

# **BOULIA SHIRE COUNCIL**



## **ORDINARY MEETING**

### **Friday 21 January 2022**



Photo by: Peter Hindom

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


17/01/2022

### 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 21 January 2022** at the **Boulia Shire Hall** commencing at **9am** for the transaction of the following business.

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

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Ms Lynn Moore  
Chief Executive Officer

Please note:

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

**COMMONLY USED ACRONYMS**

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

## **RISK MANAGEMENT**

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

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

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

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

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

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

## **1 Meeting Opening with the Acknowledgement of Traditional Owners**

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

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Ms Estelle van Tonder (Executive Assistant Relief)

## **3 Apologies / Leave of Absence**

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

## **7 Request to Address Council in a Public Forum**

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

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

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

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

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

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

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

## **8 Confirmation of Minutes from Previous Meetings**

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 17 December 2021  
COMMENCING AT 9:00 am**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

*Please note:*

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

The Mayor opened the meeting at 09:05.

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

The Mayor also acknowledged past and present service personnel.

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

**2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mr Robert Bottger (Director of Works and Operations)  
Ms Estelle van Tonder (Executive Assistant Relief)

**3 Apologies / Leave of Absence**

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

**4 Declaration of Interests**

Councillor Jan Norton declared a Declarable Conflict of Interest in the matter in accordance with the *Local Government Act 2009* section 11.1.1 due to being a nominee for the Australia Day Awards 2022. In accordance with section 150EM of the *Local Government Act 2009*, Councillor Jan Norton left the meeting while this matter was discussed and voted on.



Councillor Jack Neilson declared a Declarable Conflict of Interest in the matter in accordance with the *Local Government Act 2009* section 11.1.1 due to his wife being a nominee for the Australia Day Awards 2022. In accordance with section 150EM of the Local Government Act 2009, Councillor Jack Neilson left the meeting while this matter was discussed and voted on.

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

## **7 Request to Address Council in a Public Forum**

There were no requests to address the Council.

## **8 Confirmation of Minutes from Previous Meetings**

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on 19 November 2021 be accepted.*

**Resolution No.:** 2021/12.1

**Carried**

## **9 Reports**

### **9.1 Works and Operations**

<b>TITLE:</b>	Engineering Services News Brief for November 2021	<b>DOC REF:</b> 9.1.0
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<b>PURPOSE:</b> To inform Council on the progress of various items through an information update.
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**Moved:** Cr Neilson

**Seconded:** Cr Norton

*That the Engineering Services Report – Newsbrief for November 2021 be noted.*

**Resolution No.:** 2021/12.2

**Carried**

<b>TITLE:</b>	Grants Work Status Summary – November 2021	<b>DOC REF:</b> 9.1.1
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<b>PURPOSE:</b> To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.
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**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

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

**Resolution No.: 2021/12.3**

**Carried**

<b>TITLE:</b>	Foreman Roads Maintenance and Construction Report November 2021	<b>DOC REF:</b> 9.1.3
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Edgar**

*That Council receive the Foreman Roads Maintenance and Construction November 2021 Report for information.*

**Resolution No.: 2021/12.4**

**Carried**

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services Report November 2021	<b>DOC REF:</b> 9.1.4
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of October 2021.

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

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

**Resolution No.: 2021/12.5**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer report	<b>DOC REF:</b> 9.1.5
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Norton**

*That the Rural Lands Protection Officer November 2021 Report be received.*

**Resolution No.: 2021/12.6**

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department November 2021 Information Report	<b>DOC REF:</b> 9.1.6
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Britton

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

**Resolution No.:** 2021/12.7

**Carried**

The meeting adjourned for Morning Tea at 09:45am  
During this time the CEO Lynn Moore, DCS Kaylene Sloman and Councillors Tim Edgar and Sam Beauchamp met with John O'Brien to discuss NBN connectivity.  
The meeting resumed at 10:42am

## **9.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for November 2021	<b>DOC REF:</b> 9.2.1
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<b>PURPOSE:</b> To advise Council of the activities of the Chief Executive Office.
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**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

- 1. That the Chief Executive Officer November 2021 report be received for information.*
- 2. That \$500,000 be put in the Budget Review and allocated for a solution to the connectivity issues.*

**Resolution No.:** 2021/12.8

**Carried**

<b>TITLE:</b>	Urandangi Lease extension agreement with the Bureau of Meteorology (Bureau)	<b>DOC REF:</b> 9.2.2
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<b>PURPOSE:</b> To advise the council of the request by the bureau of meteorology who wish to exercise the option of a 10-year extension as per the original MOU for the collection of data at the Urandangi Airstrip.
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**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

- That Council agree to the request by the bureau of meteorology to take up the option of a lease extension from 1<sup>st</sup> March 2022 to 28<sup>th</sup> February 2032.*
- That the CEO sign and return the approved agreement to the Bureau.*

**Resolution No.:** 2021/12.9

**Carried**

<b>TITLE:</b>	Council Meeting Dates from January 2022 to December 2022	<b>DOC REF:</b> 9.2.3
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<b>PURPOSE:</b> Information provided to enable participation in Council Meetings to the general public.
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**Moved:** Cr Neilson

**Seconded:** Cr Britton

1. That the dates for the Council meetings from January 2022 until December 2022 be ratified and displayed on Council's website and all other approved distribution methods.

Friday 21 <sup>st</sup> January 2022	Boulia Shire Hall	9 am
Friday 18 <sup>th</sup> February 2022	Boulia Shire Hall	9 am
Friday 18 <sup>th</sup> March 2022	Boulia Shire Hall	9 am
Friday 22 <sup>nd</sup> April 2022	Boulia Shire Hall	9 am
Friday 20 <sup>th</sup> May 2022	Boulia Shire Hall	9 am
Friday 17 <sup>th</sup> June 2022	Boulia Shire Hall	9 am
Friday 15 <sup>th</sup> July 2022	Boulia Shire Hall	9 am
Friday 19 <sup>th</sup> August 2022	Boulia Shire Hall	9 am
Friday 16 <sup>th</sup> September 2022	Boulia Shire Hall	9 am
Friday 21 <sup>st</sup> October 2022	Boulia Shire Hall	9 am
Friday 18 <sup>th</sup> November 2022	Boulia Shire Hall	9 am
Friday 16 <sup>th</sup> December 2022	Boulia Shire Hall	9 am

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

**Resolution No.: 2021/12.10**

**Carried**

<b>TITLE:</b>	Annual Report 2020-2021	<b>DOC REF:</b> 9.2.4
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**PURPOSE:**

To present Council's Annual Report 2020-2021 to Council before submission to Division of Local Government.

**Moved: Cr Britton**

**Seconded: Cr Norton**

That Council adopt the Annual Report for the financial year 2020-2021 including Financial Statements.

**Resolution No.: 2021/12.11**

**Carried**

<b>TITLE:</b>	Action List - November 2021	<b>DOC REF:</b> 9.2.5
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**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

That the Action List update for November 2021 be received for information.

**Resolution No.: 2021/12.12**

**Carried**

<b>TITLE:</b>	WHS / Insurance / Risk Management November Report	<b>DOC REF:</b> 9.2.6
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Edgar**

That Council receive the Workplace Health and Safety - WHSA / Insurance / Risk Management November 2021 Report for information.

**Resolution No.: 2021/12.13**

**Carried**

### **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services November 2021 Update	<b>DOC REF:</b> 9.3.1
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<b>PURPOSE:</b> To advise Council of the activities of the Director of Corporate Services.
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**Moved: Cr Neilson**

**Seconded: Cr Britton**

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

**Resolution No.: 2021/12.14**

**Carried**

<b>TITLE:</b>	Financial Manager November 2021 Report	<b>DOC REF:</b> 9.3.2
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<b>PURPOSE:</b> Financial Summary as at 30 <sup>th</sup> November 2021
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**Moved: Cr Edgar**

**Seconded: Cr Britton**

That the finance report for November 2021 be received for information.

**Resolution No.: 2021/12.15**

**Carried**

<b>TITLE:</b>	Original Budget vs Actual 2021 Comparison Report	<b>DOC REF:</b> 9.3.3
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<b>PURPOSE:</b> To present the spreadsheet which compares the Actual 2020/2021 figures to the 2020/2021 Adopted Budget figures for the 2020/2021 financial year
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**Moved: Cr Norton**

**Seconded: Cr Britton**

That the Comparison of Budget v Actual 2020/2021 Financial Year report be received for information.

**Resolution No.: 2021/12.16**

**Carried**

### **9.4 Community Services**

<b>TITLE:</b>	Community Services Report - November 2021	<b>DOC REF:</b> 9.4.1
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<b>PURPOSE:</b> To provide Council with an update of the activities associated with Councils' community development activities.
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**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

*That the Community Services November 2021 Report be received for information.*

**Resolution No.:** 2021/12.17

**Carried**

<b>TITLE:</b>	Sports Centre November Report 2021	<b>DOC REF:</b> 9.4.2
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**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Edgar

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

**Resolution No.:** 2021/12.18

**Carried**

<b>TITLE:</b>	Min Min Encounter Report November 2021	<b>DOC REF:</b> 9.4.3
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Norton

*That the Min Min Encounter November 2021 Report be received for information.*

**Resolution No.:** 2021/12.19

**Carried**

<b>TITLE:</b>	Library November Report 2021	<b>DOC REF:</b> 9.4.4
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**PURPOSE:**

To update Council on the visitations and activities in the Library

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

*That Council receive the Library November 2021 report for information.*

**Resolution No.:** 2021/12.20

**Carried**

<b>TITLE:</b>	Western Touring Circuit report	<b>DOC REF:</b> 9.4.5
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**PURPOSE:**

To date this programme arTour has been managed by Circa with funding supplied from the Tim Fairfax Foundation and has not submitted a tender to keep doing the marketing and organisation after 31<sup>st</sup> December 2021.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

*That Council approve the payment of \$750.00 to Red Ridge Interior Qld Ltd.*

**Resolution No.:** 2021/12.21

**Carried**

## **10 Late Reports**

<b>TITLE:</b>	Connectivity for Boulia	<b>DOC REF:</b> Item DCS2
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<b>PURPOSE:</b> To advise Council of the options available through possible grant application.
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**Moved: Cr Edgar**

**Seconded: Cr Neilson**

1. That the Council agree to allocate \$500,000 in the current budget for connectivity for town telecommunications.
2. That the Council submit an EOI to the NBN Regional Connectivity Proposal to connect fibre to the premises.

**Resolution No.: 2021/12.22**

**Carried**

## **11 Closed Session**

**CLOSED MEETING AT 12:13 pm**

**Moved: Cr Britton**

**Seconded: Cr Neilson**

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

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

**Resolution No.: 2021/12.23**

**Carried**

Councillor Jan Norton left the meeting at 12:13pm  
Councillor Jan Norton returned to the meeting at 12:25pm  
Councillor Jack Neilson left the meeting at 12:40pm  
Councillor Jack Neilson returned to the meeting at 12:45pm

**OUT OF CLOSED SESSION AT 12:47 am**

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

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

**Resolution No.: 2021/12.24**

**Carried**

The following recommendations were resolved from the closed session: **2021/11.1.1**

<b>TITLE:</b>	Australia Day Awards 2022	<b>DOC REF:</b> 11.1.1
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<b>PURPOSE:</b> To choose a recipient to receive an award in the category nominated in:
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- |  |
|--|
| <ul style="list-style-type: none"><li>▪ Citizen of the Year</li><li>▪ Young Citizen of the Year</li><li>▪ Community Event of the Year</li><li>▪ Organisation/Organiser of the Year</li><li>▪ Australia Day Senior Sports Award</li><li>▪ Australia Day Junior Sports Award</li></ul> |
|--|

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

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

**Voted all for**

*That Council present a 2022 Australia Day Award to the selected nominees as discussed at the 17 December 2021 meeting.*

**Resolution No.: 2021/11.1.1**

**Carried**

## **12 General Business**

Mayor Rick Britton congratulated Councillor Jan Norton for being a Finalist for the Alison Woolla Memorial Award for Local Leadership in Preventing Domestic and Family Violence and presented her with a Certificate from LGAQ.

## **13 Meeting Closure**

The Mayor closed the meeting at 1pm.

## **14 Confirmed**

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



## 9 Reports

### 9.1 Works and Operations

### 9.2 Office of the Chief Executive

<b>TITLE:</b>	Chief Executives Report for December 2021	<b>DOC REF:</b> 9.2.1
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 3/9/2021
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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:**

**Christmas Closure:** Council closed its doors for the Christmas break on 17<sup>th</sup> December to then re-open on 17<sup>th</sup> January for the outdoor staff and 4<sup>th</sup> Jan for the inside staff. It was a well-deserved break after several staff changes – some due to COVID and some to family relocations. It seems as if we are at the crossroads with many of our exceptionally reliable staff reaching an age where they might like to put their feet up and at the other end of the scale some with children looking to move for education. This trend is not likely to improve over the next 12 months but with the zero availability of housing, there is an impasse over being able to attract families with no housing available.

This will lead council to use its 'Visioning project' to be held in January to clearly identify our priorities for the future. We clearly need to demonstrate the need for projects such as the residential estate to be developed and hopefully attract funding to secure our future.

**COVID 19** – Upon us again. On the 30<sup>th</sup> Dec I attended a DDMG meeting to enable the shires to begin preparations for the wave of COVID which is making its way here.

Issues which were discussed were:

- communications and how they would move forward
- Testing facilities
- Contact tracing
- Quarantine accommodation
- Public compliance
- Rapid response teams
- The link for Boulia between NWHS and CWHS
- Public events – such as Australia Day.

Other Meetings attended	Reason
Weekly meetings with: DWO, CSM, DCS, WH&S and ManEx	Weekly catch up
Department DSDILGP	Funding project updates
Department DRFA MARS	Training updates
Department DSDILGP	COVID debriefing
Surepact program	Monitoring program for funding programs

Anglo American	Waste collection
GWI	Telecommunications for Boulia
DDMG	COVID debrief
Plant Committee	Quarterly meeting
Diamantina Rd widening meeting	Preliminary planning
Outback Way	Final meeting for the year.

Positions which have been advertised through council during this period:

- Director of Works and Operations.
- Min Min Tourism Officer
- Multi-skilled Plant Operator/ Labourer – Parks and Gardens
- Graduate Engineer – Flood Damage Project
- Multi-skilled Plant Operator – RMPC
- Quality Control Foreman – Flood Damage

Other vacant positions to be advertised in January:

- Heritage Complex – Tourism Officer Part-time
- Post Office Casual relief
- Tourism casual's positions for Min Min Encounter, Heritage Complex
- Sports Centre Swimming Pool casuals

**CONSULTATION:**

N/A

**GOVERNANCE IMPLICATIONS:**

Vacant positions are identified in the organisational chart, however relief required for the Director of Works position (relief) was not anticipated at the time of setting the 2021-2022 budget therefore this will impact the overall budget.

**RECOMMENDATION:**

That the Chief Executive Officer December 2021 report be received for information.

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Delegations from CEO to to Staff	<b>DOC REF:</b> 9.2.2
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. Council is required to determine the functions of a Local Authority that are to be delegated to the CEO and to review those delegations on an annual basis.

**CONTENT:**

The main areas of law relating to Council's administration are principally contained within the *Local Government Act 2009*, Council's Local Laws and over 40 other Acts of Parliament.

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. However, in the absence of delegations the manner in which those functions can be completed is by resolution of the Council at a properly constituted Council meeting.

The Chief Executive Officer is appointed by Council to manage the operations of the Council on a day-to-day basis and for this reason is required to have delegated power, pursuant to Section 257 of the Local Government Act, to make decisions and to give directions to staff in relation to issues as they arise in order to implement the decisions of the Council.

However, it is important that the CEO in exercising those directions and decisions of the Council does so in a way that is consistent with the decisions and policies of the Council.

It is important to note that a delegation is not abdication, an officer exercising a delegation from Council (or the CEO in the case of other staff) is acting *in the place of* the Council. In other words, the delegation is a method of empowerment with responsibility and links back to the Council and the legislation.

It is also clear that just because a delegation exists, does not mean that the officer will choose to exercise that delegation, he/she may choose to refer the matter to Council (or CEO) for decision, particularly if the issue may be contentious or be of interest to the Council.

The delegations register is a document of Council that records the powers and functions of Council that are delegated to the CEO and that the CEO in turn has delegated to another person.

The CEO is the only member of staff who can sub-delegate (Section 259) her powers to another member of staff or contractor and for this reason the Council decides on a broad delegation to the CEO who then determines the appropriate delegations to other staff. Attached to the report are the instruments of delegation from Council to the CEO and the register of delegation from the CEO to other staff.

The proposed delegation from the Council to the CEO has not changed since its last review in 2021. The inclusion of a Technical Officer delegation has resulted in the register of delegations being updated to reflect a new delegation to this role.

The register of delegations is a public document and is available on Council's website.

**CONSULTATION:**

Legislative database and other Local Authorities

**GOVERNANCE IMPLICATIONS:**

It is a legislative requirement to review Delegations to the CEO annually (Section 257 (5) Local Government Act 2009) which will be completed in full in July.

**RECOMMENDATION:**

1. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
2. That the new delegation for Technical Officer be updated in the register to reflect the changes, accepted by delegates and then published on the website

**ATTACHMENTS:**

1. Delegations CEO to Technical Officer [9.2.2.1 - 2 pages]

Chief Executive Officer

Ms Lynn Moore



**BOULIA SHIRE COUNCIL**  
**REGISTER OF DELEGATIONS**  
**DELEGATIONS OF AUTHORITY**  
**SECTION 259, LOCAL GOVERNMENT ACT 2009.**  
**FROM CHIEF EXECUTIVE OFFICER**  
**TO**  
**TECHNICAL OFFICER**

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities, I Lynn Moore, Chief Executive Officer, Boulia Shire Council, as provided under Section 259 of the Local Government Act, 2009, hereby delegate to the person holding the position of **Technical Officer** and to the person holding that position in an acting capacity, the following functions, duties and authorities as specified in Schedule 1 subject to the limitations specified in Schedule 2. This delegation shall commence on 21st January 2022 and remain in force until specifically altered or revoked in writing.

**SCHEDULE 1.**

**Administration and Finance**

1. Sign correspondence with respect to the day-to-day operations of the Council's Work Department. For limitations see Schedule 2.1
2. Authority to raise orders and authorise payments for Goods and Services and Assets related to Works Operational Services up to the value of five thousand (\$5,000). For Limitations see Schedule 2.2.
3. To monitor Council's, purchasing, stores, tendering to ensure that appropriate controls are in place to ensure compliance with legislative requirements and to protect against fraud or misappropriation.

**Human Resources:**

4. To review and monitor timesheets, staff leave, time off in lieu and allowances payable to Departmental staff in accordance with the Council's employment conditions.
5. To assist in the implementation of the Council's Workplace Health and Safety program.
6. To implement safe work practices and to conduct risk assessments related to Department functions.

## SCHEDULE 2 - LIMITATIONS

1. Delegation 1 in Schedule 1 related to the signing of correspondence shall not include correspondence to Members of Parliament, the Ombudsman, and any correspondence considered appropriate for signature personally by the Chief Executive Officer.
2. Delegation 2 in Schedule 1 shall only be exercised for goods and services and assets purchased within the budget approved by Council.
3. The **Technical Officer** shall exercise the functions herein delegated in accordance with and subject to:-
  - a) the provisions of the Local Government Act, 2009, as amended;
  - b) the policies of the Council adopted by Resolution and current at the time of the exercise of the functions herein delegated.
  - c) any direction from the Chief Executive Officer.
4. The Chief Executive Officer is to be informed at the earliest possible time of :
  - a) Litigious matters and issues involving breaches of law.
  - b) Mistakes by staff or contractors of a significant or public nature
  - c) Contentious or sensitive matters
  - d) Matters which have non-budgeted, financial implications
  - e) Accidents involving staff, contractors or public which are reportable under Work Health and Safety legislation and
  - f) Any other matter which the Chief Executive Officer should be kept informed.
  - g) This delegation is a personal delegation which you cannot transfer to any other person or body and is subject to review, amendment or withdrawal without notice at any time. All previous delegations are hereby withdrawn.

END OF DELEGATION.

Dated this 21<sup>st</sup> January 2022



Ms Lynn Moore  
Chief Executive Officer

<b>TITLE:</b>	Local Laws Officer	<b>DOC REF:</b> 9.2.3
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 7: Our Team - Our People  
 7.2: A great place to work  
 7.2.2: Develop and maintain a positive and future focused culture that demonstrates and supports Council's vision and values

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

The purpose of this report is to advise council of the addition of a Local Laws Officer role to the position of Rural Lands Protection Officer (RLPO) position. There will not be a change to the Organisational Chart as this role will be encompassed within the existing RLPO position.

**CONTENT:**

Council adopted the current set of Local Laws and subordinate Local Laws on 18<sup>th</sup> December 2014 and to this stage we have not enacted enforcement under any of these provisions.

Instances sometimes occur in the community where council does need to rely on the adopted Local Laws to enable the quiet enjoyment of our town to be afforded to everyone. It is in this space where an identified Local Laws Officer with appropriate powers will be able to support the general community in a fair and measured manner.

The suggestion that this role can be easily encompassed by the RLPO position with the appropriate authorisations given to this role.

We have consulted widely with other councils and to this end have been provided with the relevant support material to move forward.

The formal inclusion will enable council to enforce the adopted Local Laws and for those who choose not to comply may be faced with a fine. The appointment of a Local Laws Officer gives some strength to the management of stray animals, impounding of animals and the management of the town common etc. It is not expected that it will make a significant difference to the general population but may have an impact on some recalcitrant individuals who are repeat offenders as they may now be issued with a fine for non-compliance.

All the necessary authorisations are already in place and the required enforcement books have been ordered. This is part of the increased management of animals within the town area which has also included a K9-Dog cube for the safe collection of stray dogs.

We are not expecting to be issuing fines as we would rather rely on education and compassion but this does not always provide the desired result.

**CONSULTATION:**

Longreach Regional Council

**GOVERNANCE IMPLICATIONS:**

- Nil – no impact on the budget
- All necessary authorisations will be provided to the authorised officer to complete this role.

**RECOMMENDATION:**

That the council receive this report for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



<b>TITLE:</b>	POLICIES REVIEW	<b>DOC REF:</b> 9.2.4
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 10/12/2021
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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:**

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

**CONTENT:**

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

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

The listed policies have had no material changes made.

POLICY	NO.	OFFICER	TYPE
Community Grants	103	CSM	Administration
Asset Management and Services Policy	118	Finance	Statutory
Shire Roads Classification Policy	136	DWO	Statutory

**CONSULTATION:**

- NIL

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

1. That the policies as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Community Grants	103	CSM	Administration
Asset Management and Services Policy	118	Finance	Statutory
Shire Roads Classification Policy	136	DWO	Statutory

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

**ATTACHMENTS:**

POLICY	NO.	OFFICER	TYPE
Community Grants	103	CSM	Administration
Asset Management and Services Policy	118	Finance	Statutory
Shire Roads Classification Policy	136	DWO	Statutory

Approved by Chief Executive Officer

Lynn Moore



# BOULIA SHIRE COUNCIL

## COMMUNITY GRANTS

<b>Category:</b>	Policy
<b>Policy Number:</b>	103
<b>Document version:</b>	5
<b>Obsolete version:</b>	25/6/2015, 18 December 2019, 18 December 2021
<b>Keyword classification:</b>	Community Grants
<b>Summary:</b>	Details of Council's social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community both socially and economically.
<b>Adoption date:</b>	
<b>Resolution:</b>	
<b>Revision date:</b>	18 <sup>th</sup> December 2024
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	-
<b>Related section:</b>	Community Services
<b>Responsible Officer:</b>	Manager Community Services
<b>Head of Power:</b>	Local Government Act 2009

## BACKGROUND

The Bouliia Shire Council recognises its social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community. This Policy establishes the circumstances under which Council may allocate grants/and in kind support to community organisations and the processes for the management of those grants.

## DEFINITION

*Community Organisation:*

An entity that carries on activities for a public purpose, or a non-profit making organisation.

## OBJECTIVES AND PRINCIPLES

This Policy is intended to provide a structure and process for allocating grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

Grants shall be provided in an equitable manner that will not benefit one group of the community and exclude another. Grants will be provided to achieve an identified benefit to the community either for social or economic reasons and Council shall ensure, through the selection process, that the benefits are obtained.

The process for awarding grants shall be open and accountable.

## SCOPE

This policy applies to:

- Direct cash grants to community clubs and organisations (max \$1,000 - where no other Council support is required ie. venue/equip etc)
- Assets or in-kind support given to community clubs and organisations
- Concessions (e.g. rates remitted) for community organisations. E.g. churches

This policy does not apply to individuals or to commercial organisations.

## POLICY

In allocating grants, donating assets, or providing in-kind support or concessions to community clubs and organisations, Council will implement the following process:

- Each financial year Council will determine an appropriate budget to be allocated for the purpose of assisting community clubs or organisations. This can be either in kind assistance or by way of a concessional grants with an allocation which may be designated for each community club or organisation for which a limit for individual grants may be set.
- On the 1st July each year, an organisation who runs an annual event must submit to Council their request for assistance and the estimated value of the assistance that is required. Council is able to provide prices for venue hire and/or equipment to enable an estimate to be calculated. There will be a time limit of 4 weeks to submit the application. Inaugural or adhoc requests will be reviewed as received and approval to be determined by funding available.
- Councillors and staff may promote and encourage organisations to apply, however they should not indicate if an application is likely to succeed as per the confidentiality policy.
- The CEO is authorised to manage the application assessment and approval process in accordance with budgetary guidelines. Should grants outside the scope of the budget be received, Council approval shall be sought.

In assessing applications, the CEO should be satisfied that the following conditions and criteria are met:

- The application is eligible under this policy,
- The grant will be used for a purpose that is in the public and community interest.

In addition to meeting the required conditions, applications must also address the following selection criteria:

- An outline or description of the project;
- Estimated number of people that will benefit/attend;
- Type and amount of assistance sought;
- Benefit to the community or sector;
- How the proposal fits with Council Corporate Plan;
- Details of funding sought from other parties;
- Date funding is required;
- Additional information: Inaugural event, special event?

When approving a grant, the CEO shall comply with the Local Government Act 2009, and make the following considerations in regard to the principles of sound financial management:

- The risks to which Councils' operations or assets are exposed;
- Internal control measures for managing identified risks;
- The interests of all people living in the area;
- The efficient, effective and proper management of Council facilities;
- Future planning requirements.

## **ADDITIONAL PROCESSES**

The Council may, under separate Policy guidelines, decide to grant a particular type of concession (e.g. a remission of rates, waiving of fees) to a specified category of community organisations. This concession would then apply to all community organisations in that category.

Organisations need to write to Council asking for concession, in-kind or donation.

## **ACCOUNTABILITY**

As a condition of each grant, the community organisation shall submit appropriate documentation confirming that the grant/donation has been used for the purpose intended. This may include copies of invoices supported by an explanation if necessary.

Where asset donations, in-kind support or fee concessions and waivers are granted, such expenses shall be accounted for in Councils' Finance System or through manual accounting methods.

Where applicable, the required documentation should be submitted as soon as practicable after the completion of the project.

Assistance (Provision made in yearly budget)

- Community Groups that have received cash funding from Council must submit a detailed annual statement certified by two members of the committee executive as being correct, showing the receipts and payments associated with the activity that Council has funded.
- This outcome report should be received no later than 6 weeks after the event for which the assistance was given.
- Council's contribution/sponsorship should be acknowledged in promotions before, during and after the event.

## **CONTROLS**

All expenditure will be subject to the normal accounting controls of Council and its finance department.

No person may give an indication of the likely success of an application until the decision has been made by the CEO or Council where required.

The CEO shall report on the state of all grant applications and acquittals to Council on an annual basis.

If a grant request is denied by the CEO, the CEO is to inform and consult with Councillors on the grant being denied.

Ongoing assistance as deemed by the CEO is available for community organisations annually in accordance with Council budget.

### **Bus hire for clubs**

Council shall waive fees for bus hire and provide one (1) tank of fuel for each hire with any additional fuel being the responsibility of the club. The bus to be returned with a full tank.

APPENDIX 2

<b>Application for Grants and Donations</b>			
<b>Name &amp; Address of Organisation</b>			
<b>ABN Number (if applicable)</b>		<b>GST Registered</b>	Y / N <small>(Please circle)</small>
<b>Contact Person</b>			
<b>Contact Number</b>			
<b>Name of Event/ Project</b>			
<b>Benefit of event/project to Boulia Shire</b>	<ul style="list-style-type: none"> <li>Please detail the benefits that are expected for residents of Boulia Shire if assistance is provided</li> <li>This information will be used by Council to determine if your event/project meets the Council's policy on providing assistance to Community Organisations</li> <li>Please attach additional information if required</li> </ul>		
<b>Details of how Council's assistance will be acknowledged</b> (eg advertising, promotional material)			
<b>Type of Assistance Required</b> – Eg: Waiver of fees, donation of money (detail amount requested), use of Council equipment or employees.			
<b>Office Use Only</b>			
Approved / Not Approved			
Council Resolution Date			
<i>Closing date for submission</i>			





# BOULIA SHIRE COUNCIL

## Asset Management and Services Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	118
<b>Document Version:</b>	Version 4
<b>Obsolete Version:</b>	Policy 118 – 2010 Version 1, 2, 3
<b>Keyword Classification:</b>	Asset Management
<b>Summary:</b>	This policy sets out the framework for consistent and appropriate asset management practices throughout the Boulia Shire Council
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Bi-annually
<b>Revision date:</b>	21 January 2024
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	Corporate Plan Long Term Financial Plan
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009 s104 (5) (a) ii Local Government Regulation 2012 – s167 & 168

## BACKGROUND:

Council's Corporate Plan includes the following outcome in its economic strategy:

***“Strategy 2.3.1 – Develop and implement a robust asset management plan to support effective long-term asset management.”***

It is recognised that assets are integral to this outcome. Assets must be planned for, provided, maintained, and renewed so that they continue to meet the service delivery needs of the community.

The total replacement value of assets held for the delivery of services to meet the community's needs is currently \$193.4 ~~467.3~~. The assets have the following characteristics:

- The assets vary in age from those recently constructed to significant heritage facilities;
- Council is involved in the management of “community assets” that are located on land not owned by Council;

As part of the Councils requirement to comply with legislation and to protect its community, Council must establish a clear direction to ensure ‘best appropriate asset management practices’ for its asset portfolio, both now and into the future.

## OBJECTIVE:

The Asset Management and Services Policy provides the primary criteria to guide the ‘whole of organisation’ approach to appropriate best asset management practices which sustain service provision to the community.

## DEFINITIONS:

**Assets:** Assets are economic entitlements that give rise to future economic benefit and are controlled by Council as a result of a past transaction or other event. It is probable that the future economic benefit will eventuate and the amount of the asset can be measured with reliability from source documents which makes it representational faithful.

Assets may include although not limited to any land or infrastructure, such as roads, water and sewerage, drainage, bridges, footpaths, public buildings, structures, facilities, machinery, vehicles, equipment and tools.

**Asset Management:** The process by which Council manages physical assets to meet current and future levels of service. It is the systematic and coordinated activities and practices through which an organisation optimally manages its physical assets, and their associated performance, risks and expenditures over their lifecycle for the purpose of achieving its organisational strategic plan.

**Asset management strategy:** This is the comprehensive and structured approach to the long term management of assets, and the systematic process of effectively maintaining, upgrading and operating assets, based upon sound business practice and economic rationale, to facilitate a more organised and flexible approach to the decision making processes necessary to achieve community expectations.

## **CRITERIA FOR ASSET MANAGEMENT:**

The following criteria apply to the management of all assets within the scope of normal programs:

- The Council facilitates the structured and coordinated management of assets;
- All corporate responsibilities are identified and acknowledged;
- All relevant legislative and regulatory requirements are acknowledged;
- Risk management is an integral component of total asset management;
- Sustainability of the service standards provided is a key driver for competent asset management; and

## **'BEST APPROPRIATE ASSET MANAGEMENT' MEANS THAT THE COUNCIL:**

Clearly articulates in the Corporate Plan and Operational Plan that Council will provide quality infrastructure and assets that support services that are appropriate, accessible, responsive and sustainable to the community;

- Involves and consults with the community and key stakeholders in determining Levels of Service related to use of the assets;
- Develops Levels of Service and service standards as an incremental process building on improved communication links between Council and the community and the organisation;
- Maintains current Asset Management Plans for each asset class and competently applies those plans;
- Maintains up to date and accurate asset information allowing for appropriate asset planning and informed decision making, both in the short and long term;
- Supports a whole of organisation and team approach using multi discipline cross-functional asset management criteria and relationships;
- Allocates appropriately skilled and trained resources to ensure asset management practices are undertaken in a manner which ensures that "life cycle" costs are optimised for all existing and new assets;
- Ensures that "whole-of-life" costs are formulated for all asset based proposals prior to consideration of any major works/renewal or improvement to an asset, including a critical review of the need for and the application of that asset;
- Applies the 'Renew before New' philosophy for asset related programs;
- References risk management criteria in all asset related proposals;
- Continually seeks opportunities for multiple uses of assets;

- Examines non-asset based solutions for service provision;
- Defines roles and responsibilities for all asset users;
- Applies of a standard framework of evaluation and prioritisation of Capital Works Projects; and
- Consistently applies development and construction standards to Council, community and developer projects.

**RESPONSIBILITIES:**

Defining and applying standards for asset management means that the Council:

- Establishes appropriate affordable service standards for the type of use of assets (in consultation with the community);
- Identifies and assesses asset needs and sets priorities within the total Council program;
- Allocates public money to meet those needs and priorities; and
- Consistently applies the relevant asset management criteria in the conduct of all operations.

The Executive Management Team shall ensure application of this policy by the Council and whole of organisation, and shall review compliance with this policy on an on-going basis and report to Council annually. The review will incorporate:

- Application of this policy;
- Audit and review of asset management implementation



# BOULIA SHIRE COUNCIL

## SHIRE ROADS CLASSIFICATION

Category:	Policy
Policy Number:	<b>POLICY</b> -136
Document Version:	2
Obsolete Version:	<b>20/2/2018, 20th November 2021</b>
Keyword Classification:	Shire Roads Maintenance and Management
Summary:	This policy outlines Council's approach to requests to include existing roads on the map of Shire Roads and to provide guidance to staff in dealing with requests to carry out grading on private access roads.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required
Revision date:	
Date revoked:	n/a
Related documents:	<b>Map of roads and Boulia Shire Council</b> Road Register
Responsible Section:	Works and Services
Responsible Officer:	Director of Works and Operations
Legislation:	Local Government Act 2009 Part 3, Div <b>1</b> , Sec 74 <b>Civil Liability Act 2003</b>

## PURPOSE

The objective of this policy is to provide Council staff with guidelines on the Shire Roads that are to be maintained by Council and the circumstances in which other roads and structures may be included on that list.

## BACKGROUND

Under the *Local Government Act 2009* (LGA), legal responsibility for all non-state-controlled roads within the Council area is devolved to the Boulia Shire Council. Council also has management responsibility for State Roads under contract, with the Department of Transport and Main Roads (DTMR). Council at its meeting in May 2014 adopted an interim road register map and this map has been revised and updated to reflect the current policy and road classification system.

Council's ability to fund road maintenance activities is constrained by the level of funding raised either directly from rate revenue or from specific purpose grants. The majority of shire roads are unsealed and consequently the condition of roads is largely determined by impacts from heavy transport and prevailing weather conditions. Grading and re-sheeting of Shire Roads is a never-ending task and available water and gravel supplies impact significantly on the cost. Council also relies on external funding from flood damage and special roads programs to augment that allocation.

Currently Council has responsibility for around 1,254 klm of roads in the Shire other than town streets and DTMR roads, of which approximately 1,110 klm 1000klm are unsealed.

The Council provides an allocation for general grading of shire roads which includes both dry and wet grading i.e grading with or without water truck and roller.

The cost of dry grading is approximately one quarter the cost of a wet grade and this cost does not include gravel re-sheeting, signposting or related works. Therefore, with over 1,110 klm 1000klm of unsealed road the budget is insufficient to possibly grade all shire roads, each financial year. Consequently, the level of service is, in most circumstances, largely determined by the budget available.

## DEFINITIONS

Roads can be defined in many ways;

By type there are:

- Flat Blade graded tracks
- Formed roads constructed with existing materials
- Formed roads with gravel wearing top course
- Sealed roads

By ownership classification there are:

- Roads within road reserves
- Unconstructed road reserves
- Roads that are not within road reserves

By responsibility there are:

- State roads
- Shire roads
- Private roads

By use there are:

- Property access roads
- Emergency fire trails
- Specific purpose roads for stock routes, gas pipeline
- Collector roads
- Town streets
- Main roads
- Tourists roads
- Distributer roads

Basically, a road is any area of land that has been developed or identified as having a primary purpose for the driving of motor vehicles and includes footpaths, table drains, drainage, bridges, grids, culverts and associated traffic controls.

Commentary:

The *Local Government Act 2009* (Sect 59) defines a 'Road' as being an area of land that is dedicated to the public for use as a road or that is developed for, or has one of its main uses as being, the driving or riding of motor vehicles and is open to or used by the public but excludes a State controlled road or public thoroughfare easement.

The critical test is that a road is something that the public can use and this is later defined in the Act under Section 60 part 4 where a Private Road is a road over land that is owned by a person who may lawfully exclude other persons from using the road.

Therefore, the definition of a public road is an area of land, that is not a State or private road that the public can use, whose primary purpose is to provide for the driving or riding of a motor vehicle.

By default, this definition excludes:

- Unconstructed road reserves
- State roads
- Private roads
- Property access roads
- Specific purpose roads where access is restricted
- Emergency fire trails

Shire roads are defined as being roads that are not State or private roads that have been developed for public use by any member of the motoring public to drive upon without legal or physical obstruction and for which Council has accepted responsibility for maintenance and improvement.

Private Roads are defined as being a road over land that is owned by a person who may lawfully exclude other persons from using the road (sect 60 (4) LGA).

#### Private Access Roads:

Large rural holdings require the establishment of internal access routes for vehicles to manage water bores, fire trails and access to infrastructure such as the homestead, sheds, yards etc. The Local Government Act specifically excludes expenditure by Council on private roads unless there is a legitimate public use.

The question has arisen in relation to roads that originate at a shire road on the property boundary and that provide access to the homestead and whether such access roads can be maintained by Council.

As a general rule, Council can only carry out work on these roads at the owner's expense and direction. Council has however, determined limited circumstances when limited expenditure may be acceptable as a legitimate public use and such circumstances are defined in this policy.

#### Unconstructed Roads:

There are many land parcels within the Shire area that are shown on maps as being dedicated as a road under plans of subdivision. There are also roads that were either abandoned, bypassed or never developed for public road use. These unconstructed roads are not Shire Roads by definition.

In order for such a road to become a "Shire Road" they must be developed for public use and Council can then be in a position to consider accepting responsibility for ongoing maintenance and improvement.

#### Roads off Alignment:

The definition of a Shire Road does not necessarily relate to legal title: a road is a road by development and use. It is for this reason that road reserves are generally much wider than required for construction and may incorporate other public uses such as stock routes or reserves.

In many cases the road reserve may not follow the actual pattern of use and over time roads can either be "dedicated" or "developed and used" with agreement of the land owner. The extent to which roads are constructed within defined reserves will largely depend on original survey of road reserves, topography and public use.

Council's decision to maintain a public road is not confined to only roads that are constructed within road reserves, however, any new roads that are not on road reserves would need to be well defined and an agreement reached with the land owner concerning future use.

#### Council Responsibility for Roads Maintenance:

The *Local Government Act* grants Council control over shire roads and this control includes the power to construct, maintain, improve, widen, realign, survey, close, and name roads and to make Local Laws with respect to roads. Council has a duty of care with respect to Shire roads and Council's obligation is to perform a reasonable level of maintenance to repair problems of which it has knowledge, or to take steps to protect the public.

The question of what is a reasonable level of maintenance is subjective and the legislation provides some guidance. Financial capacity is a consideration and provided that the Council has not acted unreasonably, the legislation specifically provides protection to Council for failing to keep a road in repair (sect 36 and 37 of the *Civil Liabilities Liability Act 2003*).



It is also within Council's power to temporarily close all or part of roads, impose restrictions on vehicle access, construct detours and traffic warnings in cases where there is an issue that Council is unable to address.

#### Landlocked Properties:

Not all parcels of land have shire road access. Larger properties may comprise several parcels of land and each of these parcels may have had a road reserve for access that was never needed because of the way in which the parcels of land were used contiguously (as one farming property).

There is however, no legal restriction on the breakup of properties and the sale of a parcel of land that has a separate title. There is also no subdivision application or development approval required.

It is also important to note that unconstructed road reserves, if they exist on a plan, are by definition, not Shire roads.

Therefore, the situation may exist where a parcel of land is sold that has no constructed access from the boundary of the parcel of land to a Shire road. In some cases, there may be an existing constructed private road from the boundary of the property to a Shire road that passes through other parcels of land on private property.

Council has formulated a policy position with respect to the development of landlocked properties and the construction of new roads **is** as follows:

1) Policy Position: Unconstructed road reserves

- a) Council does not accept responsibility for the construction or development of unconstructed road reserves.

2) Policy Position: Landlocked properties requesting new shire road access

- a) Council will consider accepting responsibility for the maintenance of a Shire road to **a** landlocked property boundaries where:
  - i) The road exists to provide primary access to a separate rateable property.
  - ii) There is no requirement upon Council to pay compensation to the landowner.
  - iii) The road is developed by the applicant for public use and the owner of the property being accessed and any properties that the road passes through have no legal right to restrict access at any time.
  - iv) The road has been constructed to Council's standard at the applicant's cost generally, within the road reserve without creating an obligation to address native title or cultural heritage issues.
  - v) The owners of land accessed from the section of road acknowledge Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget.
  - vi) The road is named and signposted as a public road for the full length that it is to be maintained by Council.

#### Subdivisions:

Where the owners of large parcels of land apply for consent to subdivide land the Council is required to ensure that any roads that are created within the newly subdivided property meet the minimum requirements appropriate to the type of use and location of the land.

In urban areas the appropriate requirement may include:

- Fully formed and properly shaped road with concrete kerb and channel fully sealed kerb to kerb with a minimum width sufficient to meet both the proposed development and any on street parking.

In rural areas the appropriate requirement may include:

- Fully formed and properly drained gravel road with satisfactory levels of hard surface overlay with a minimum width to meet both the proposed development and potential heavy vehicle movements.

In addition to this Council has an infrastructure policy relating to contributions for community infrastructure and each application will be dealt with on its merits, in accordance with engineering design standards appropriate to the area and land use.

### 3) Policy Position: Access to public facilities via private roads

Whilst Council is unable to expend public money on private roads there are a number of situations in which such expenditure is justified:

- a) Access to public facilities such as nature reserves, lakes or rivers, significant tourist sites, tourism driving trails and access to areas of cultural heritage.

Council will consider expenditure on the development and maintenance of such roads on condition that:

- The road exists in part or fully to provide access to a public facility.
- There is no requirement upon Council to pay compensation to the landowner.
- The road is developed for public use and the owner of the property agrees to permit public access at all reasonable times.
- The road can or has been developed generally within a road reserve and/or without creating an obligation to address native title or cultural heritage issues.
- The owners of land acknowledge that Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget.
- The road is named and signposted as an access road for public facilities for the full length that it is to be maintained by Council.

- b) Access for emergency service vehicles.

Council will consider limited expenditure on the grading of private access roads that have been identified as being essential to provide access to a particular property homestead or airstrip for emergency vehicles on condition that:

- The property homestead is permanently occupied throughout the year and
- The grading is undertaken in conjunction with roadworks in the area and the expenditure is limited to a maximum of 8 hours grading per year on the road that has been identified as access for emergency vehicles and
- The Local Emergency Management Group has identified the access road as one that is required to have limited expenditure due to the location of the property homestead or airstrip and difficulty to gain access for emergency vehicles and
- The road can or has been developed generally within a road reserve and/or without creating an obligation to address native title or cultural heritage issues and

- The owners of land acknowledge that Council is under no obligation to improve the road and that the scope and extent of maintenance is determined by available budget and
- The road is to be signposted as an emergency access route by the land owner.

Any additional cost other than maintenance grading referred to above is to be borne by the landowner either directly or from funds secured through water and gravel access fees.

4) **Policy Position:** Hierarchy of road use

The Council has limited funds available and many obligations to address with respect to road issues, therefore Rural Shire Roads have been classified according to the following classification system.

Category 1: **Roads:** Local Roads of Regional Significance (See Schedule 1)

Roads in this category provide for significant tourism and economic benefits and are generally eligible for limited State and Federal Government funding due to their economic or regional significance. Priority is given to maintain access to a high standard including new sealing, programmed resealing and re-sheeting works as budget permits.

Category 2: Link Roads (See Schedule 1)

These are roads that link communities or locations and provide for traffic to travel through to other locations or to service multiple properties. Roads in this category would be eligible for routine grading and scheduled re-sheeting works as budget permits.

Category 3: Local Access only (See Schedule 1)

These are roads that provide access to a property boundary and terminate at that point. Where there is more than one road access to the property boundary, i.e. that is more than one boundary access road, Council shall only maintain the access road connecting to the nearest category one or two Shire Road or State Highway. Also included are roads that provide access to a specific natural attraction, a public waterhole or picnic area for example. Roads in this category shall be maintained to a minimum access standard, with grading undertaken to maintain vehicle access.

Category 4: Emergency Access only (See Schedule 1)

These are roads that service a particular property homestead or emergency airstrip that have been identified by the Local Emergency Disaster Management Committee as requiring limited grading to maintain access. The grading is undertaken when plant is operating in the area and is limited to a maximum of 8 hours dry grading only.

## SCHEDULE 1: CLASSIFICATION OF ROADS

This schedule together with ~~covering maps~~ Council's Road Register identify the extent of roads that have been categorised by Council ~~and is current as at February 2018.~~

Category 1: ~~Roads~~ Local Roads of Regional Significance:

Included in this category is the Donohue Highway, Coorabulka, Urandangi North, Urandangi Border, Selwyn, Toolebuc and Springvale Roads.

Category 2: Link Roads:

Included in this category are the Headingly, Linda Downs, Linda Downs Link, Slashes Creek, Urandangi South, Selwyn Connection, Warra ~~Rd~~ and Toolebuc-Middleton Roads.

Category 3: Local Access only:

Included in this category are Cravens Peak, Elrose, Montague and Pathungra Roads. Also included in this category is Wirrylerna Road to the extent that public are able to access Parapituri water hole.

Category 4: Emergency Access only:

These are roads that service a particular property homestead or emergency airstrip that have been identified by the Local Emergency Disaster Management Committee as requiring limited grading to maintain access.

~~NB: 20/2/2018 Warra included as a Cat 2 Rd as per council request.~~

<b>TITLE:</b>	Heat Stress Policy	<b>DOC REF:</b> 9.2.5
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance  
 5.1: Ensure a high level of governance, accountability and compliance  
 5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team - Our People  
 7.2: A great place to work  
 7.2.4: Provide a safe, healthy working environment and be proactive in all Work Health Safety matters

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Moderate (Consequence) and Rare (Likelihood) giving an overall assessment as **Medium M-3**.

**PURPOSE:**

The Boullia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety, and welfare of all staff, contractors, and visitors. This heat Stress Policy will deliver guidelines for supervisors and workers in extreme heat situations.

**CONTENT:**

The policy has been created to provide guidelines for both supervisors, team leaders, executive officers and councillors to support the measures required to keep our staff safe while working in our environment over the warmer months.

We will, as a group, abide by the regulations and Acts and development work procedures which will address both health and safe work practices.

The policy provides information on identification of heat stress before it becomes life threatening while also advising on how lifestyle choices can impede your body's ability to adapt well while working under higher working temperatures.

The policy is not to be used as a definitive tool to gauge if staff should work or not. It will be used by supervisors to ensure the safety of all staff is paramount and preventative options are available during extreme weather events.

A great deal of research has been done to ensure the solution meets the safety requirements and to this end, several heat-stress monitors have been purchased and will be handed out to supervisors in roadworks after the initial training has been completed.

This is an excellent result from a simple question asked by a staff member.

**CONSULTATION:**

Toolbox meetings: DWO

**GOVERNANCE IMPLICATIONS:**

Purchase of heat stress monitors are covered in this year's budget allocation.

**RECOMMENDATION:**

That council adopted the new Heat Stress Policy and include it into the council's policy document register, place on the web and distribute to supervisors.

**ATTACHMENTS:**

1. 160 - NEW Heat Stress Policy [9.2.5.1 - 12 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## HEAT STRESS

Category:	Policy
Policy Number:	160
Document Version:	1
Obsolete Version:	
Keyword Classification:	Heat Stress
Summary:	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Executive
Responsible Officer:	Workplace Health and Safety Advisor
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice Regulations and Policies under the EP Act

## **TO SUPPORT THIS POLICY, COUNCIL WILL:**

- Develop & implement an effective system to encompass all operational functions, which protects the health, safety and welfare of all people affected by our workplace activities by identifying, assessing, eliminating where possible and controlling all hazards arising from our work activities; a measurement of achievement will include a higher percentage of hazards corrected against those outstanding for a specified period;
- Reduce the incidence of lost-time injuries, environmental damage and product non-conformance by applying pro-active risk management and injury prevention techniques and control systems in the planning, implementation & review of workplace activities;
- Create a culture of commitment to the principles of continuous improvement & to strive for the achievement of best practice standards by consulting with, and involving employees and contractors in the development, implementation and review of health, safety, environmental and quality management programs; progress of monthly action plans will aid in determining achievement of these objectives, for example higher percentage of monthly actions completed compared to percentage of monthly carry over items;
- Maintain effective hazard, incident, and non-conformance reporting and analysis, to protect staff, contractors, visitors, customers and the environment, and to provide adequate mechanisms for reviewing the effectiveness of these measures;
- Provide adequate resources to ensure that our health, safety, environmental and quality objectives are being achieved, and that our performance is regularly reviewed as part of our continuous improvement process, to this end results obtained in audits or annual WHSA assessment reports will be utilised as a performance indicator.

## **COUNCILLORS AND EXECUTIVE OFFICERS HAVE AN OBLIGATION TO:**

- Please refer to our safe plan work health and safety procedure WH&S obligations and responsibility statements

## **SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:**

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;
- Adopt a risk management approach in consultation with staff to determine the risks associated with identified workplace hazards, and implement appropriate controls to protect the health & safety of staff, contractors and visitors;
- Encourage pro-active staff participation & contribution to the decision-making processes of WHSE&Q matters affecting them at work, including the identification, assessment & control of workplace risks.



## **EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:**

- Carry out their activities in accordance with all WHSE&Q management system policies, programs, procedures & standards;
- Report any unsafe conditions or practices, injuries, accidents, incidents and non-conformances which come to their attention, and provide feedback on any matters which may affect WHSE&Q performance;

## **COLLECTIVELY, WE WILL:**

- Comply with or exceed the spirit and intent of the WHS Act, Environmental Protection Act, and other relevant statutory requirements, Australian Standards, codes of practice, guidance notes, and industry standards, and commit to the Continuous Improvement process;
- Develop & implement Standard Work Procedures which address and promote health, safety, environmental & quality assurance issues, in consultation with relevant employees and other identified stakeholders;
- Establish & maintain a physical work environment which does not adversely affect the health & safety of employees, contractors, visitors or the natural environment, by implementing a risk management approach and eliminating or controlling risks;
- Undertake regular training in the areas of Workplace Health & Safety, Environmental Management & Quality Assurance applicable to our duties, to assist us in achieving 'best practice' standards in all facets of our operations, and promote our WHSE&Q policy and programs to all contractors & visitors;
- Encourage, support and commit to the rehabilitation of injured staff through established rehabilitation and injury management procedures;
- Maintain & comply with reporting requirements for all accidents, incidents, hazards/risks & non-conformances, and where appropriate, participate in the analysis and corrective action of such events.

### **Radiant temperature**

Workers need to maintain a constant body temperature if they are to stay healthy. Working in high radiant temperature locations will induce heat stress when more heat is absorbed into the body than can be dissipated out. Heat illness such as fainting from heat stress, heat exhaustion, prickly heat, or heat cramps are visible signs that Council workers are working in an unsafe working environment. This policy includes all workers but aimed more directly at workers who have direct exposure to the radiant heat. (Example, labourers, traffic controllers)

In the most severe cases, the body's temperature control system breaks down altogether and your body temperature rises rapidly. This is heat stroke, which can be fatal. It is important for all workers to be able to recognise the symptoms and be able to provide basic first aid to workers who maybe suffering from heat related illnesses.

**Some Symptoms that Indicate Heat Stroke include:**

- ▶ The person stops sweating.
- ▶ Skin can be pink, warm and dry, or cool and blue.
- ▶ High body temperature above 39 degrees Celsius.
- ▶ Cramps.
- ▶ Pounding, rapid pulse.
- ▶ Headache, dizziness and visual disturbances.
- ▶ Nausea and/or vomiting.
- ▶ Clumsiness or slower reaction times.
- ▶ Disorientation or impaired judgement.
- ▶ Irritability and mental confusion.
- ▶ Collapse, seizures and unconsciousness.
- ▶ Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

**Some Warnings Signs of Heat Exhaustion are:**

- ▶ Clammy Skin;
- ▶ Rapid Pulse;
- ▶ Confusion;
- ▶ Vomiting and or Nausea;
- ▶ Light headedness;
- ▶ Weakness;
- ▶ Fainting;
- ▶ Irritability;
- ▶ Slurred speech;
- ▶ Fatigue;
- ▶ Loss of concentration.

***Is there an upper temperature limit at which workers should stop work?***

There is no agreed temperature limit for working outdoors however, under Section 19 of the WHS Act, Council has an obligation to ensure the health & safety of workers whilst at work. If workers are suffering from any of the above symptoms, then workers need to immediately cease work and seek first aid.

The responsible supervisor on site must immediately commence a full review of the working environment to determine whether the illness has been caused by an increase in radiant temperature at the site. In the event any worker/s has been identified as being at risk, seek medical advice about a person's fitness for work in hot environments if you know they have predisposing medical conditions.

Where preventive action to address radiant heat hazards is not implemented and monitored, the WHS Regulation under Section 28, 40 (F) and 314, clearly identifies what penalties can be imposed if workers are placed at risk at the workplace by various types radiant heat hazard/s impacting the work environment.

***What helps to prevent heat stress?***

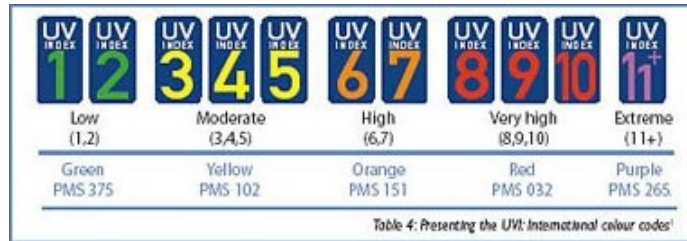
It is more difficult for Council to control an increase in radiant temperature conditions for outdoor work, than for indoor work. However, if work has to be done outdoors then Council, through its responsible managers and supervisors, takes the necessary steps to implement safe systems of work to prevent the exposure of workers to radiant heat related hazard/s.

**These may include:**

- ▶ Providing canopies or awnings over sections of the site where work is currently being carried out to shield workers from the ultra-violet rays of the sun, as well as from the direct heat of the sun.
- ▶ Ensuring sufficient suitable drinking water is available at all sites.

**Providing regular rest breaks**

- ▶ When radiant temperature UV Index increases pass 5 rating (See chart below) consideration for a ten minute break every hour, in a cooler area, helps the body to cool off, especially where the work is hard, physical work. The length of the break should be increased if the temperature and radiant heat is very high.
- ▶ Workers who are required to work out in the sun continue to regularly monitor radiant heat conditions via the SunSmart phone App (Free download apple and google stores) that provides regular updates during the day on UV radiations. The information available from the app will assist Managers/Supervisors/Workers to make decisions whether to continuing to work in the weather conditions is placing workers at risk of heat related illnesses.



UV Index	Suggested Actions
0 to 2	You can safely enjoy being outside!
3 to 7	Seek shade during midday hours! Slip on a shirt, slop on sunscreen and slap on hat!
8 plus	Avoid being outside during midday hours! Make sure you seek shade! Shirt, sunscreen and hat are a must!

- ▶ Provide shaded areas located as near as possible to the work area where work is being done, the nearer the shade, the more likely it is to be used by workers.
- ▶ Provision of cool, not cold, water. Frequent small drinks of cooled water will help replace the water lost to your body through sweat, before dehydration begins. This is better than infrequent large drinks. Again, the cool water supplies should be near each working position, to encourage frequent drinks. Large drink vessels distributed through the site to supplement the hard-wired water coolers will also be a requirement in hot weather.

**Alcoholic drinks should not be taken-** as replacement fluids. Alcohol stimulates the body to eliminate fluids, and will increase your risk of dehydration. For example, if you drink one can of beer, you will lose more than that volume of urine.

**Salt tablets should not be taken** - more water will be required by the body to help it get rid of the salt - this will increase the amount of work the kidneys must do and increase the risk of dehydration. Salt tablets also increase the risk of high blood pressure. Drinking water will not give you stomach cramps, as some people believe.

### **What action should be taken if someone has symptoms of heat stroke?**

Symptoms (not all will be present)

- ▶ The person stops sweating.
- ▶ Skin can be pink, warm and dry, or cool and blue.
- ▶ High body temperature above 39 degrees Celsius.
- ▶ Cramps.
- ▶ Pounding, rapid pulse.
- ▶ Headache, dizziness and visual disturbances.
- ▶ Nausea and/or vomiting.
- ▶ Clumsiness or slower reaction times.
- ▶ Disorientation or impaired judgement.
- ▶ Irritability and mental confusion.
- ▶ Collapse, seizures and unconsciousness.
- ▶ Cardiac arrest. Can be characterised by unconsciousness, stopped breathing and no pulse.

### **First aid for heat stroke**

- ▶ Call 000 and if possible evacuate by ambulance immediately.
- ▶ Ensure that the ambulance is updated if the worker experiences seizures or becomes unconscious.
- ▶ If cardiac arrest occurs follow DRSABCD action plan (see Appendix A)
- ▶ Move the worker to a cool place with circulating air.
- ▶ Remove unnecessary clothing, including PPE.
- ▶ Loosen tight clothing.
- ▶ Cool the worker by splashing room temperature water on their skin or sponging their skin with a damp cloth.
- ▶ Make a wind tunnel by suspending sheets around, not on, the worker's body. Use a fan, or manually fan with a towel, to direct gentle airflow over the worker's body.
- ▶ Apply cold packs or wrapped ice to the worker's neck, groin and armpits.
- ▶ If the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- ▶ Provide an electrolyte solution with sugar. Do not attempt to give oral fluid if the worker is not fully conscious.

- ▶ Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.

***What actions should be taken if someone has symptoms of heat exhaustion?***

**Lower Body Temperature**

- ▶ Relocate the affected worker to a cooler area (for example, an air-conditioned shed, first aid room).
- ▶ Remove excess clothing (hard hat, boots, and shirt).
- ▶ Attempt to lower the body temperature by cool shower, water misting the body, applying cool compresses.
- ▶ Shivering is an automatic muscular reaction which warms the body. It will make the body temperature rise even further. If the worker starts shivering, stop cooling immediately and cover them until they stop. Once they have stopped recommence first aid treatment.
- ▶ Rehydrate, if the worker is fully conscious sit them up to facilitate drinking and provide cool – not cold – fluid to drink.
- ▶ Monitor the worker and seek medical advice/assistance if there is no improvement or the first aider is in doubt.

***Workplace action to prevent heat stress:***

- ▶ Site supervisors to regularly check with workers exposed to high temperatures, if they find conditions too hot or have any heat stress symptoms, implement all necessary first aid processes to control the radiant temperature heat hazard.
- ▶ In hot environments, to determine appropriate exposure levels to high temperatures, management should consider measuring and recording the temperature from the start of November to the end of February each year, preferably with an automatic Wet-Bulb Globe temperature instrument.
- ▶ Use the information from the Wet-Bulb Globe temperature instrument to determine the exposure levels of severe weather event to determine what actions must be taken to protect workers at that site
- ▶ Ensure all workers or supervisor report incidents of high temperatures and symptoms suffered onto the incident reporting form.
- ▶ Where ever possible negotiate exposure reduction by frequent rests away from the source of heat and job rotation, charging working hours to start early etc.
- ▶ Ensure the provision of suitable clothing and footwear - clothing which increases body heat or prevents sweat evaporating is not suitable (for example, nylon).
- ▶ Ensure all workers received information, instruction and training on the need for adequate water, recognition of heat symptoms, acclimatization to heat, and exposure build-up for new workers after holidays and types of work which increase exposure to radiant temperature heat hazard.
- ▶ Ensure that first-aiders and workers are trained in the recognition of heat symptoms and first aid treatment of heat stress.
- ▶ Hold regular toolbox or pre-start to discuss severe weather conditions and agreed controls measures.

**WHS** does not have a specific **standard** that covers working in hot environments. Nonetheless, under the WHS Act, employers have a duty to protect workers from recognized serious hazards in the workplace, including **heat**-related hazards. Workers new to outdoor jobs are generally most at risk for **heat**-related illnesses.

**Wet Bulb Globe Temperature** (WBGT) is a measure of heat stress caused by a variety of factors and is often referred to as **Environmental Heat**. Environmental heat is more than just temperature and is a combination of four factors:

1. Air temperature.
2. Humidity. High relative humidity makes it difficult for the body to cool itself through sweating.
3. Radiant heat from sunlight or artificial heat sources such as furnaces.
4. Air movement. In most situations, wind helps workers cool off.

All of these factors contribute to the heat stress perceived by the body while subject to the conditions in question and an environmental heat assessment should account for all of these factors. **The recommended measurement of environmental temperature is by the use of WBGT meters to monitor and measure workplace environmental heat.**

WBGT meters contain three different thermometers:

- A dry bulb thermometer to measure the ambient air temperature.
- A natural wet bulb thermometer to measure the potential for evaporative cooling.
- A black globe thermometer to measure radiant heat.

WBGT has important advantages over other environmental heat measurements. One major advantage is that WBGT accounts for all four major environmental heat factors — temperature, humidity, radiant heat, and wind. In contrast, standard thermometers only assess one factor (air temperature).

Workplace environmental heat should be measured on-site using WBGT meters. Use of heat index is a less desirable substitute. While local weather reports based on meteorological data from observation stations can be useful, the readings from these stations may not reflect the conditions at the specific worksite. Heat conditions at the worksite may be different for multiple reasons, from cloud cover and humidity to local heat sinks. The potential error increases with distance from the weather station.

In addition to possible distance-based errors, weather reports can be inaccurate if the worksite has features that affect heat conditions. These features include:

- Indoor work — A weather report cannot gauge conditions inside a building.
- Direct sunlight — Weather services measure temperature and Heat Index in the shade. Work in the sun may be considerably hotter. Direct sunlight can increase Heat Index by up to 7.5°C.
- Heat sources — Weather reports cannot account for the heat generated by fires, hot tar, hot equipment or heat-absorbing surfaces such as roads and roof surfaces.
- Wind blockage — Some worksites may be hotter than surrounding areas because of structures that block air movement; e.g., trenches, enclosed spaces.
- Reflective material — Water, metal, or other materials can reflect sunlight onto workers.

At worksites, with the above features, weather reports are unlikely to provide accurate estimates of environmental heat. Employers should use an on-site measurement such as WBGT.

To prevent a hazardous combination of environmental and metabolic heat, **employers should be aware of workers' activity level**. Workload can be classified as light, moderate, heavy, or very heavy.

- **Light:** Sitting or standing with minimal arm and leg work.
- **Moderate:** Continuous modest intensity, such as light pushing/pulling or normal walking.
- **Heavy:** Intense upper body work such as carrying loads or sawing.
- **Very heavy:** Intense activity at an almost maximum pace.

Examples of Work at Different Intensity Levels:

#### **Light work**

- Operating equipment
- Inspection work
- Walking on flat, level ground
- Using light hand tools. However, this may be moderate work depending on the task
- Travel by conveyance

#### **Moderate work**

- Jack-leg drilling
- Installing ground support
- Loading explosives
- Carrying equipment/supplies weighing 10–20 kgs
- Using hand tools (shovel, hoe, crowbar) for short periods

#### **Heavy/very heavy (maximum pace) work**

- Climbing
- Carrying equipment/supplies weighing 20 kgs or more
- Installing utilities
- Using hand tools (shovel, hoe, crowbar) for extended periods

**Heavy and very heavy work carry the highest risk of heat-related illness.**

Estimating each worker's workload is important. More protections are necessary for workers who do intense labour (e.g. activities that elevate a worker's heart rate and respiration rate through exertion). These workers should be given frequent rest breaks and work should be scheduled in the cooler part of the day. When in doubt about a worker's physical activity level, assume a higher workload.

To assess if heat stress is too high, employers should consider the job, the environment, and the worker.

1. First estimate the workload as shown above.
2. Next measure the environmental heat using WBGT or a similar method.
3. If the worker is wearing clothes or protective equipment that can impair heat dissipation, then add clothing adjustment factors to the measured WBGT. This process yields an "effective WBGT."
4. Determine whether the worker is acclimatised to heat or not. In general, assume that workers are not acclimatised if they have been doing the job for less than 1-2 weeks.
5. Use the following tables to determine whether the total heat stress is hazardous.

A sustained environmental heat exceeding 35 °C is likely to be fatal even to fit and healthy people as at this **temperature** our bodies switch from shedding **heat** to the environment, to gaining **heat** from it.

The heat index is the body’s sensation of heat caused by the combination of air temperature and humidity and is the reverse of the “wind chill factor”.

Use the chart below to assess the potential severity of heat stress:

- Across the top of the chart, locate the **AIR TEMPERATURE,**
- Down the left side of the chart, locate the **HUMIDITY.**
- Follow across and down to find the **HEAT INDEX.**

		Air Temperature (°C)										
		21.1°	23.9°	26.7°	29.4°	32.2°	35°	37.8°	40.6°	43.3°	46.1°	48.9°
Humidity		Heat Index										
0%		17.8°	20.5°	22.8°	25.6°	28.3°	30.6°	32.8°	35°	37.2°	39.4°	41.7°
10%		18.3°	21.1°	23.9°	26.7°	29.4°	32.2°	35°	37.8°	40.6°	43.9°	46.7°
20%		18.9°	22.2°	25°	27.8°	30.6°	33.9°	37.2°	40.6°	44.4°	48.9°	
30%		19.4°	22.8°	25.6°	28.9°	32.2°	35.6°	40°	45°	50.6°		
40%		20°	23.3°	26.1°	30°	33.9°	38.7°	43.3°	50.6°			
50%		20.6°	23.9°	27.2°	31.1°	35.6°	41.7°	48.9°				
60%		21.1°	24.4°	27.8°	32.2°	37.8°	45.6°					
70%		21.1°	25°	29.4°	33.9°	41.1°	51.1°					
80%		21.7°	25.6°	30°	36.1°	45°						
90%		21.7°	26.1°	31.1°	38.9°	50°						
100%		22.2°	26.7°	32.8°	42.2°							

HEAT INDEX	HEAT STRESS RISK WITH PHYSICAL ACTIVITY AND/OR PROLONGED EXPOSURE
32.2°-40°	Heat cramps or heat exhaustion possible <b>Modify work practices - take water breaks every 15 to 20 minutes.</b>
40.6°-51.1°	Heat cramps or heat exhaustion likely. Heatstroke possible <b>Modify work practices - frequent (every 15 minutes) water and rest breaks.</b>
51.7°+	Heat stroke highly likely <b>Recommend <u>NO WORK!</u></b>

*This Heat Index chart is designed to provide general guidelines for assessing the potential severity of heat stress. Individual reactions to heat will vary. It should be remembered that heat illness can occur at lower temperatures than indicated on the chart. In addition, studies indicate that susceptibility to heat disorders tends to increase with age.*

Combined index of heat and humidity. What it “feels like” to the body. Source: National Oceanic and Atmospheric Administration.



The most effective way to prevent heat-related illness and fatality is to reduce heat stress in the workplace.

The following are some engineering controls that may reduce heat stress:

- Use air conditioning
- Increase general ventilation
- Provide cooling fans in hot, enclosed areas (e.g. workshop)
- Use reflective shields to block radiant heat
- Insulate hot surfaces
- Provide shade for outdoor work sites

Administrative controls are another way to prevent a worker's core body temperature from rising. Some administrative controls that may reduce heat stress include:

- Acclimatise workers starting the first day working in the heat
- Re-acclimatise workers after extended absences
- Schedule work earlier or later in the day
- Use work/rest schedules
- Limit strenuous work (e.g., carrying heavy loads)
- Use relief workers when needed

PPE is a way to provide supplemental protection. PPE that can reduce heat stress include:

- Water-cooled garments
- Air-cooled garments
- Cooling vests
- Wetted over-garments
- Sun hats
- Light colored clothing
- Sunscreen

An effective heat-related illness prevention programme should include a worker acclimatisation and should also establish an effective training programme that includes how to recognize heat-related illness symptoms and what to do when there is a heat-related illness emergency. It may not always be feasible to implement all elements in all workplaces; however, implementing as many elements as possible will make the programme as effective as possible.

# APPENDIX A

## DRSABCD action plan

In an emergency call triple zero (000) for an ambulance



### **D** DANGER

Ensure the area is safe for yourself, others and the patient.

### **R** RESPONSE

**Check for response**—ask name—squeeze shoulders

**No response**

- Send for help.

**Response**

- make comfortable
- check for injuries
- monitor response.



### **S** SEND for help

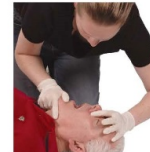
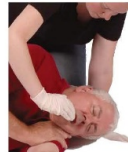
**Call Triple Zero (000)** for an ambulance or ask another person to make the call.

### **A** AIRWAY

**Open mouth**—if foreign material is present:

- place in the recovery position
- clear airway with fingers.

**Open airway** by tilting head with chin lift.



### **B** BREATHING

**Check for breathing**—look, listen and feel.

**Not normal breathing**

- Start CPR.

**Normal breathing**

- place in recovery position
- monitor breathing
- manage injuries
- treat for shock.



### **C** CPR

**Start CPR—30 chest compressions : 2 breaths**

Continue CPR until help arrives or patient recovers.



### **D** DEFIBRILLATION

**Apply defibrillator** if available and follow voice prompts.

© St John Ambulance Australia. St John encourages first aid training as this information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | [www.stjohn.org.au](http://www.stjohn.org.au)

<b>TITLE:</b>	Action List - December 2021	<b>DOC REF:</b> 9.2.6
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance  
 5.2: It is clearly evident in how Council does business  
 5.2.4: Transparency and accountability through management reporting

**RISK MANAGEMENT:**

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

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

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

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

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

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Action List update for December 2021 be received for information.

**ATTACHMENTS:**

1. Action List December 2021 [9.2.6.1 - 3 pages]

Chief Executive Officer	Ms Lynn Moore
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## Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Wednesday 22<sup>nd</sup> May 2019</b>				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna	<b>DWO/ Workcamp</b>	<b>8/11/2021 work camp has agreed to the work – Mayor and RLPO have met and will go over materials to use prior to work commencing.</b>
<b>Friday 25<sup>th</sup> September 2020</b>				
25/09/2020		Replacement of boundary entry signs to Boulia Shire <ul style="list-style-type: none"> <li>• Winton / Boulia</li> <li>• Boulia/ Diamantina</li> <li>• Mt Isa/ Boulia</li> <li>• NT border (Tobermorey) / Boulia</li> </ul>	<b>DWO</b>	<b>8/11/2021 TMR will consider adding the Winton Boulia sign into RMPC work as a replacement when the Lucknow job was done.</b> 14/10/2021 Discussion with DTMR regards to funding the boundary entrance sign. 16/08/2021 Sign design to be completed next month and distributed for comments.
<b>Friday 26<sup>th</sup> March 2021</b>				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	<b>DWO/CSM</b>	08/07/2021 Progress subject to funding. 08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
<b>Friday 18<sup>th</sup> June 2021</b>				
18/06/2021		Town Common/Golf Club boundary fence – old Golf Club fence to be removed	<b>DWO/ Workcamp</b>	<b>14/10/2021 – Work camp project</b> 16/08/2021 Marked as a future project for work camp.
<b>Thursday 15<sup>th</sup> July 2021</b>				
15/07/2021		Investigate <ul style="list-style-type: none"> <li>- purchasing a coffin lowering device</li> <li>- Wall for Ashes at the Cemetery</li> </ul>	<b>DWO</b>	<b>7/12/2021 CEO to review location of wall with tech officer.</b> 7/10/2021 Niche wall for ashes has been sourced and purchased- installation in Nov 19/08/2021 Investigating prices for coffin lowering device.
<b>Friday 27 August 2021</b>				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. <ol style="list-style-type: none"> <li>1. Waverley Creek</li> <li>2. Burke River (Boulia)</li> </ol>	<b>DWO</b>	<b>8/11/2021 This is currently under review by TMR (DALE)</b> 14/10/2021 – Letter, estimate and design drawings in progress with GBA. 13/9/21 – Met with DTMR representative discussed. Need to send a letter to District Director.
27/08/2021		Business case for recyclable items going to Landfill. Cost of doing nothing vs the Cost of doing something.	<b>DCS</b>	<b>8/11/2021 compiling data for report next month.</b> 14/10/2021 In progress, investigating and gathering information.
27/08/2021		Look at adding to Council Bores signs - name (include Aboriginal name and bore number, potable? Longitude / Latitude etc)	<b>DWO</b>	13/9/21 – In-progress to collection the data.

Friday 24 September 2021				
24/09/2021	2021/9.16	Community Drought Support 2021 Funding - To provide Council with an update of the activities associated with Councils' community development activities. That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each.	CSM	7/12/21 Cards already being distributed in community. 8/11/21 Cards and eftpos machines set up. Process for handing out cards, security of issuing and control of cards being set up by CSM, FM and DCS
Friday 22 October 2021				
22/10/2021		Plant committee to review schedule of Garbage Truck	DWO	11/11/2021 Dev for Plant Committee
Friday 17 December 2021				
17/12/2021	2021/12.9	CEO to sign and return the approved agreement to the Bureau of meteorology to take up the option of a lease extension from 1st March 2022 to 28th February 2032.	CEO	23/12/21 Completed
17/12/2021		Signage at the Public Toilets at the new Dajarra rest stop not showing correctly	DWO	24/12/2021 signs will be actioned as soon as work crews return
17/12/2021		Issue with Dajarra rest stop Toilets being full.	DWO	24/12/2021 The issue arose due to the extreme weather event which filled the holding tanks and caused the toilets to fill. TMR are aware of this issue and potentially need to have the covers lifted to avoid rain entering the pit. Toilets are closed at present until the plumber can pump this out.
17/12/2021		Tim - Buckingham Grid is a safety issue as one side of the grid dropped (108km from Boulia and a second grid 135km from Boulia)	DWO	24/12/2021 Ron Callope is checking this today 24/12/2021
17/12/2021		Need a management plan at water plant; Sewer Audit to be done – CEO: GBA has most of the info on water plant	DWO	24/12/2021 This will be actioned once a permanent DWO is recruited.
17/12/2021		BOM – need automated weather station ± 3 meters tall	DWO	
17/12/2021		Remove diving blocks at Pool and add hand rails	WH&S/DWO	24/12/2021 Actual requirements to be identified i.e. rails etc. Faulty blocks to be removed.
17/12/2021		Online Induction – Can we share certification with Diamantina?	WHS	24/12/2021 CEO contacted Diamantina Shire who are happy to 'share' inductions – would be ideal if this was Region wide.
17/12/2021		Tropic of Capricorn – Dessert channel sign: Clean, GPS, Take a Photo, Measure, Replace	RUS	24/12/2021 Will be actioned on return to work – Jan 2022
17/12/2021		Recycling: Options..... Business Plan on containers for change	CEO / DWO	24/12/2021 CEO: other options are available which will help community; individuals being authorised by council 12 monthly for scavenging rights. (Small Mulcher cost \$15k) (Pallet size \$50k+)

Friday 21 January 2022			
COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Clr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	Clr Edgar: Dam/recreational water park (boating etc)	26/02/2021 Alternative dam location - obtain drone footage to identify potential location. 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/Harin	Clr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (ie. Street names) currently is only on one side of the street. Consider both sides in future? 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	Clr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	<b>7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta</b>
26/02/2021	CEO/DWO	Clr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	<b>7/12/2021 to be reviewed during the 'visioning project' 20/01/2022</b>
26/02/2021	CEO/DWO	Clr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	<b>07/12/2021 to be reviewed during the 'visioning project' 20/01/2022</b>
27/08/2021	DWO	Clr Neilson – consider another Bore for Urandangi	<b>07/12/2021 to be reviewed during the 'visioning project' 20/01/2022</b>
27/08/2021	DWO	Clr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	<b>07/12/2021 to be reviewed during the 'visioning project' 20/01/2022</b>
26/02/2021	DWO	Clr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	<b>07/12/2021 to be reviewed during the 'visioning project' 20/01/2022</b>
27/08/2021	DWO	Consider extra bins in the main street during the Big Red Bash period and daily collection for these bins	<b>11/11/2021 - Noted</b>

## **9.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services Monthly Update - December 2021	<b>DOC REF:</b> 9.3.1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 18/01/2022
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

Key Priority 5: Governance

5.3: Sustainability - our focus on value for money outcomes across the organisation

5.3.2: Optimise performance of Council business units using available technology

5.3.4: Implement good practice in managing and maintaining our assets

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Internal Audit**

Internal Auditors, Walsh and Associates did a site visit to Boulia and reviewed Sales and Trading Stock. Received final report, this will be tabled at the next Audit and Risk Management meeting.

#### **LGMS Insurance**

New Account Manager, Aileen McNeil travelled to Boulia to start discussions on our 2022-2023 Insurance portfolio. Part of the change is Marsh Pty Ltd have procured an Insurance Valuer to come on site and do insurance valuations on at least 85% of Council's building and structural assets at no cost to Council. This visit is scheduled to happen in February 2022.

#### **LGMS – Insurance Valuations Program**

LGM Board of Management recently made the strategic decision to establish a Valuation Program for the LGM Assets mutual scheme. The Board has appointed Asset Val Pty Ltd to deliver the Valuation Program for LGM Assets scheme commencing from 1 July 2021.

As part of this program, we will have an Insurance Valuer visiting Urandangi and Boulia from January 31st until February 2nd 2022. During this visit the valuer will be visiting our buildings and structures that are covered under our insurance portfolio.

### **CONSULTATION:**

Nil

### **GOVERNANCE IMPLICATIONS:**

Nil

### **RECOMMENDATION:**

That the Director of Corporate Services report for December 2021 be received as information only.

### **ATTACHMENTS: Nil**

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

<b>TITLE:</b>	Monthly Finance Report December 2021	<b>DOC REF:</b> 9.3.2
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<b>REPORT BY:</b>	Rahul Bhargava Finance Manager	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

5.3: Sustainability - our focus on value for money outcomes across the organization

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> December 2021

**CONTENT:**

**Income**

- Total revenues to 31<sup>st</sup> December are \$7,285,865. This equates to approx. 79% of this year's budget. December budget review will be modified to reflect increase in actuals.

**Expenditure**

- Operating expenses to 31<sup>st</sup> December 2021 are \$4,819,351. This equates to approx. 62% of this year's budget.

**Liquidity**

• CBA		\$ 288,048
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$458,576	
QTC 0.60%	\$12,138,002	\$12,596,578
	<b>Total</b>	<b>\$12,885,926</b>

**Cash Position:**

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

	<b>31<sup>st</sup> December 2021</b>	<b>30<sup>th</sup> November 2021</b>
Cash at Hand	12,885,926	14,388,487
Net Cash Equivalent (Debtors-Creditors)	237,081	258,094
<b>Total</b>	<b>\$13,123,007</b>	<b>\$14,646,581</b>



### Additional Information on Cash Position

Cash Balance as at 31<sup>st</sup> December 2021 12,885,926

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	4,562,748
Funded Employee Entitlements (Current and Non-Current)	1,457,712
Grant Funding (paid in advance)	513,334
Working Capital Cash	1,500,000
Capital Grants	2,712,522
Operating Result for 2021/2022	2,898,132
Less Capital Expenditure 2021/2022	(6,831,858)
	<u>9,141,141</u>

Uncommitted Cash 31<sup>st</sup> December 2021 3,744,785

### Aged Debtors 31<sup>st</sup> December 2021

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$6,227.76	\$470.00	\$5,086.00	\$4023.40	<b>\$(5,027.66)</b>	\$10,779.50

### 90+ Days Outstanding

For this month, amounts greater than 90+ days total \$6,227.76  
 \$4,633.92 have been referred to Council's external Collection Agency.  
 \$1,593.84 are under a payment arrangement.

### Rates 31<sup>st</sup> December 2021

Total Outstanding **\$101,634.39**

RATES	3 Years +	2 Years	1 Year (20-21)	Current Year (21-22)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 59,876.50	\$24,313.92	\$ 47,460.78	\$ 39,156.48	<b>-\$ 7,470.92</b>	\$ 163,336.76
Rural	-	\$ 13.77	\$ 16,006.84	\$ 41,693.23	<b>-\$139,317.99</b>	-\$ 81,604.15
Mining	-	\$ 5,230.50	\$ 11,117.64	\$ 3,553.64		\$ 19,901.78
	<b>\$ 59,876.50</b>	<b>\$29,558.19</b>	<b>\$ 74,585.26</b>	<b>\$ 84,403.35</b>	<b>-\$146,788.91</b>	<b>\$ 101,634.39</b>

**CREDITORS 31<sup>st</sup> December 2021 \$36,136.50**

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

*2021/2022 Actual*

**Income**

**Revenue**

**Recurrent Revenue**

Net rate and utility charges	709,707
Fees and charges	175,436
Rental income	118,064
Interest received	46,930
Sales - contract and recoverable works	3,354,992
Other Income	139,800
Grants, subsidies, contributions and donations	1,409,130

**Total Recurrent Revenue** 5,954,059

**Capital Revenue**

Grants, subsidies, contributions and donations	2,712,522
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**Total Capital Revenue** 2,712,522

**Total Revenue** 8,666,581

**Total Income** 8,666,581

**Expenses**

**Recurrent Expenses**

Employee benefits	(1,990,017)
Materials & Services	(3,753,679)
Finance Costs	(20,552)
Depreciation	(4,200)

**Total Recurrent Expenses** (5,768,448)

**Total Expenses** (5,768,448)

**Net Result Attributable to Council** 2,898,133

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

*2021/2022 Actual*

**Current Assets**

Cash and cash equivalents	12,885,926
Trade and other receivables	237,081
Inventories	496,665

<b>Total Current Assets</b>	13,619,672
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**Non-current Assets**

Property, plant and equipment	200,255,284
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<b>Total Non-current Assets</b>	200,255,284
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<b>TOTAL ASSETS</b>	213,874,956
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**Current Liabilities**

Trade and other payables	83,828
Borrowings	(29,465)
Provisions	(1,234,228)
Contract Liabilities	(2,221,197)

<b>Total Current Liabilities</b>	(3,401,062)
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**Non-current Liabilities**

Borrowings	(954,533)
Provisions	(243,484)

<b>Total Non-current Liabilities</b>	(1,198,017)
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<b>TOTAL LIABILITIES</b>	(4,599,079)
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<b>NET COMMUNITY ASSETS</b>	209,275,877
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**Community Equity**

Asset revaluation reserve	110,690,860
Retained surplus	98,585,017

<b>TOTAL COMMUNITY EQUITY</b>	209,275,877
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**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st December 2021**

*2021/2022 Actuals*

**Cash Flows from Operating activities:**

Receipts from customers	1,552,246
Payments to suppliers and employees	(7,452,515)
	(5,900,269)

Interest received	46,942
Rental income	118,064
Non-capital grants and contributions	4,724,001
Borrowing costs	(20,552)

<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(1,031,814)</b>
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**Cash Flows from Investing activities:**

Payments for property, plant and equipment	(6,831,858)
Proceeds from sale of property, plant and equipment	-
Grants, subsidies, contributions and donations	2,712,522

<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(4,119,336)</b>
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**Cash Flows from Financing activities**

Repayment of borrowings	(26,896)
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(26,896)</b>

<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>(5,178,046)</b>
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Cash and Cash Equivalents at beginning of Reporting period	18,063,972
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<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$12,885,926</b>
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**CONSULTATION:** (Nil)

**GOVERNANCE IMPLICATIONS:** (Nil)

**RECOMMENDATION:**

That the Finance Report for December 2021 Report be received for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Updated Banking Signatories	<b>DOC REF:</b> 9.3.3
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance5.2: It is clearly evident in how Council does business  
5.2.1: Council's financial activities are monitored and managed well.

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To update changes to banking signatories for Director of Works and Operations position.

**CONTENT:**

To ensure that Council has the best protection and ensuring the activities of Council's Finance Department are not impeded, the following recommendations are made. The following officers are recommended as signatories to any bank accounts which will include electronic transfers for the bank selected by Council. They are divided into primary and secondary signatories.

**CHEQUE SIGNATORIES**

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations Relief – vacant – remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- Finance Manager – Rahul Bhargava
- Senior Finance Officer – Carol Smith
- **Senior Administration Officer – Kelli Chatfield**

**ELECTRONIC FUND TRANSFERS:**

PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations Relief – vacant-remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- Finance Manager – Rahul Bhargava
- Senior Finance Officer – Carol Smith
- **Senior Administration Officer – Kelli Chatfield**

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

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

**CONSULTATION:**

Lynn Moore, CEO

**GOVERNANCE IMPLICATIONS:**

- Sufficient investigation is completed to ensure Council obtains the best facilities for its banking arrangements.
- All signatories have been informed of the requirements to provide 100 points of ID.

**RECOMMENDATION:**

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

That the Director of Corporate Services action the changes to signatories and electronic devices for the change in Director of Works and Operations position.

**CHEQUE SIGNATORIES****PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations Relief – vacant-remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- Finance Manager – Rahul Bhargava
- Senior Finance Officer – Carol Smith
- **Senior Administration Officer – Kelli Chatfield**

**ELECTRONIC FUND TRANSFERS:****PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations Relief – vacant-remove Harin Karra**
- Director of Corporate Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'**

- Finance Manager – Rahul Bhargava
- Senior Finance Officer – Carol Smith
- **Senior Administration Officer – Kelli Chatfield**

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

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

**ATTACHMENTS: Nil**

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Budget Review to 31st December 2021	<b>DOC REF:</b> 9.3.4
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<b>REPORT BY:</b>	Rahul Bhargava Finance Manager	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

5.3: Sustainability - our focus on value for money outcomes across the organisation

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To provide a Budget Review to 31<sup>st</sup> December 2021 based on trends to date.

**CONTENT:**

The budget review has been completed based on the best estimate of income and expenditure as known to 31<sup>st</sup> December 2021

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

The budget review is recommended to Council for adoption.

**CONSULTATION:**

Director of Corporate Services – Kaylene Sloman

**GOVERNANCE IMPLICATIONS:**

Revision of the budget requires Council endorsement.

**RECOMMENDATION:**

That the Budget Review to 31<sup>st</sup> December 2021 as presented to Council be received and that the revised budget variations as shown be adopted.

**ATTACHMENTS:** Nil

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

## **9.4 Community Services**

<b>TITLE:</b>	Community Services Report - December 2021	<b>DOC REF:</b> 9.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 18/01/2022
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### **CORPORATE PLAN REFERENCE:**

#### Key Priority 1: Social License

1.1: Enhance sporting, recreational & cultural facilities and activities

1.1.1: Build a strong sense of community by supporting local groups and organisations

#### Key Priority 1: Social License

1.2: Respecting our culture and heritage

1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region

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

#### Key Priority 3: Economic Development

3.1: Facilitate housing and investment to support employment opportunities

3.1.1: Promote decentralisation and the opportunity to invest in community housing

3.1.2: Council housing is sustainable and is suitable to meet demands

#### Key Priority 3: Economic Development

3.2: Advocate for the region through regional networks

3.2.1: Advocate and support the development of the Outback Highway

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

#### Key Priority 3: Economic Development

3.4: Promote tourism as an economic driver for the shire

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

#### Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

6.1.2: Assist local community groups and support local events

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

#### Key Priority 8: Leadership

8.1: Genuine community engagement

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

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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



**CONTENT:**

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available (includes 2 pensioner units)	0
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	3
Formal applications for rental for December	0
Enquiries re housing availability for December	0

We have two new employees starting this month who are moving into houses at 50 Templeton Street and 77 Herbert Street.

**Community:**

The annual Senior's Christmas meal provided by Council attracted 16 persons for a lunch at the Australian Hotel, several people who had accepted were unable to attend.

Council staff provided Christmas activities at the Library and sports centre during the first half of the school holidays.

The Christmas Lights competition attracted some new entrants this year which was good to see; the winners were:

1. Richelle Dempsey
2. Tim Edgar
3. Rowena Bedourie

**Tourism:**

The new tourism officer was picked as the best person for the job from several applicants. She has vast tourism experience and will be here with her two young daughters aged 8 and 11 years who will attend the school.

**Grants:**

Funding was applied for from the 2022 Celebrating Reconciliation Week for the amount of **\$2,500**. This would be used to put on a morning of activities at the Library in June with a special display of Indigenous foods and medicines.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Community Services December 2022 Report be received for information.

**ATTACHMENTS:** Nil

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

<b>TITLE:</b>	Boulia Sports & Aquatic Centre December Report	<b>DOC REF:</b> 9.4.2
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<b>REPORT BY:</b>	Sports Sports Centre Attendant/Library Officer	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

**Key Priority 1: A strong supportive community environment**

- 1.1: Promotion of community events, services and facilities
- 1.1.1: Build a strong sense of community, capacity and pride by supporting partnerships
- 1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate
- 1.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

**Key Priority 1: A strong supportive community environment**

- 1.3: Boulia Shire to have active inclusive communities
- 1.3.3: Facilitate opportunities for learning, social activities, community events, grants and funding programs

**RISK MANAGEMENT:**

Information Report only - not applicable.

**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: 4 After Hours: 13
• Pool	During Hours: 213 After Hours: 12
• Squash	0
• Casual entry usage	63
• Kid's usage	174
• Membership usage	29
• Merchandise sales	\$70.00
• Admission	\$37.50
• Refreshment sales	\$82.50

**Activities held this month:**

- o We held some school holiday activities this month
- o The Boulia State School had a fun day at the pool

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	484	579	380	0	0	0	0	0	0	0	304	487
2021	500	494	299	211	176	127	121	66	318	368	283	266

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Bouliia Library December 2021 Report	<b>DOC REF:</b> 9.4.3
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<b>REPORT BY:</b>	Tarsha Shaw	<b>DATE:</b> 18/01/2022
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**CORPORATE PLAN REFERENCE:**

**Key Priority 1: A strong supportive community environment**

- 1.1: Promotion of community events, services and facilities
- 1.1.1: Build a strong sense of community, capacity and pride by supporting partnerships
- 1.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

**Key Priority 1: A strong supportive community environment**

- 1.2: Respecting our culture and heritage, past, present and future
- 1.2.1: To preserve and promote the heritage and diverse cultures of our community
- 1.2.2: To maintain, preserve, develop and provide access to our region's history
- 1.2.3: To promote the heritage, arts and cultures of our communities

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Bouliia Shire Council provides a well-appointed Library facility which is open 5 days per week from 09:45am – 1:00pm

<b>ACTIVITY</b>	<b>CUSTOMER VOLUME - per month</b>
Library visitors	101
Wi Fi	0 – Not Working
Number of new members - local	0
Tourist Member	0

**LIBRARY ACTIVITIES**

This month we have been holding our First 5 Forever program twice a week. We have a regular attending group now forming. We held a First 5 Forever Christmas breakup party, where we gave the kids a small gift of a book and a bubble wand.

We held the first of the school holiday program and received a few good numbers.

We held the 2021 Domestic Violence Walk, we walked from the red bench at the Waddi tree to the red bench at the Hairdresser.

The Public Wifi has been down this month, we are waiting on it to be repaired.

Re; Covid 19, appropriate arrangements remain in place keeping with Queensland Health Regulations.

**Total Numbers of visitors:**

**2020** 1312

**2021** 916

Lower numbers for 2021 due to impact of less opening hours, less school age children able to attend and lower availability of staff doing other duties.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council receive the Library December 2021 report for information

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

## **10 Late Reports**

Nil

## **11 Closed Session**

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

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

## **12 General Business**

This item on the agenda allows Councillors to raises any other general business matters for discussion or future consideration.