Sports Centre]											
13	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design commenced, 70% completed	[Gantt bar for Depot Upgrade]											
14	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Electrical connection to be completed	[Gantt bar for Double Garages]											
15	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	Irrigation completed, Deck design 70% completed.	[Gantt bar for Hamilton/Herbert Street Cnr Block Development]											
16	Boulia Town Water Infrastructure Upgrade	347 days	Tue 3/03/20	Wed 30/06/21		[Gantt bar for Boulia Town Water Infrastructure Upgrade]											
17	Hydrosmart at SES Bore	61 days	Fri 14/08/20	Fri 6/11/20	Project completed.	[Gantt bar for Hydrosmart at SES Bore]											
18	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Longreach Council will purchase initially, and review performance before rolling to town	[Gantt bar for Water Meter]											
19	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	Yet to commence	[Gantt bar for Wash-down Bay Upgrade]											
20	Urundangi Town Infrastructure Upgrade	168 days	Mon 9/11/20	Wed 30/06/21		[Gantt bar for Urundangi Town Infrastructure Upgrade]											
21	Urundangi Park Upgrade	53 days	Mon 20/07/20	Wed 30/09/20	Completed	[Gantt bar for Urundangi Park Upgrade]											
22	Fuel Setup for Urundangi	276 days	Tue 10/03/20	Tue 30/03/21	Order been sent. Tanks manufacturing commenced. Banking system been completed. Fuel system going through setup and testing process.	[Gantt bar for Fuel Setup for Urundangi]											
23	Boulia Shire Road Network Upgrade - Signage & Weed Control	316 days	Mon 13/04/20	Mon 28/06/21		[Gantt bar for Boulia Shire Road Network Upgrade - Signage & Weed Control]											
24	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	Report completed, Obtaining quotes for the signs to purchase.	[Gantt bar for Shire Road Signage]											
25	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Stage II commenced. 75% completed.	[Gantt bar for Weed Spraying]											
26	2020/21 COVID BSC W4Q Projects	297 days	Mon 4/05/20	Tue 22/06/21		[Gantt bar for 2020/21 COVID BSC W4Q Projects]											
27	W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities	296 days	Tue 5/05/20	Tue 22/06/21		[Gantt bar for W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities]											
28	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21	Tender have been issued.	[Gantt bar for Robinson Park Fence]											
29	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	Material due to delivery in end of January.	[Gantt bar for Repair Wooden Bridge on Burke Street]											
30	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Design commenced.	[Gantt bar for Council Depot CPL Yard Pave & Seal]											
31	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21	Design work commenced.	[Gantt bar for Heritage Complex Fencing Upgrade and Repair Storm Water]											
32	W4Q COVID 002 - Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21		[Gantt bar for W4Q COVID 002 - Construction of New Residential Building in Boulia Town]											
33	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Tender documents will be issued this week.	[Gantt bar for Construction of New Residential Building in Boulia Town]											
34	W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade	96 days	Tue 9/02/21	Tue 22/06/21		[Gantt bar for W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade]											
35	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21	Yet to commence	[Gantt bar for Sewer Pump Stations x2]											
36	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21	Yet to commence	[Gantt bar for Sewer Projects]											
37	W4Q COVID 004 - Urundangi Waste Facility Infrastructure Upgrade	266 days	Mon 4/05/20	Mon 10/05/21		[Gantt bar for W4Q COVID 004 - Urundangi Waste Facility Infrastructure Upgrade]											
38	Urundangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Tender have been issued.	[Gantt bar for Urundangi Dump Fence]											
39	LRCI Projects	193 days	Mon 5/10/20	Wed 30/06/21		[Gantt bar for LRCI Projects]											
40	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	Working with ORRTG Group, Joint procurement. Tenders been issued.	[Gantt bar for Grid Servicing]											
41	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Gantt bar for Traffic Signage]											
42	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21	Yet to commence	[Gantt bar for Storm Water]											
43	Footpath	62 days	Tue 6/04/21	Wed 30/06/21	Design and Procurement commenced.	[Gantt bar for Footpath]											
44	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21	Design work commenced.	[Gantt bar for Stabilise Shoulders]											

Project: Grant Project Summary
Date: Tue 12/01/21

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Boulia Work Camp December 2020 Report	DOC REF: Item A
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REPORT BY:	Vic Strowger Filed Supervisor, Correctional Officer Townsville Correctional Centre	DATE: 29/12/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
1.1 Promotion of community events, services and facilities
1.1.1 Build a strong sense of community, capacity and pride by supporting partnerships

PURPOSE:

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

CONTENT:

During this period the below community work was conducted:

- Council induction – 12 x inmates attended.
- Sports Centre – mow and whipper snip area including sports oval.
- Sports Centre – clean out storage rooms.
- Boulia School - mow/whipper snip, clean area.
- Engine in Main street – paint engine.
- Church – Mow and whipper snip.
- Town Yards - mow and whipper snip some town yards as per approved list.
- Stonehouse – mow, whipper snip and clean area.
- Main street – mow, whipper snip and trim hedges.
- Repair entrance to driveway.
- Town Tip – erect temporary fencing around rubbish pit.
- Council yard – start whipper snipping area.

RECOMMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	CEO Report for December 2020	DOC REF: Item CEO1
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 02/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Channel Country Pest and Weed project

The final report for the Channel Country Weed Project is being prepared by Desert Channels and is expected by the February meeting.

Building Acceleration Funding - application

Further information was provided to QTC for their assessment of the project to ensure we are able to meet commitments if the funding is successful for the Min Min Centre re-development project.

CEO on leave from 14th Dec to 4th Jan. Minimal activity during this period.

Employee Assistance Program

The Bi-annual report has been received from Lisa Paterson-Kane Changing Ways Psychology. This is a service provided to the staff free of charge which can be used face to face, phone or email. No details are given by Lisa for any of the sessions she conducts which provides staff with an 'outside support mechanism' to deal with issues they may have at work or home. Families are also included in this provision by Council. This will be our fourth year and it will continue as part of our EBA support to the staff.

Annual Valuation by the Director General – Formal notification (ltr attached)

We have been notified that a valuation of the Boulia Local Government area will not take place for 2021. Where new valuations are not issued, the most recent annual valuation remains effective for local government rating, state land tax and state land rental purposes until the next valuation is undertaken

The Land Valuation Act 2010 requires that the Valuer-General undertake an annual valuation of all land in a local government area except in unusual circumstances or after consideration of:

- *a market survey report for the local government area which reviews sales of land and the probable impact of the sales on the value of land since the last annual valuation, and*
- *the results of consultation with the local government for the area and appropriate local and industry groups.*

CEO MEETINGS December 2020

Thu 17/12/2020 9:00 AM

BBRF project plan

Wed 16/12/2020 10:00AM

QTC Local Government Financial Plan

Wed 16/12/2020 1pm Dep Prime Minister Assistant, OHDC, Mayor Rick Britton (TMR fund)

CEO on leave from 14th December to 4th Jan.

Fri 11/12/2020 11:30 AM Outback Way General Zoom Meeting ZOOM

Thurs 10/12/2020 1:00PM Infocouncil webinar

Thurs 10/12/2020 2:15PM Rod Adams TMR – road allocations

Wed 9/12/2020 9:00 AM Training: Boulia DiSC Session 2 @ Wed 9 Dec 2020

Tues 8/12/2020 Anglo American dinner

Tue 8/12/2020 1:00 PM Nex Gen Ecosystem

Tues 8/12/2020 8:30AM ManEx – Senior Staff catchup

Friday 4/12/2020 RAPAD teleconference

Tues 1/12/2020 8:30AM ManEx – Senior Staff catchup

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS

2020	EMAIL CORRESPONDANCE
16/12/2020	FW: 3 updates from RDA - 1. Economic Recovery 2. Construction Pipeline 3. New Regional Economic Newsletter
12/12/2020	Pitta Pitta
12/12/2020	BBRF Infrastructure Project - Regional Community Precinct
11/12/2020	FW: Local Government Remuneration Commission Report & Schedule
11/12/2020	Lynn on leave - Acting CEO - Harin Karra
8/12/2020	Urandangi Action Plan 08-12-2020
4/12/2020	Clinic appointments
3/12/2020	RE: QTRIP.. published ..
2/12/2020	FW: Urandangi Action list update
1/12/2020	Mobile in Urandangi.....
1/12/2020	FW: Information Pack - Women Leading in Local Government program
1/12/2020	FW: Draft Minutes 25,26 Nov; Final Minutes 6 November; Board actions
1/12/2020	FW: Temperature at the Depot

Attachment: CEO1.1 EAP Bi-annual report, CEO1.2 Annual Valuation Letter

RECOMMENDATION:

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

Chief Executive Officer

Ms Lynn Moore

Biannual Employee Assistance Report July to December 2020 Boulia Shire

Introduction:

The Employee Assistance Program (EAP) is a free, professional, confidential counselling service for employees of the council and their immediate family and members of their household - paid for by the Boulia Shire Council. The purpose of the EAP program is to provide support for its staff and their employees, and to reduce to the incidences and negative effect of stress and mental illness with the workplace and the community.

Quarter Overview:

Staff utilisation of the service was stable throughout this 6-month period, there was a spike in use following a critical incident creating distress for some employees. The multileveled support that council provided to the staff and community following this incident greatly assisted many staff. It would be positive to try to do some staff familiarisation of the service with a face-to-face visit if the opportunity arises throughout 2021.

Quarter Statistics:

3 individuals utilised the EAP during this quarter with a total of 10 counselling sessions occurring during the quarter. These sessions occurred both via telephone and email.

Thank you for choosing CWP as your EAP provider, we look forward to providing further quality services to the Boulia Shire.

Regards



Dr Lisa Patterson-Kane

Clinical Psychologist

22 December 2020

Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council
18 Herbert Street
BOULIA QLD 4829

Dear Ms Moore

RE: ANNUAL VALUATION EFFECTIVE 30 JUNE 2021

Thank you for your response to former Valuer-General Neil Bray's request seeking your opinion on whether or not an annual valuation (effective 30 June 2021) should be undertaken in the Boulia local government area. You have advised that an annual valuation should not be undertaken.

The *Land Valuation Act 2010* requires that the Valuer-General undertake an annual valuation of all land in a local government area except in unusual circumstances or after consideration of:

- a market survey report for the local government area which reviews sales of land and the probable impact of the sales on the value of land since the last annual valuation, and
- the results of consultation with the local government for the area and appropriate local and industry groups.

After considering the statutory criteria, I have decided that an annual valuation for the Boulia local government area will not be undertaken in 2021. Where new valuations are not issued, the most recent annual valuation remains effective for local government rating, state land tax and state land rental purposes until the next valuation is undertaken.

Should you wish to discuss this matter further, please contact Brett Bowen, Area Manager of the department on telephone 4222 5500.

Yours sincerely



WJ Kearnan
Valuer-General
Department of Resources

Bouliia Shire Council Action List

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

Item CEO2

		frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp		07/12/2020 Advice that this is unable to proceed as collection at Boulia is unviable. 14/10/2020 Visit by Winton company to review site at Council yard. 09/09/2020 No further action in this space – letter to Zac Britton advising what action Council are taking for the future of recycling. 25/06/2020 – Email from Rainbow Gateway – they are adding the ‘frames’ for the bags as a project to her budget for participants 2020-2021.
19/6/2020		TOURISM - ‘Why do I live where I live?’ – Michaela to ‘interview’ locals on a video for the web?	CSM/Michaela	01/01/2021 As time permits Michaela is still working on many varied projects re the locals. 07/11/2020 A new clip is going up this month showcasing Boulia and what is on offer. Michaela has not been able to do personal interviews as yet. 01/10/2020 Media Officer still working on this. 11/08/2020 In progress. 10/07/2020 Michaela to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		Cllr Jack Neilson suggestion: STAFF ATTRACTION – Make a video of the highlights and services available in Boulia for prospective employees. To be available on the web.	CSM/ Michaela	01/01/2021 Completed. 07/11/2020 Youtube clips re Boulia lifestyle have been on the website and a new clip is going up this month showcasing Boulia and what is on offer on the employment page. 08/10/2020 Media Officer working on this and advert positions as per top suggestion in April. 21/08/2020 As stated above, plus 09/09/20 - new tourism RAPAD group formed.
Tuesday 21st July 2020				
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	12/01/2021 Third party booked in for first week in March. 13/11/2020 Have been able to source a third party from Cloncurry able to conduct inspections for us. They would only be available around January/February next year. 11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
Friday 25th September 2020				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	09/12/2020 Signage will be installed early February 2021.

Item CEO2

				01/10/2020 Existing Shire entry signs (NT Border, Bedourie Rd, Winton Rd, Mt Isa Rd) are faded. Replacements to be ordered.
25/09/2020		<p>Cllr Neilson: Consider lobbying to:</p> <ul style="list-style-type: none"> - gain better support for Hospital to Hospital transfers - make the returning patient process smoother and easier for patients and their families <p>Meeting to be arranged with QLD Health Chairs Jane Hancock and Paul Woodhouse</p>	CEO	<p>03/11/2020 Teleconference with Jane Hancock, Mayor and CEO regarding the tfr and capacity of PHN. Jane advises it is the same issue across the western area Councils and she is meeting next week to bring this up with Rural Remote Health and Chief Executive. Solution - nurse co-ordinator to be appointed once a patient is admitted. They will then sort out the 'admin' of patient transfers. Positive outcome but will be dependent on funding.</p> <p>14/10/2020 Emailed Jane Hancock to arrange a meeting for feedback on the patient tfr issue between Mt Isa/Townsville and Winton.</p>
Friday 23rd October 2020				
23/10/2020		Bouliia Community Support Services (BCSS) to engage KJ Ford and Lynn Moore to conduct a 10 week free line dancing course for the community. KJ and Lynn will conduct the course but payment received from BCSS will be fully donated back to the community.	CEO	<p>07/12/2020 Due to unforeseen circumstances – this was deferred until start up in January 2021 in respect of local community member passing.</p> <p>03/11/2020 Funding not received at this stage.</p>
23/10/2020	2020/10.11	<ol style="list-style-type: none"> 1. That Council review the Draft Plan of Management - Parks, Reserves and Sportsgrounds. 2. That Council approve the Draft Plan of Management for public display and comment for 28 days with written submissions to be received from relevant parties for a period of 42 days from the date of the first public exhibition/publication. 3. All submissions received during this 42 day period to be reviewed by Council and submitted to the next Council meeting for comment/approval and adoption. 	CEO	<p>04/01/2020 Report to be taken to January Ordinary Meeting of Council.</p> <p>23/11/2020 Document open for public comment until 5 pm, Friday 18th December.</p> <p>03/11/2020 Plan out for public display.</p>
23/10/2020	2020/10.19	That the CEO seek a drafted response from King & Co or other legal service provider for the applicant which supports the Council's position under Policy 136.	CEO	<p>07/12/2020 No further correspondence received.</p> <p>03/11/2020 Letter of response discussed with King & Co and submitted to Thyne and Macartney Lawyers.</p>
Friday 20th November 2020				
20/11/2020	2020/11.25	That the CEO progress the issue of deregulation of Bouliia Airport with REX and	CEO	07/12/2020 Discussion held with other Councils, RAPAD GM, Dept Home Affairs, GM of NWROC, GM of SWROC and GM REX. Bouliia

Item CEO2

		Aviation Security/Home Affairs, RAPAD and if necessary the Western Alliance to find a workable solution which meets the needs and safety requirements of all concerned for the safe operation of small airports.		has requested Tier 3 status but will pursue with the Western Alliance the modification of requirements for smaller Councils caught in this amendment in the future.																																				
Friday 18th December 2020																																								
18/12/2020	2020/12.11	<p>1. That the dates for the Council meetings from January 2021 until December 2021 be ratified and displayed on Council's website and all other approved distribution methods.</p> <table border="1"> <tr><td>Friday 22nd January 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 26th February 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 26th March 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 23rd April 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 21st May 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 18th June 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 16th July 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 27th August 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 24th September 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 22nd October 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 19th November 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> <tr><td>Friday 17th December 2021</td><td>Boulia Shire Hall</td><td>9 am</td></tr> </table> <p>2. That the location be the Boulia Shire Hall with the commencement time 9 am.</p>	Friday 22 nd January 2021	Boulia Shire Hall	9 am	Friday 26 th February 2021	Boulia Shire Hall	9 am	Friday 26 th March 2021	Boulia Shire Hall	9 am	Friday 23 rd April 2021	Boulia Shire Hall	9 am	Friday 21 st May 2021	Boulia Shire Hall	9 am	Friday 18 th June 2021	Boulia Shire Hall	9 am	Friday 16 th July 2021	Boulia Shire Hall	9 am	Friday 27 th August 2021	Boulia Shire Hall	9 am	Friday 24 th September 2021	Boulia Shire Hall	9 am	Friday 22 nd October 2021	Boulia Shire Hall	9 am	Friday 19 th November 2021	Boulia Shire Hall	9 am	Friday 17 th December 2021	Boulia Shire Hall	9 am	EA	21/12/2020 2021 meeting dates distributed to the community.
Friday 22 nd January 2021	Boulia Shire Hall	9 am																																						
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Friday 17 th December 2021	Boulia Shire Hall	9 am																																						
18/12/2020	2020/12.21	<p>1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils.</p> <p>2. That a \$15,000 allocation be made in the annual budget for the project.</p>	CSM	12/01/2021 Waiting to hear when and how this will happen.																																				
18/12/2020	2020/12.29	<p>1. That Council enter into an agreement with Local Buy for the Nex Gen Procurement Ecosystem, at no cost to Council.</p> <p>2. That the CEO be authorised to do all things necessary to progress the agreement.</p>	CEO	12/01/2021 Completed – agreement signed.																																				
18/12/2020	2020/12.30	BBRF Infrastructure Project – Regional Community Precinct Report: That consideration of the report be deferred until January/February 2021 due to the release of the next Building Better Regions Funding round.	CEO	12/01/2021 Report still on hold.																																				
18/12/2020	2020/12.31	That Council note the Pitta Pitta Compensation application – Notification and agree to the joint meeting between the CEO of Boulia Shire and the CEO of Diamantina Shire Council and	CEO	12/01/2021 Meetings to take place week of the 11th for solicitor to advise on way forward.																																				

Item CEO2

		Holding Redlich to take place early January with the view to file a Form 5 (Notice of Intention to become a Party) with the Federal Court on or before 29 March 2021 if this is the course of action we (CEO's and Holding Redlich) agree upon.		
18/12/2020	General Business:	2021 Deputy Mayor role - Councillor Neilson addressed the Council regarding a resolution of Council (2020/PE4.1) that was made in April 2020 regarding the rotating role of Deputy Mayor between Councillor Beauchamp and Councillor Neilson. Councillor Neilson is scheduled to take the role of Deputy Mayor in 2021 however due to other commitments, suggested that it would be in the best interest of the Council if Councillor Beauchamp continued with the Deputy Mayor role in 2021. All Councillors were in agreeance with the suggestion. Formal resolution to be noted at the January 2021 Council meeting.	CEO	12/01/2021 To be ratified at the meeting in March by vote.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		ClIr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	ClIr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	ClIr Neilson: Branding idea – pronunciation of Boulia – Bull'ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie	ClIr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter.	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie/Harin	ClIr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	ClIr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.

Item CEO2

23/10/2020	DWO/CSM	Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	7/11/2020 This is a project being looked at when funding is available.
20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)

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

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Draft Plan of Management Parks Reserves and Sportsgrounds	DOC REF: Item CEO3
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 06/01/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services, and facilities

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

1.3: Boulia Shire to have active inclusive communities

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

PURPOSE:

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

CONTENT:

At the October 2020 Ordinary Meeting of Council, a Draft Plan of Management for Parks, Reserves and Sportsgrounds was presented to Council for approval in order to place the document on public display for the required community consultation phase.

The Plan identifies parks, sportsgrounds and reserves which fall under the management of Council and its general objectives are to ensure safety and accessibility while assuring the long term asset sustainability and management. The Plan also takes into consideration the natural and urban environment looking to encompass ecologically sustainable development principles ie: water use, vegetation management etc. and is directly linked to the Strategic Corporate Plan 2019-2024 (key priorities 1, 3 and 4).

At the close of the required consultation period (28 days) at 5 pm on Friday 18th December, only one submission of feedback was received.

The feedback was in relation to the following section on page 9 of the document –

Prohibited Uses

The following activities (but not limited to) are prohibited within Boulia Shire Council Parks, Reserves and Sportsgrounds:

- Motor bikes
- Horses (unless in an authorised location)
- Open fires (unless in an authorised location)
- Camping
- Golf (unless on the Golf Course Reserve)
- Motorised hobby articles (including but not limited to motor vehicles, aeroplanes and bikes)
- Dumping of rubbish
- Off-leash dog walking

And was received as follows:

this page of the document particularly specifies that motorbikes are prohibited in areas such as the racecourse reserve. I understand that the town common is not included in this document but will have its own management plan. There is nothing further that specifies that should an event be held that the prohibition will not be applicable.

The feedback is correct in that there is no other notation in the document that would allow motor bikes to be used if Council approval were to be granted.

The *Boulia Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2014* section 6(2) notes that:

For the purposes of Local Law No.1 (Administration) 2014, section 5(b), it is a prescribed activity⁴ to bring a motor vehicle onto or drive a motor vehicle on any part of a local government controlled area that is not a motor vehicle access area.

The referenced footnote in this paragraph, footnote number 4, states:

⁴Bouliá Local Law No. 1 (Administration) 2011, section 6, creates an offence for a person to undertake a prescribed activity without a current approval granted by the local government. Section 7 requires that the approval be obtained under part 2 of that local law.

Therefore, should the Council so choose, there is a provision in the Local Law for approvals to be granted for motor bikes to be able to be used within Bouliá Shire Council Parks, Reserves and Sportsgrounds. This may be of particular importance for community events such as the Bouliá Bike Sports, whose core function is motor bike sports for the benefit of the community.

This report seeks Council's directive as to whether or not a provision should be included in the Plan of Management - Parks, Reserves and Sportsgrounds, that enables an applicant to request Council approval for motor bikes to be used within a nominated Bouliá Shire Council Park, Reserve or Sportsgrounds for a specific approved event which is time limited.

CONSULTATION: PoM open for community comment between 3rd November 2020 and 18th December 2020.

GOVERNANCE IMPLICATIONS:

- Maintenance of the identified areas fall within the Council's annual budget.
- Any improvements to the facilities would require external funding to proceed.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Director of Corporate Services December 2020 Report	DOC REF: Item DCS1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/12/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

PURPOSE:

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

CONTENT:**Internal Audit visit December 14-16th 2020**

The Internal Auditors – Walsh Accounting, Tony and Jamie Walsh, conducted an internal audit on Information Technology Systems, Grant Administration as well as a desktop follow up on the last audit for Payroll backpays (EBA agreement rollout).

On the 16th December we had an exit meeting with the Auditors, Harin Karra A/CEO and myself. Tony Walsh is working on the management report which will be tabled at the next Audit and Risk Management Meeting in January 2021.

External Auditor

Finalisation of the 2019-20 financial audit was completed and signed off by the Queensland Audit Office on 16th December 2020. This also included the sign off on the Roads to Recovery Audit for 2019-20.

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:** Nil**RECOMMENDATION:**

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

DOCUMENTS TO BE TABLED: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	New Policy – Performance Management Policy No. 157	DOC REF: Item DCS 2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 24/12/2020
CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: To review and update Council's policies in accordance with the adopted procedure to ensure that policies made by Council are compliant with legislation and are reviewed in a timely manner.		
CONTENT: To provide Council and its employees with clarity and understanding to ensure instances of underperformance is dealt with appropriately, complying with the principles of procedural fairness, with a focus on performance improvement and maintenance. This is a way that the Employee has the opportunity to correct and/or improve their standard of conduct where deemed necessary. Further to ensure that each situation is reviewed and addressed on an individual basis.		
CONSULTATION: CEO		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Performance Management Policy No. 157 as presented, be adopted by Council.		
ATTACHMENTS: <ul style="list-style-type: none">• DCS 2.1 Policy No. 157 Performance Management Policy• DCS 2.2 Employee Performance Improvement Plan Form		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



BOULIA SHIRE COUNCIL

Performance Management Policy

Category:	Policy
Policy Number:	157
Document Version:	1
Obsolete Version:	n/a
Keyword Classification:	Human Resources, Performance Management
Summary:	The purpose of this policy is to ensure that Council employees performance issues are treated in accordance with the principles of natural justice.
Adoption Date:	29 th January 2021
Resolution:	
Due for Revision:	3 years
Revision Date:	29 th January 2024
Date Revoked:	n/a
Related documents:	WHS – Safety Management System WH&S Policy Statement Policy 146 – Code of Conduct
Responsible Section:	CEO
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Qld Local Government Industry Awards Qld Industrial Relations Act 2016 WHS Act & Regulation 2011 Work Health and Safety Consultation Code of Practice 2011

PURPOSE

To provide Council and its employees with clarity and understanding to ensure instances of underperformance is dealt with appropriately, complying with the principles of procedural fairness and natural justice, with a focus on performance improvement and maintenance.

OBJECTIVES

To provide the employee with the opportunity to:

- correct and/or improve the standard of conduct of an employee where appropriate or necessary;
- provide any particular employee with an opportunity to correct unacceptable conduct (other than in situations where summary dismissal is appropriate);
- ensure that all employees are treated fairly, equally and consistently; and
- ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.

SCOPE

This document covers all employees performance and misconduct while working and or representing Council.

DEFINITIONS

Council refers to Bouliia Shire Council

The Act shall mean the *Local Government Act 2009* (as amended)

The Regulation shall mean the *Local Government Regulation 2012* (as amended)

Employees shall mean those employed by Bouliia Shire Council

Employer shall mean Council

POLICY

This policy may be varied from time to time by Council. This policy does not form part of any employee's contract of employment.

This policy may be used to deal with necessary discipline arising from conduct in any circumstances connected with work and includes conduct at work-related functions that impacts on Council. A work-related function is any function that is connected to work. Work lunches, dinners, conferences, Christmas functions and client/customer functions are examples of work-related functions. This policy also applies when employees go to other workplaces in connection with work, for example, when visiting a supplier, client or customer.

If conduct involves a potential breach of any Australian law, Council may notify the police or other relevant government authority.

Grounds for disciplinary action

Disciplinary action may be taken in relation to:

- failure to perform responsibilities under the *Local Government Act 2009* (QLD) (**Act**); or
- failure to perform a responsibility under the Act in accordance with the local government principles; or
- taken action under the Act in a way that is not consistent with the local government principles.

Disciplinary procedure

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by Council. In every case, the actual disciplinary procedure to be adopted in accordance with this policy, will be a matter for the Council's discretion and in consideration of the circumstances of the case as a whole.

Investigation

Council will conduct an investigation into incidents and/or allegations. This may involve collecting relevant data, interviewing the relevant employee, relevant witnesses, such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact. Council will endeavour to investigate all allegations of unsatisfactory performance, unacceptable conduct, or wilful or serious misconduct by an employee fairly and promptly.

If Council is satisfied, on reasonable grounds, that an employee will be subject to disciplinary action, the employee may be suspended from duty pending completion of an investigation. In such circumstances, the employee should be informed in writing of the conditions of the suspension at the time of the suspension and must be paid the employee's full remuneration as at the start of the suspension for the period of suspension.

The Council will not tolerate any unsubstantiated or frivolous allegations reported by any person.

Disciplinary interview

If on the basis of the investigation, the Employer believes that there is a case to be answered by the employee, the employee may be asked to attend a meeting to discuss the issue(s) of concern.

The following procedure will generally be followed:

- The employee will be given advance notice of the meeting and what will be discussed at the meeting.
- The employee will be given a reasonable opportunity to have a co-worker or union delegate present at the meeting.
- At the meeting the issue(s) of concern or allegations will be provided to the employee in writing, including any evidence upon which those concerns or allegations are based.
- The employee will be given an adequate opportunity to respond to the concerns or allegations. The employee may provide written responses to the allegations.
- The director/manager/foreman/supervisor will consider the employee's response and make any further enquires or investigations that may be necessary.
- After making any further enquiries or investigations which may be necessary and after consideration of the response or explanation of the employee, the director/manager/foreman/supervisor will determine whether the concern(s) or allegations have been proven.

If it is determined that all or some of the concerns or allegations are proven and after consideration of:

- the seriousness of the poor performance/misconduct;
- the response or explanation given by the employee;
- the employee's employment history and record; and
- whether there are appropriate and reasonable alternatives to dismissal, the director/manager/foreman/supervisor in consultation with the CEO will make a decision on what, if any, disciplinary action is appropriate.

Disciplinary Action

The disciplinary action taken will vary from case to case, depending upon all of the circumstances, including, a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Regardless of whatever disciplinary action is imposed, unacceptable conduct or misconduct of any kind can result in the dismissal of the employee.

If Council takes disciplinary action against an employee, the employee may appeal against the decision.

Employee to be given notice of grounds for disciplinary action

Before Council takes disciplinary action against an employee, the employee must be provided with:

1. written notice of the following:
 - the grounds on which the disciplinary action may be taken
 - the particulars of conduct claimed to support the grounds;
 - the disciplinary action to be taken; and
2. a reasonable opportunity to respond to the information contained in the written notice.

Informal Discipline

Examples of informal disciplinary action which may be taken by Council include, but are not limited to, the following:

- redirection, retraining;
- counselling.

Informal disciplinary action is not appropriate where the employee's conduct amounts to wilful or serious misconduct.

Formal Discipline

Examples of formal disciplinary action which may be taken by Council include, but are not limited to, the following:

- Termination of employment;
- demotion;
- a deduction from salary or wages of an amount of not more than 2 penalty units;
- reorganisation/redeployment;
- a written reprimand or warning.

Dismissal

An employee may be dismissed for misconduct as defined under the *Qld Industrial Relations Act 2016* i.e. theft, assault, fraud or other misconduct prescribed under a regulation.

If the decision is made to dismiss the employee, the employee should be given:

- written notice of the day of the dismissal or payment in lieu of notice;
- payment of all accrued entitlements;
- payment of any outstanding entitlements;
- a Separation Certificate; and
- a Statement of Service, if one is requested.

On dismissal, the employee must immediately return all Council property in the employee's possession or control to Council.

Deduction from salary or wages

If disciplinary action taken against an employee consists of a deduction from the salary or wages of the employee, Council may make the deduction:

- if no appeal is brought against the disciplinary action - when the period for starting an appeal against the disciplinary action has ended; or
- if an appeal is brought against the disciplinary action and the decision on the appeal confirms the deduction or changes the amount of the deduction - when notice of the decision is given to the employee; or
- if an appeal is brought against the disciplinary action and the appeal is discontinued or struck out - when the appeal is discontinued or struck out.

If an appeal is brought against the disciplinary action taken against an employee and the decision on appeal changes the disciplinary action to a deduction from the salary or wages of the employee, Council may make the deduction when notice of the decision is given to the employee.

An appeal may be lodged in the first instance with the initiating supervisor/manager and then, if unresolved lodged with the Chief Executive Officer for review and decision.

Written reprimand or warning

If disciplinary action taken against an employee consists of a written reprimand or warning, it will form part of the employee's employment record and must state the following:

- the employee's conduct that is disapproved of;
- the remedial action needed to rectify the conduct;
- the period within which the remedial action is to be taken; and
- the possible consequences for a repeat of the conduct by the employee.

Documentation

Council should make simultaneous notes of disciplinary discussions and actions.

File notes should be placed on the employee's personnel file summarising the nature of the allegations, the outcome of any investigation undertaken, and the disciplinary action taken.

A file note should also be made of any conversations or meetings with the employee. The employee should be asked to sign the file note as an acknowledgement that they agree with its contents. If the employee refuses to sign the file note, this should also be recorded on the file note along with the reason for the employee's objection if this is provided.

Copies of warning letters should also be placed on the employee's personnel file. However, Council must destroy any record about the disciplinary action no later than 2 years after the action is finalised.

Variations

Council reserves the right to vary, replace or terminate this policy from time to time. The policy will not be varied while in the process of conducting a disciplinary process.



BOULIA SHIRE COUNCIL

Address all correspondence to:
Chief Executive Officer
18 Herbert Street, Boulia QLD 4829
ABN: 20 492 088 398

Email: admin@boulia.qld.gov.au
Tel: (07) 4746 3188 | Fax: (07) 4746 3136

EMPLOYEE PERFORMANCE IMPROVEMENT PLAN

Use this form to help develop a performance improvement plan with employee. A Performance Improvement Plan (PIP) is a document that sets out what the problem is with an employee's performance and what the employee needs to do to improve it.

Step 1 Plan

Begin by clearly identifying the specific area or areas in which the employee needs to improve their performance.

Step 2 Meet with employee

Explain what the employee needs to do to improve their performance and how they can do this, along with what support Boulia Shire Council can provide them (eg. Training). Also explain to the employee what their responsibilities are, and what Boulia Shire Council's responsibilities are.

Give the employee a reasonable time to improve their performance and set a date or dates for further review.

Finally, explain what will happen if the employee's performance doesn't improve.

Step 3 Monitor

Monitor the employee's performance while the plan is in place. Regularly check in with the employee over that period to discuss their progress.

Step 4 Review

Meet at the times set out in the plan to review the employee's performance. Before these meetings, the Director/Manager/Foreman/Supervisor and the employee should assess their performance. After these meetings, the Director/Manager/Foreman/Supervisor should update the plan to make sure it stays current (eg. To explain what your employee still needs to improve and any further support that Boulia Shire Council will provide).

EMPLOYEE DETAILS

Employee Name: _____

Employee Number: _____ **Position:** _____

Location: _____ **Date of Plan:** _____

Plan Start Date: _____ **Plan Finish Date:** _____

Interim Review Date: _____ **Interim Review Date 2:** _____

Final Review Date: _____

Supervisor Name: _____

Please circle your position: TF / RUS/ RCM / FM / CSM / DCS / DWO / CEO

PERFORMANCE IMPROVEMENT PLAN

Objective: _____

Required Outcomes	Strategy	Responsibilities	Consequences
Required Outcomes	Strategy	Responsibilities	Consequences
Required Outcomes	Strategy	Responsibilities	Consequences
Required Outcomes	Strategy	Responsibilities	Consequences

EMPLOYEE ACKNOWLEDGEMENT

- *I understand that if I fail to successfully complete this PIP, then my employment with Boulia Shire Council may be reviewed.*
- *I understand that failure to reach the expected standards as described in this PIP may result in the termination of my employment with the Boulia Shire Council.*
- *I understand that if any time I feel for any reason that my ability to complete this PIP is at risk, I should contact my Director/Manager/Foreman/Supervisor as soon as possible.*
- *I acknowledge receipt of a copy of this form.*

Employee Signature: _____

Employee Name: _____

Date: _____

Supervisor Signature: _____

Supervisor Name: _____

Date: _____

Witness Name: _____

ADDITIONAL COMMENTS – MEETING 1

Supervisor Name: _____ Supervisor Signature: _____
Employee Name: _____ Employee Signature: _____

ADDITIONAL COMMENTS – MEETING 2

Supervisor Name: _____ Supervisor Signature: _____
Employee Name: _____ Employee Signature: _____

ADDITIONAL COMMENTS – MEETING 3

Supervisor Name: _____ Supervisor Signature: _____
Employee Name: _____ Employee Signature: _____

Notes:

- *If the employee refuses to sign the form, the Supervisor and the witness should indicate this on the form.*
- *Attach additional documentation if necessary*
- *Please ensure you send a copy of the plan to Human Resources hr@boulia.qld.gov.au whenever a review has been carried out, or when the Plan has been amended / updated. Return the original document to Human Resources Officer once the final review has taken place.*

Privacy Collection Notice:

The personal information gathered by Boulia Shire Council on this form is for the purposes outlined in this form only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Finance Manager December 2020 Report	DOC REF: Item FM1
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REPORT BY:	Rahaul Bhargava Finance Manager	DATE: 11/01/2021
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<p>CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>

<p>PURPOSE: Financial Summary as at 31st December 2020.</p>
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Cash Position:

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

	31 st December 2020	30 th November 2020
Cash at Hand	21,202,566	18,938,995
Net Cash Equivalent (Debtors-Creditors)	270,607	560,204
Total	\$21,473,173	\$19,499,199

Income

Total revenues to 31 December 2020 are \$7,124,810. This equates to approx. 61% of this year's budget.

Expenditure

Operating expenses to 31 December 2020 are \$6,353,743. This equates to approx. 44% of this year's budget.

Liquidity

• CBA		\$ 125,554
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 5,421,985	
QTC 1.04%	\$ 15,653,727	<u>\$21,075,712</u>
	Total	\$21,202,566

Additional Information on Cash Position

Cash Balance as at 31st December 2020 21,202,566

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	1,477,437
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	6,679,668
Operating Results for 2020/2021	137,107
Less Capital Expenditure 2020/2021	(6,640,546)
	13,406,597

Uncommitted Cash 31st December 2020 **\$7,795,969**

Aged Debtors 31st December 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	14,966.18	248,344.00	2,055	15,905.89	(405.00)	280,866.07

90+ Days Outstanding

Of the \$280,866.07, majority of outstanding amounts relate to Private Works income totalling \$247,874.00. Amounts greater than 90+ days total \$4,743.12 are currently under a payment arrangement. \$6,603.06 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

Rates 31st December 2020

Total Outstanding **\$186,852.00**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	29,106.59	37,987.27	28,068.88	23,687.82	(32,584.23)	86,266.33
Rural	-	-	2,337.13	128,703.05	(40,653.10)	90,387.08
Mining	-	-	5,230.50	5,350.74	(382.65)	10,198.59
	29,106.59	37,987.27	35,636.51	157,741.61	(73,619.98)	186,852.00

CREDITORS 31st December 2020

\$ 0.00

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st December 2020

2020 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	689,041
Fees and charges	372,058
Rental income	118,345
Interest received	57,169
Sales - contract and recoverable works	1,823,163
Other Income	154,516
Grants, subsidies, contributions and donations	1,100,141
Total Recurrent Revenue	4,314,433
Capital Revenue	
Grants, subsidies, contributions and donations	6,679,668
Total Capital Revenue	6,679,668
Total Revenue	10,994,101
Total Income	10,994,101
Expenses	
Recurrent Expenses	
Employee benefits	(1,725,090)
Materials & Services	(2,320,301)
Finance Costs	(21,749)
Depreciation	0
Total Recurrent Expenses	(4,067,140)
Total Expenses	(4,067,140)
Net Result Attributable to Council	6,926,961

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st December 2020

	<i>2020 Actual</i>
Current Assets	
Cash and cash equivalents	21,202,566
Trade and other receivables	344,446
Inventories	354,070
Total Current Assets	21,901,082
Non-current Assets	
Property, plant and equipment	191,027,617
Total Non-current Assets	191,027,617
TOTAL ASSETS	212,928,699
Current Liabilities	
Trade and other payables	(73,839)
Borrowings	(28,581)
Provisions	(1,222,190)
Contract Liabilities	(4,618,501)
Total Current Liabilities	(5,943,111)
Non-current Liabilities	
Borrowings	(1,009,222)
Provisions	(182,464)
Total Non-current Liabilities	(1,191,686)
TOTAL LIABILITIES	(7,134,797)
NET COMMUNITY ASSETS	205,793,902
Community Equity	
Asset revaluation reserve	110,690,860
Retained surplus	95,103,042
TOTAL COMMUNITY EQUITY	205,793,902

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st December 2020

2020 Actual

Cash Flows from Operating activities:

Receipts from customers	1,357,386
Payments to suppliers and employees	<u>(4,722,781)</u>
	(3,365,395)
Interest received	57,169
Rental income	118,345
Non-capital grants and contributions	2,887,607
Borrowing costs	<u>(21,749)</u>
Net Cash Inflow (Outflow) from Operating Activities	(324,023)

Cash Flows from Investing activities:

Payments for property, plant and equipment	(6,640,546)
Proceeds from sale of property, plant and equipment	40,909
Grants, subsidies, contributions and donations	<u>6,638,759</u>
Net Cash Inflow (Outflow) from Investing activities	39,122

Cash Flows from Financing activities

Repayment of borrowings	<u>(25,699)</u>
Net Cash Inflow (Outflow) from Financing activities	(25,699)

Net Increase (Decrease) in Cash and Cash Equivalents held	(310,600)
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Cash and Cash Equivalents at beginning of Reporting period	21,513,166
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Cash and Cash Equivalents at end of Reporting period	<u>\$21,202,566.00</u>
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CONSULTATION: Kaylene Sloman

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION: That the Finance Managers December 2020 Report be received for information.

DOCUMENTS TO BE TABLED: Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Community Services December 2020 Report	DOC REF: Item CSM1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 04/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

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

CONTENT:

Current housing available:

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

Housing:

One house is still available for the Grader Driver position with Council at this time.

Tourism:

The Encounter was closed from the 18th December and will reopen on the 18th January.

Greg Tuckwell is due at the Encounter on the 8th January to do some maintenance on the show and one animatronic. Talks with Greg will ensue regarding the audio changes needed for the show.

Andrew Nolan from Anglo American has very kindly informed me that the company wishes to buy us more display cabinets in line with what we already have at the Heritage Complex

and will donate fossils they have found and anything else we would like in regards to information posters/boards. We will be having a meeting soon to discuss this proposal.

Grants:

- The Indigenous Languages funding grant was unsuccessful in 2020.
- Several new grant funding opportunities open this month for which we will be applying for some waiting projects.

Community:

The first Saturday movie night in the shire hall will play on the 6th February, these 10 months of movie nights will be free to attend.

Talks are ongoing with a different circus company to bring their show to Boulia in 2021 as Ashtons who were originally coming are unable to do so now.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

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

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

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Total Amount of Funding applied for		\$ 481,735						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Community Services Town Map Report	DOC REF: Item CSM 1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 04/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

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

CONTENT:

Tourism staff have condensed the town's various walking routes into an easier format for people to follow.

The different coloured routes have been done away with and the main streets and Heritage signs have become the focus if visitors choose to walk around.

On the back side of the map it will show Heritage Trail information regarding buildings and sites of historical significance within the shire. Currently all this information is given to tourists on a foldout leaflet done in-house.

In line with other tourist associations and businesses this map and its town information will be available from a pull off A3 size pad which will be sourced from the publishers who do our travel guide.

A copy of the proposed map side only is shown attached to this report.

GOVERNANCE IMPLICATIONS: Cost of printing for 10,000 copies \$1447.60

RECOMMENDATION:

That the Community Services Town Map Report be received for information and implementation.

ATTACHMENTS: Map side only of the walking map

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA

To
Urandangi (220)
Mount Isa (303km)
Alice Springs (807km)

To
Cloncurry (341km)
Old police Barracks
(approx. 25km)

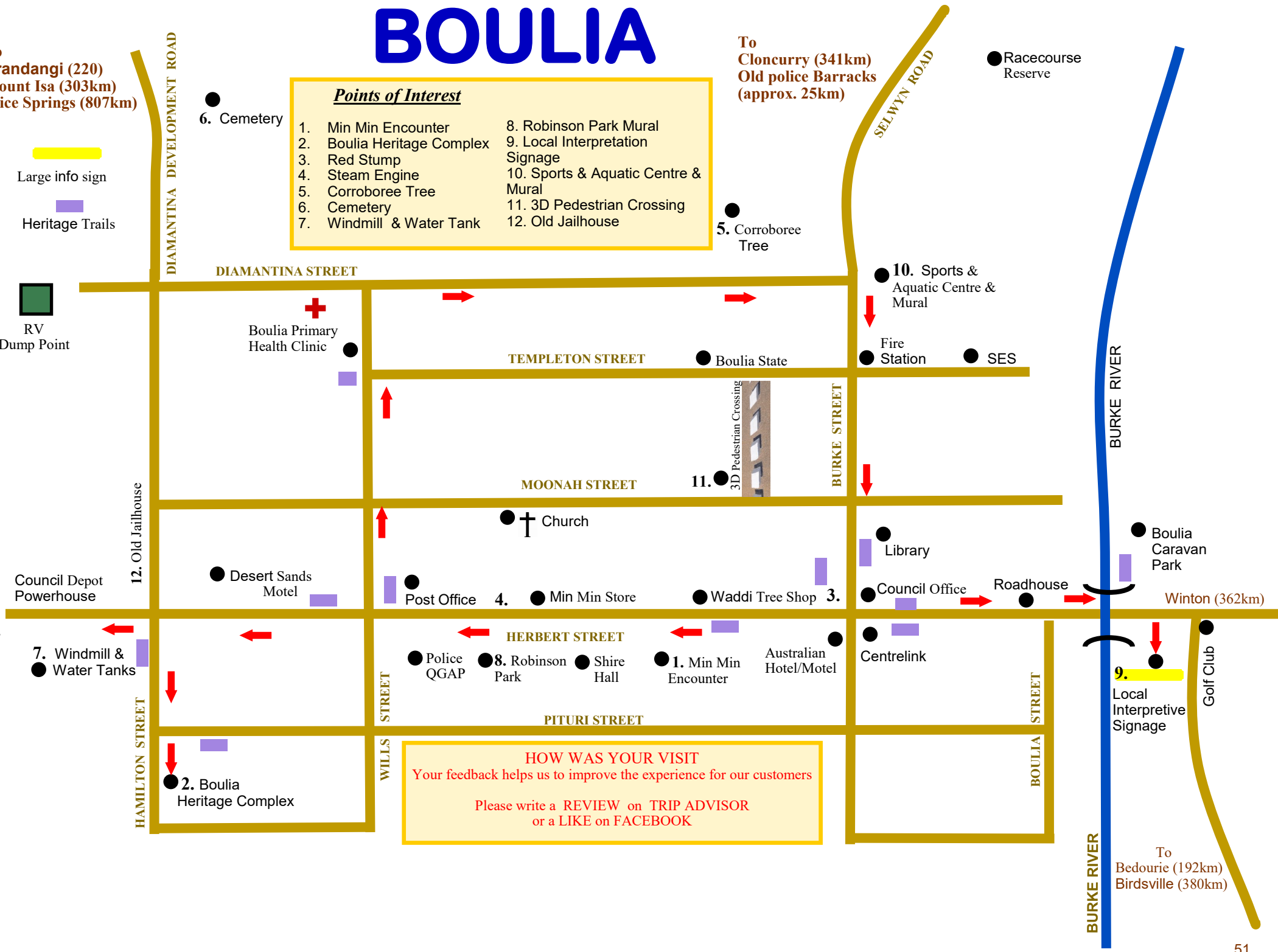
● Racecourse Reserve

- Points of Interest**
- | | |
|----------------------------|-------------------------------------|
| 1. Min Min Encounter | 8. Robinson Park Mural |
| 2. Boulia Heritage Complex | 9. Local Interpretation Signage |
| 3. Red Stump | 10. Sports & Aquatic Centre & Mural |
| 4. Steam Engine | 11. 3D Pedestrian Crossing |
| 5. Corroboree Tree | 12. Old Jailhouse |
| 6. Cemetery | |
| 7. Windmill & Water Tank | |

Large info sign
 Heritage Trails

RV Dump Point

Airport



HOW WAS YOUR VISIT
 Your feedback helps us to improve the experience for our customers
 Please write a **REVIEW** on **TRIP ADVISOR**
 or a **LIKE** on **FACEBOOK**

To
Bedourie (192km)
Birdsville (380km)

Winton (362km)

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Library December 2020 Report	DOC REF: Item B
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REPORT BY:	Tarsha Shaw	DATE: 04/01/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

PURPOSE:

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

CONTENT:

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

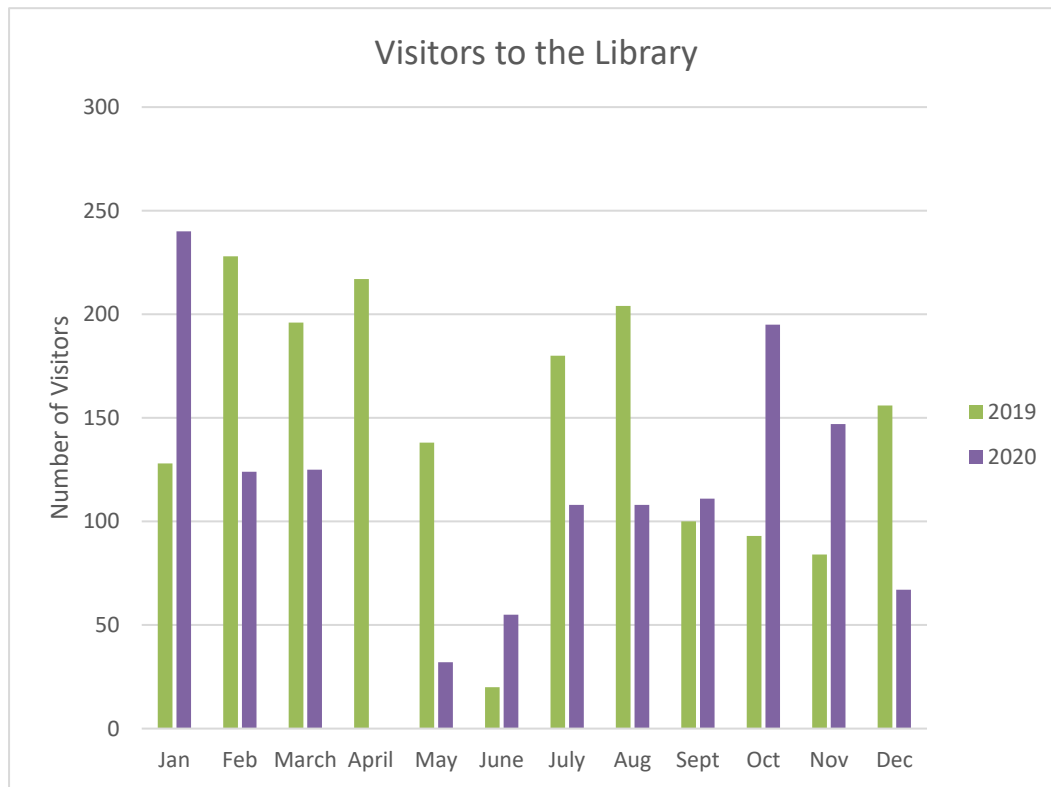
ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	67
Wi Fi	8
Number of new members - local	0
Tourist Member	0

LIBRARY ACTIVITIES

We ran a Christmas colouring competition. The winners will be in the next CCC.

We held some school holiday activities. The Library will be organising different children's activities to attract more visitation and new members.

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



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	128	228	196	217	138	20	180	204	100	93	84	156
2020	240	124	125	0	32	55	108	108	111	195	147	67

RECOMMENDATION:

That Council receive the Library December 2020 report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Boulia Sports and Aquatic Centre December 2020 Report	DOC REF: Item C
REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 06/01/2021

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

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

PURPOSE:

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

CONTENT:

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 5 After Hours: 19
• Squash	0
• Casual entry usage	128
• Kids usage	340
• Membership usage	19
• Merchandise sales	\$166.00
• Admission	\$100.50
• Refreshment sales	\$310.50

Activities held this month:

- Christmas School holiday program
- Jan Norton held a painting workshop in the Café. Please see photos below.
- We will be continuing with a school holiday program throughout January



BOULIA SPORTS & AQUATIC CENTRE

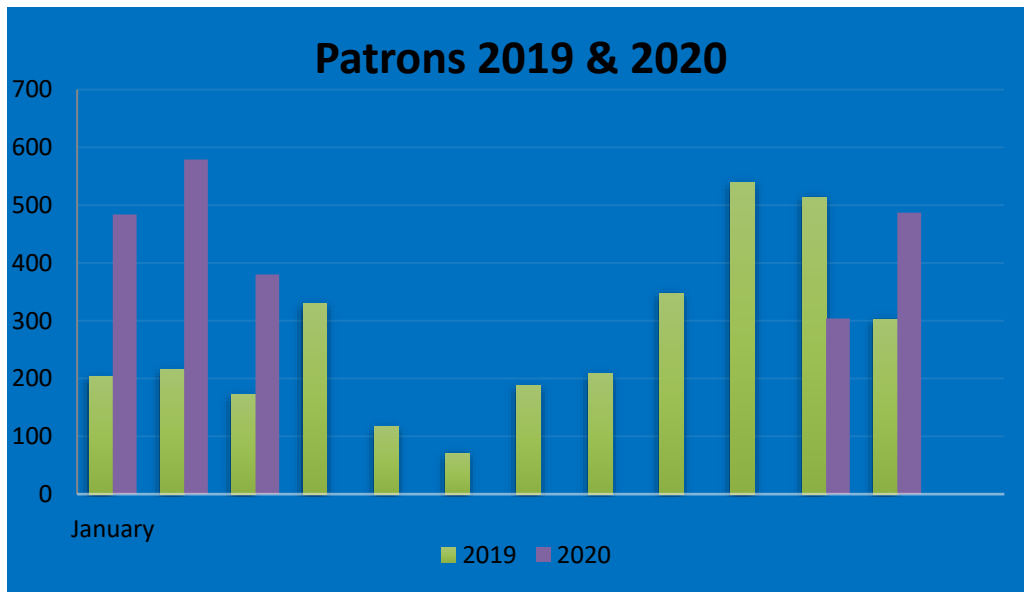
And
Boulia Library
 Library Opening Hours: MON - FRI 9:45 am - 1:00 pm
 Centre Opening Hours: MON-FRI 2:30-6:30PM SAT 3:00 - 6:00

	Monday 14/12/20	Tuesday 15/12/20	Wednesday 16/12/20	Thursday 17/12/20	Friday 18/12/20
Library		Christmas Craft 10:00 - 12:00	First & Fiveover 10:00 - 10:45	Games Morning 10:00 - 12:00	Coloring Camp Women's Anniversary
Sports Centre	Pool Inflatable 8:00 - 5:00		Pool Games 8:00 - 4:00		Pool Toys 8:00 - 5:00

CHILDREN UNDER 10 MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES IN THE POOL

Enquiries, Suggestions & Feedback All Welcome to sports@boulia.gov.qld.au or 4746 8527, 47468408
 **** Water & Soft Drink \$3.00, Meat Pies \$5.00, Sausage Rolls \$2.00, Icy Cups \$0.50****

The School Holiday Activities is a joint program by the Boulia Shire Council, Boulia Sports & Aquatic Centre, Boulia Community Support Services and the Boulia Queensland Police Services



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	204	215	173	330	117	71	188	208	348	539	514	303
2020	484	579	380	0	0	0	0	0	0	0	304	487

RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22nd January 2021

TITLE:	Work Health and Safety December 2020 Report	DOC REF: Item D
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REPORT BY:	Brett Hyde Work Health and Safety Advisor	DATE: 31/12/2020
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<p>CORPORATE PLAN REFERENCES:</p> <p>Key Priority 7: Valuing our greatest asset – people</p> <p>7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices</p> <p>7.2.4 Provide a safe, healthy working environment and be proactive in all Work Health and Safety matters</p>
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<p>PURPOSE:</p> <p>To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.</p>

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Ongoing monitoring with contractors projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. • Conducting Noise Level monitoring on various Council facilities/offices. • Continually populating the audit criteria with the required evidence.
Toolbox talks/ Presentations	<ul style="list-style-type: none"> • Ongoing Weekly Toolbox talks/presentations are held with Council workforce. • Ongoing monthly Toolbox meetings/presentations with Administration/Office staff.
Compliance and Education	<ul style="list-style-type: none"> • Cross section of staff doing online training through the GO1 software portal. • Receive ongoing Alert updates from Workplace Health & Safety Queensland. • Ongoing education through Toolbox presentations to Council employees: e.g. extreme weather conditions, End of Year Break-Up. • Admin Staff conducted a Fire Drill without any issues or concerns. • Provide WHSQ updates and alerts to Directors and supervisors; Electrocutation using welders, Working in Extreme Heat.
Assistance to Staff/ Contractors on paperwork for compliance audit	<ul style="list-style-type: none"> • Introduced a Council induction program for Queensland Corrections Work Camp personnel to be compliant with BSC. • Created a Departure Inspection template in i-Auditor for the Burke Street Hall so Admin staff can use for inspections and reporting. • Sort information and advise staff on current Workplace Health and Safety in relation to their work areas and queries they have.

Near Misses, Incidents and Issues	<ul style="list-style-type: none"> • Near Miss – 0 • Hazard – 3 • Theft – 1 • Damage – 1 • Issues – 1
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Category	Description	Site	Outcome
Hazard	Flagpole spike next to footpath	Stonehouse	Reassessed and removed spike from pathway area to be installed next to fence line prior to tourist season.
Hazard	Electric shock from light switch to staff member.	BSC Hall	Suspect switches have been covered and marked “do not use”. Electrician has been notified and await

			assessment on course of repairs/issue.
Hazard	Trip/Fall hazard around group of concrete inspection/man holes.	Sports Complex	Still current – Safety cones placed around parameter to isolate until concrete fill works are complete.
Theft	Two trailer wheels for electronic roadside sign stolen.	Work Depot	DWO and RCMP Supervisor dealing with process and reporting.
Damage	Severe damage to cattle grid railings/fence due to impact from vehicle/truck at speed. Railings thrown up to 30 metres.	Cattle Grid, Burke Street/Selwyn Road.	DWO has been in contact with land owners. Alleged compensation to come from driver.
Issue	Fence sections unsecure near pool playground area. Allows for unauthorised and unsafe entry into pool complex areas.	Sports Complex	Fencing was restitched and secured to the effected areas.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> • Conducted 15 Bouliia Shire Council Inductions for December. • BSC Online Induction has been tested remotely and all appears to be working fine from both a contractor and Council perspective. • Completed Evacuation Plans for Bouliia Shire Hall – 10 versions required. • Created a Departure Inspection template in i-Auditor for the Burke Street Hall so Admin staff can use for inspections and reporting. • Continually updating Noise Level Monitoring spreadsheet register for Council facility and work areas. • Indoor “No smoking” signage been installed in the Sports Complex, Council Admin building, BSC Hall, Burke Street Hall, Works Depot and Post Office. • Return to Work, Daily Sign Monitoring, Internal Staff Relocation Induction. • Continue monitoring of the Bouliia Shire Council Hazard Risk Register (this is a live document). • Design a range of Toolbox presentations for Council admin/office/tourism staff to be held on a monthly basis. • Design a range of Toolbox presentations for Council Works/field staff held on a weekly basis.
Works in Progress	<ul style="list-style-type: none"> • Review and restock all BSC first-aid kits in work vehicles and plant as required for use and compliance. • Research and implement Fatigue Management documentation governed by National Heavy Vehicle Licencing Queensland for BSC. • Design and implement a set of plant and equipment competency forms for Corrections Work Camp personnel to utilise a select group of plant and equipment. • Design a step-by-step Drug & Alcohol Testing guide/program for BSC. Random breath alcohol testing to commence early after Start-Up 2021. • Weekly consultation with CEO to discuss current and future WHS items concerning the Shire. • Weekly consultation with Director of Works and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Bouliia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required. • Development of future toolbox presentations with some that encompass mini questionnaires/tests on various topics for both BSC and contractor groups. • Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.

	<ul style="list-style-type: none"> • Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements. • Outdoor “No Smoking” signs to be erected around designated Council buildings, Parks and Facilities when work crews start back for 2021. • “Assembly Point” signs around the steam engine on Herbert Street to be erected when work crews commence for 2021.
WHS Alerts and Updates	<ul style="list-style-type: none"> • Adopt various alerts/updates into weekly Toolbox talks and training. • Review WHS Queensland website and Alert board. • Receive WHS alerts from Workplace Australia. • Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health & Safety alerts, updates and changes within the industry.
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing). • Submission of the Boulia Shire Council’s Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards (ongoing). • Create Toolbox presentation to use i-Auditor, inspection templates, reporting. • Where possible, create media content for the Channel Country Chatter publication. • Ongoing updating of evacuation plans for Council facilities. • Continue First-aid kit audit/review throughout vehicle/plant fleet.
Training Required	<ul style="list-style-type: none"> • Consult with Supervisors where competencies or extra training maybe required and future toolbox topics. • Ongoing Chemwatch software familiarisation, access and training to staff. • Familiarisation of Safe Work Method Statements (SWMS). • Familiarisation of Safe Operating Procedures (SOP’s). • Some staff to undergo First-Aid training during Start-Up. • Some staff to undergo Snake Catching training around April, to be confirmed.

Special note:

Thank you and job well done to Joseph Kim for his design and format assistance in helping with the review and update of the evacuation plans for the Boulia Shire Hall.

RECOMMENDATION:

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

Reviewed and approved by Chief Executive Officer

Ms Lynn Moore