

# Boulia Shire Council



## General Meeting

Wednesday 24<sup>th</sup> July 2019



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## BOULIA SHIRE COUNCIL

15<sup>th</sup> July 2019

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Wednesday 24<sup>th</sup> July 2019** at the **Boulia Airport Terminal** commencing at **10 am** for the transaction of the following business.

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

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

#### ENGINEERS REPORT – GBA CONSULTING

Item E1 Engineering Services Report – News brief Pg.17

#### DIRECTOR OF WORKS AND OPERATIONS

Item DWO1 Grants Work Status Summary Pg.20

Item DWO2 Boulia Works Program 2018/21 Pg.24

Item DWO3 Statements of Intent – Review Pg.25

Item DWO4 Queensland Disaster Resilience Fund – Emergency Generator Pg.34

#### INFORMATION REPORTS

Item A NDRRA Flood Damage Works Department Pg.35

Item B Foreman, Road Maintenance and Utility Services Pg.37

Item C Foreman, Roads Maintenance and Construction Pg.40

Item D Rural Lands Protection Officer Pg.41

Item E Work Camp Report Pg.44

#### CHIEF EXECUTIVE OFFICER

Item CEO1 CEO Briefing for June 2019 Pg.45

Item CEO2 Action List Pg.47

Item CEO3 Policy Review – 113 Uniform Policy Pg.56

Item CEO4 Council Committee Nominations Review Pg.64

Item CEO5 Biannual Employee Assistance Report Pg.67

#### MANAGER CORPORATE & FINANCIAL SERVICES

Item FM1 Manager Corporate & Financial Services Report Pg.69

Item FM2 Amendments to 2019/2020 Fees and Charges Pg.73

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



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## BOULIA SHIRE COUNCIL

Item FM3 Policy Review – Debt Collection, Internal Audit, Investment Policies Pg.74

### COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report Pg.93  
Item CSM2 Memorandum Of Understanding with Outback Qld Tourism Association Pg.99

### INFORMATION REPORTS

Item F Min Min Encounter Pg.103  
Item G Boulia Heritage Complex Pg.105  
Item H Boulia Sports and Aquatic Centre Pg.107  
Item I Library Pg.109

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

Item DWO5 Work Camp Project – Inmate Work Experience with Council Road Crew

Mr Harin Karra  
Acting Chief Executive Officer

### **CLOSED SESSIONS OF COUNCIL ARE NOT OPEN TO THE PUBLIC AND MAY BE CLOSED FOR THE FOLLOWING REASONS:**

#### **Local Government Regulation - 275 Closed meetings**

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -
  - (a) the appointment, dismissal or discipline of employees; or
  - (b) industrial matters affecting employees; or
  - (c) the local government's budget; or
  - (d) rating concessions; or
  - (e) contracts proposed to be made by it; or
  - (f) starting or defending legal proceedings involving the local government; or
  - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
  - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

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## BOULIA SHIRE COUNCIL

### DECLARATION OF INTERESTS

Conflict of Interest	A Councillor has a conflict of interest if their decisions are, or may be seen to be, influenced by their personal interests.
Material Personal Interest	A Councillor has a material personal interest in a matter if a decision or action taken by a Councillor, or any of its committees, on that matter may result in a direct or indirect benefit or loss to themselves or people they are connected with.

Councillors must declare if they have a Conflict of Interest or Material Personal Interest on a matter to be discussed prior to the meeting.

### 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>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



**COUNCILLOR DECLARATION OF INTEREST**  
**Declaration of a Conflict of Interest Form**

Councillor: \_\_\_\_\_

Council meeting date: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_

I declare that I have a conflict of interest in the above matter (as defined by section 175D of the Local Government Act 2009) as follows: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I will be dealing with this declared conflict of interest by (please tick):

- a) leaving the meeting while this matter is discussed and voted on.
- b) Staying in the meeting - I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on this matter. However, I acknowledge that the remaining councillors must now determine, pursuant to section 175E(4) of the Local Government Act 2009: -
- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
  - (b) If so, whether: -
    - i. I must leave the meeting while this matter is discussed or voted on; or
    - ii. I may participate in the meeting in relation to the matter, including by voting on the matter.

I understand that the above information will be recorded in the minutes of the Council meeting and placed in the Declaration of Interest Register.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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**COUNCILLOR DECLARATION OF INTEREST**  
**Declaration of a Material Personal Interest Form**

Councillor: \_\_\_\_\_

Council meeting date: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_

I declare that I have a material personal interest in this matter (as defined by Local Government Act 2009, section 175B as follows: -

\_\_\_\_\_  
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\_\_\_\_\_

I will be dealing with this declared material personal interest by leaving the meeting while this matter is discussed and voted on.

I understand that the above information will be recorded in the minutes of the Council meeting and placed in the Declaration of Interest Register.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



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**MINUTES OF THE GENERAL MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON THURSDAY 20<sup>th</sup> JUNE 2019  
COMMENCING AT 10 AM**

**Attendance:**

Councillors: Councillor Eric (Rick) Britton  
Councillor Rebecka (Beck) Britton  
Councillor Sam Beauchamp  
Councillor Brook McGlinchey  
Councillor Jack Neilson

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Manager of Corporate and Financial Services)  
Mrs Nicole Tonkies (Executive Assistant)

**Opening:**

The Mayor opened the meeting at 9.13 am.

**Acknowledgement of Traditional Owners**

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

The Mayor also acknowledged past and present service personnel.

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

**2019/6.1 MINUTES OF THE MAY 2019 ORDINARY MEETING**

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

That the Minutes of the General Meeting held on 22<sup>nd</sup> May 2019 be accepted.

**Carried**

Mr Stuart Bourne and Mr Harin Karra entered the meeting at 9.57 am.

Mr Gordon Stumbris entered the meeting at 10 am.

**2019/6.2 COUNCILLORS REMUNERATION REPORT INCLUDING EXPERIENCE LEVEL PAYMENTS**

**PURPOSE:**

Council to consider remuneration levels for 2019-2020 financial year which will consider years of Local Government Experience as a qualifying factor.  
 To rescind the previous resolution (2019/4.21) of Council relating to the allocation of payments to Mayor, Deputy Mayor and Councillors on 17th April 2019.  
 Review of remuneration is required by Chapter 8, Administration, Part 1 Councillors, Division 1 Councillor remuneration, (s.244, 246, 247, 248) of the Local Government Regulation 2012.

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

1. That Council rescind the resolution on 17th April 2019 - 2019/4.21.
2. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2019-2020 budget to be:

Position	Years of service	Payment as per remuneration table	Payment as agreed by Council
Mayor, Rick Britton	Over 12 yrs	\$ 106,100	\$106,100
Dep Mayor, Beck Britton	3-4 years	\$ 42,848	\$ 42,848
Councillor	60%	\$ 31,829	\$ 31,829

3. That the CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via enquiries@lg.remunerationtribunal.qld.gov.au
4. That the 2019-2020 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$ 225,000 (excluding travel and accommodation costs).
5. Attendance at meetings by the Mayor, Deputy Mayor is taken to be part of the normal remuneration paid and will not be compensated by Council. Payment of expenses as per the Councillor Remuneration and Expenses Reimbursement policy (Policy 111) will still apply.

**Carried 4-1**

For: Cllr Rick Britton, Cllr Beck Britton, Cllr Beauchamp, Cllr Neilson  
 Against: Cllr McGlinchey

**2019/6.3 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS – JUNE 2019 ORDINARY MEETING OF COUNCIL**

**Moved:** Councillor McGlinchey **Seconded:** Councillor Neilson

Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the June 2019 Ordinary Meeting of Council and resolved to handle each declaration as follows:

Councillor	Agenda Item Number	Type of Declaration	How the interest will be handled
Rick Britton	CEO9 - Ann Britton Photography	Material Personal Interest	Councillor Rick Britton has a real material personal interest in the matter and, accordingly, must leave the meeting room, including any place set aside for the public, and stay away while this matter is discussed and voted on.
Beck Britton	CEO8 - Donation of Min Min Café	Conflict of Interest	Councillor Beck Britton has a perceived conflict of interest in the matter and, notwithstanding the

	Equipment		conflict, may participate in the matter, discuss and vote upon it.
Beck Britton	CEO16 – Sale of Houses	Material Personal Interest	Councillor Beck Britton has a real material personal interest in the matter and, accordingly, must leave the meeting room, including any place set aside for the public, and stay away while this matter is discussed and voted on.

**Carried**

#### 2019/6.4 ENGINEERING SERVICES REPORT - NEWSBRIEF

**PURPOSE:**

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

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

That the Engineering Services Report - Newsbrief information update be noted.

**Carried**

#### 2019/6.5 GRANTS WORK STATUS SUMMARY

**PURPOSE:**

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

**Moved: Councillor Beck Britton                      Seconded: Councillor Rick Britton**

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

**Carried**

The Director of Works and Operations presented to Council the Boulia Works Program for information only.

#### 2019/6.6 NDRRA FLOOD DAMAGE WORKS DEPARTMENT INFORMATION REPORT

**PURPOSE:**

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

**Moved: Councillor McGlinchey                      Seconded: Councillor Neilson**

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

**Carried**

#### 2019/6.7 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES

**PURPOSE:**

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

**Moved: Councillor Beck Britton                      Seconded: Councillor Rick Britton**

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

**Carried**

#### **2019/6.8 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION**

**PURPOSE:**

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

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

That Council receive the Foreman Roads Maintenance and Construction report for information.

**Carried**

#### **2019/6.9 RURAL LANDS PROTECTION OFFICER**

**PURPOSE:**

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

**Moved: Councillor Rick Britton                      Seconded: Councillor Beck Britton**

That the Rural Lands Protection Officer's report be received for information.

**Carried**

#### **2019/6.10 BOULIA WORK CAMP REPORT**

**PURPOSE:**

To advise of the activities of the Boulia Work Camp from 21<sup>st</sup> to 31<sup>st</sup> May 2019.

**Moved: Councillor McGlinchey                      Seconded: Councillor Rick Britton**

That the Boulia Work Camp report is received for information.

**Carried**

Mrs Sloman, Mr Bourne and Mr Stumbris left the meeting at 11.13 am.

#### **2019/6.11 CLOSED MEETING AT 11.14 AM**

**Moved: Councillor McGlinchey                      Seconded: Councillor Neilson**

Closed Session

Local Government Regulation 275

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government

**Carried**

Councillor Rick Britton and Mr Karra left the meeting at 11.23 am.

Councillor Rick Britton joined the meeting at 11.32 am.

Councillor Beck Britton left the meeting at 11.32 am.

#### 2019/6.12 OUT OF CLOSED SESSION AT 12.03 PM

**Moved:** Councillor Rick Britton                      **Seconded:** Councillor McGlinchey

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

**Carried**

Councillor Beck Britton and Mrs Kaylene Sloman joined the meeting at 12.04 pm.

The following recommendations were resolved from the closed session: 2019/6.13, 2019/6.14, 2019/6.15.

*Councillor Rick Britton declared a Material Personal Interest in the report item CEO9 Ann Britton Photography due to being a related party to persons in the report. In accordance with the resolution made under 2019/6.3, Councillor Rick Britton left the meeting room, including any place set aside for the public, while this matter was discussed and voted on.*

*Councillor Beck Britton declared a Material Personal Interest in the report item CEO16 Sale of Houses due to being a related party to persons in the report. In accordance with the resolution made under 2019/6.3, Councillor Beck Britton left the meeting room, including any place set aside for the public, while this matter was discussed and voted on.*

#### 2019/6.13 GEORGE BOURNE & ASSOCIATES HOURLY RATES AND EXPENSES

**PURPOSE:**

The purpose of this report is to seek approval to accept George Bourne & Associates hourly rates and expenses for the financial year 2019-20.

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

That Boulia Shire Council accepts the George Bourne & Associates Hourly Rates and Expenses as listed on the capability statement attached to the George Bourne & Associates Hourly Rates and Expenses Report for the 2019-20 Financial Year.

**Carried**

#### 2019/6.14 ANN BRITTON PHOTOGRAPHY

**PURPOSE:**

To advise Council of the request to display local photography in the Min Min Encounter

**Moved:** Councillor McGlinchey                      **Seconded:** Councillor Beck Britton

1. That the Council approve the request for the display of photographic material by Ann Britton Photography in the Min Min Encounter.
2. That Council authorise the CEO to prepare an MOU detailing the terms of the agreement regarding space available, insurance requirements, commission, ownership, loss and or damage and time limitations.

**Carried 4-0**

For: Cllr Beck Britton, Cllr Beauchamp, Cllr McGlinchey, Cllr Neilson  
Against: Nil - Abstained from and not present during voting: Cllr Rick Britton

## 2019/6.15 SALE OF HOUSES

### **PURPOSE:**

To approve the sale of four houses which are considered surplus to Council needs of which interest has been shown by existing Council employees. Ministerial consent, to enable a direct sale to employees, has been received and an independent valuation has been received for each property.

**Moved:** Councillor McGlinchey                      **Seconded:** Councillor Beauchamp

1. That Council proceeds with the sale of 7 Wills St, 58 Moonah St, 6 Mulligan St and 54 Moonah St in accordance with the guidelines set by the Minister in relation to these sales.
2. Sales of these properties are not open to the general public in accordance with the Ministerial consent.
3. Should the tenants not wish to proceed then the identified houses will remain Council property until vacant and then put on the open market.

**Carried 4-0**

For: Cllr Rick Britton, Cllr Beauchamp, Cllr McGlinchey, Cllr Neilson  
Against: Nil - Abstained from and not present during voting: Cllr Beck Britton

Meeting adjourned for lunch at 12.05 pm.

Meeting resumed at 12.34 pm.

## 2019/6.16 CEO BRIEFING FOR MAY 2019

### **PURPOSE:**

To summarise activities from the CEO office and to authorise a write off above the CEO delegation.

The CEO also provided to the Councillors details of items that were no longer held in stock but still showing on Council's stock register. The items were coffins which had been affected by white ants.

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

1. That the CEO report is received for information.
2. That the CEO is authorised to write off \$1269.06 for coffins that are no longer held in stock.

**Carried**

## 2019/6.17 ACTION LIST

### **PURPOSE:**

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

**Moved:** Councillor Neilson                      **Seconded:** Councillor McGlinchey

That the updated Action List report be received for information.

**Carried**

## 2019/6.18 POLICY REVIEW - RISK MANAGEMENT POLICY

### **PURPOSE:**

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

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

1. That the policy as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Risk Management Policy	123	CEO	Gov

Changes to policy	Page No	Paragraph
Objective changed to Introduction (heading)	1	1
AS/NZS 3000:2018 from 3000:2009 (throughout)	1, 2, 3	4

2. That a copy of the changes to the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**Carried**

#### 2019/6.19 SECURITY ACCESS CARD AND CCTV POLICY

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with the implementation of a new policy.

**Moved:** Councillor Rick Britton                      **Seconded:** Councillor Beck Britton

1. That Policy 152 Security Access Card and CCTV Policy as presented be adopted.

2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**Carried**

#### 2019/6.20 BRONZE STATUE REQUEST

**PURPOSE:**

To advise Council of a request received to place a bronze statue at the Boulia Cemetery.

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

That Council approve the proposal from Mr George Sives to place a life sized donkey bronze statue at the Boulia Cemetery.

**Carried**

#### 2019/6.21 DOMESTIC AND FAMILY VIOLENCE LEAVE POLICY

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with the implementation of a new policy.

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

1. That Policy 153 Domestic and Family Violence Leave Policy as presented be adopted.

2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**Carried**



**2019/6.22 WANGKAMAHDLA PEOPLE (QUD52/2016) NATIVE TITLE DETERMINATION**

**PURPOSE:**

To advise Council on the progress of the Native Title determination for the Wangkamahdla People and the proposal to negotiate an ILUA.

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

1. That Council proceed with the proposed negotiation of the ILUA with Wangkamahdla People in conjunction with Diamantina Shire Council supported by Holding Redlich.
2. That the CEO approach Holding Redlich for the anthropological and genealogical reports.

**Carried**

*Councillor Beck Britton declared a Conflict of Interest in the report item CEO8 Donation of Min Min Café Equipment due to being an Executive Member of the Boulia Golf Club. In accordance with the resolution made under 2019/6.3, Councillor Beck Britton was able to participate in the matter, discuss and vote upon it.*

**2019/6.23 DONATION OF MIN MIN CAFÉ EQUIPMENT**

**PURPOSE:**

To recommend to Council that the equipment (range hood, oven and benchtops) previously used in the Min Min Café which has now been closed for two years, be donated to the local Golf Club to enable them to continue to operate.

**Moved: Councillor Rick Britton Seconded: Councillor McGlinchey**

1. That the Council ratify the decision confirmed by all Councillors via email response that the equipment listed below is donated to the Boulia Golf Club without any liability on behalf of the Council.
  - o Range hood
  - o Oven
  - o Stainless steel benchtops.
2. That the Council receive the letter of acceptance prior to the items being removed which will confirm that the responsibility to have the equipment checked by a qualified electrician to ensure its safety and installation of the equipment will be at the cost of the Golf Club.

**Carried**

**2019/6.24 POLICY REVIEW – 104 GIFTS POLICY**

**PURPOSE:**

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

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

1. That the policy as presented be adopted.

POLICY	NO.	OFFICER	TYPE
GIFTS POLICY	104	CEO	STAT

Changes to policy	Page No	Paragraph
Nil		

2. That a copy of the changes to the policy be handed to all Councillors for the updating of their policy books and also forwarded electronically via email.

**Carried**

## 2019/6.25 APPOINTMENT AS AUTHORISED PERSONS

### **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. The authority to appoint an authorised person is necessary for the staff to be enabled to fulfil their roles within Council.**

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

1. That Council endorse the list of authorised persons as described:
  - Director of Works and Operations
  - Foreman Roads Construction and Maintenance
  - Foreman Roads Utilities and Services
  - Environmental Health Officer
  - Rural Lands Protection Officer
2. That an appointment letter be issued to each officer and a copy maintained in their HR file.
3. That identity cards be issued to each officer as listed with an expiry date of 30/6/2020.
4. The Authorised Person Card Register be placed on the website.

**Carried**

## 2019/6.26 DELEGATIONS TO CEO AND CEO TO STAFF REVIEW

### **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.**

**Moved: Councillor Rick Britton                      Seconded: Councillor McGlinchey**

1. That all the powers referred to in the document entitled "Register of Delegations – Council to CEO" attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009.
2. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
3. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.

**Carried**

#### 2019/6.27 CORPORATE PLAN 2019-2024

**PURPOSE:**

To present for adoption Council's Corporate Plan 'Your Vision, Your Plan, Our Future 2019-2024 after the community meeting held on 15th May 2019 and before submission to the Division of Local Government.

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

That Council adopt the Corporate Plan 2019–2024.

**Carried**

#### 2019/6.28 COMMUNITY SERVICES REPORT

**PURPOSE:**

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

**Moved:** Councillor McGlinchey                      **Seconded:** Councillor Rick Britton

That the Community Services Report is received for information.

**Carried**

#### 2019/6.29 ONLINE BOOKING SYSTEM FOR MIN MIN ENCOUNTER

**PURPOSE:**

To provide Council with an update on the pros and cons of providing a bookings system online for the tourist centre.

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

That the Online Booking System for Min Min Encounter Report is received for information.

**Carried**

#### 2019/6.30 MIN MIN SIGN REPORT

**PURPOSE:**

To provide Council with an update on the signage for the Min Min Hotel Site.

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

That the Min Min sign be accepted in the current format without a picture added.

**Carried**

#### 2019/6.31 MIN MIN ENCOUNTER MAY 2019 REPORT

**PURPOSE:**

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

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

That the Min Min Encounter May 2019 Report be received for information.

**Carried**

### 2019/6.32 BOULIA HERITAGE COMPLEX (INFORMATION REPORT)

**PURPOSE:**

To update Council on the visitations and activities at the Boulia Heritage Complex.

**Moved:** Councillor McGlinchey      **Seconded:** Councillor Beauchamp

That the Boulia Heritage Complex report is received for information.

**Carried**

### 2019/6.33 BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)

**PURPOSE:**

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

**Moved:** Councillor Beck Britton      **Seconded:** Councillor Rick Britton

That Council receive the Boulia Sports and Aquatic Centre report for information.

**Carried**

### 2019/6.34 LIBRARY REPORT

**PURPOSE:**

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

**Moved:** Councillor McGlinchey      **Seconded:** Councillor Rick Britton

That Council receive the Library report for information.

**Carried**

### 2019/6.35 MANAGER CORPORATE & FINANCIAL SERVICES REPORT

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> May 2019.

**Moved:** Councillor Beck Britton      **Seconded:** Councillor Rick Britton

That the Manager of Corporate & Financial Services Report be received for information.

**Carried**

### 2019/6.36 BUDGET REVIEW MARCH 2019

**PURPOSE:**

Budget Review to 31st March 2019 based on trends to date.

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

That the budget review as presented to Council be received.

**Carried**

At the May 2019 Ordinary Meeting of Council, Councillors chose to defer making a recommendation regarding a report presented on the RAPAD Youth Program and requested that more information on the Program be sought.

The CEO provided Council with additional information that had been received and following discussion, it was noted that Council would not be allocating any funds towards the RAPAD Youth Program, however would be interested in the future on possibly collaborating on likeminded programs that would be carried out in the Boulia shire.

Meeting adjourned at 1.36 pm for the 2019/2020 Boulia Shire Council Budget Meeting.  
Meeting resumed at 2.15 pm.

## 2019/6.37 OPERATIONAL PLAN AND BUDGET 2019-2020

### **PURPOSE:**

To adopt the Annual Budget 2019-2020 and Annual Operational Plan for 2019-2020.

**Moved:** Councillor Rick Britton                      **Seconded:** Councillor Beck Britton

1. That Council adopt the proposed 2019-2020 Operational Plan.
2. That the Council adopt the proposed 2019-2020 Budget.
3. That the Operational Plan 2019-2020 and the Annual Budget 2019-2020 be displayed on the Council website.
4. That the actions and deliverables from the 2019-2020 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.
5. That the Budget be reviewed and reported on back to Council on a quarterly basis as per the Local Government Regulation 2012.

**Carried**

### General Business

**Bush Councils Convention 2019 and LGAQ Annual Conference** – Council considered potential Councillor attendance at these conferences.

**Australian of the Year Award** – Council noted a nomination was to be made in the National 2020 Australian of the Year Awards.

### Meeting Closure

The Mayor closed the meeting at 2.39 pm.

### Confirmed:

Minutes confirmed \_\_\_\_\_

Resolution No. \_\_\_\_\_

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



**MINUTES OF THE 2019/20 BUDGET MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON THURSDAY 20<sup>th</sup> JUNE 2019**

**Attendance:**

Councillors: Councillor Eric (Rick) Britton  
Councillor Rebecka (Beck) Britton  
Councillor Sam Beauchamp  
Councillor Brook McGlinchey  
Councillor Jack Neilson

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Manager of Corporate & Financial Services)  
Mrs Nicole Tonkies (Executive Assistant)

**Opening:**

The Mayor opened the meeting at 1.36 pm.

The Mayor presented the 2019/2020 budget for adoption and acknowledged the efforts of all Council staff and Councillors contributing to Council being able to be in a positive financial position. In addition, Councillors wished to make a formal acknowledgement to the Mayor for his ongoing efforts in representing the Boulia Shire and the positive contributions this has resulted in for the Council/community.

**2019/2020 BUDGET  
RESOLUTIONS**

**2019/B6.1 REVENUE STATEMENT**

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

That in accordance with Section 169(2)(b) of the Local Government Regulation 2012, the 2019/2020 Boulia Shire Revenue Statement be hereby adopted.

**Carried**

**2019/B6.2 REVENUE POLICY**

**Moved: Councillor Rick Britton                      Seconded: Councillor Beck Britton**

That in accordance with Section 169(2)(c) of the Local Government Regulation 2012, the 2019/2020 Boulia Shire Council Revenue Policy - Policy 109 Revenue – 2019/20 be hereby adopted.

**Carried**

### 2019/B6.3 LONG TERM FINANCIAL FORECAST

**Moved: Councillor McGlinchey      Seconded: Councillor Neilson**

That in accordance with Section 169(2)(a) of the Local Government Regulation 2012, the 2019/2020 Boulia Shire Council Long Term Financial Forecast - 2019/29 be hereby adopted.

**Carried**

### 2019/B6.4 DIFFERENTIAL GENERAL RATE CATEGORIES

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

That pursuant to s80 of the Local Government Regulation 2012, Boulia Shire Council hereby levies Differential General Rates and sets Minimum General Rates for each category, in accordance with s77 of the Local Government Regulation 2012 for the 2019/2020 financial year as set out in Council's Revenue Statement 2019/2020.

**Carried**

### 2019/B6.5 UTILITY CHARGES - CLEANSING

**Moved: Councillor McGlinchey      Seconded: Councillor Beck Britton**

In accordance with s99 Local Government Regulations 2012, Council resolves to levy a commercial waste collection and disposal charge according to Council's Revenue Statement 2019/2020.

The cleansing charge shall be \$379.00 per annum.

Where a service is provided for only part of the year cleansing charges will be levied on a pro rata time basis.

Charges for the collection of industrial and bulk waste will be based on type of waste, volume and frequency of collection. Charges will be determined on a cost recovery basis as required.

**Carried**

### 2019/B6.6 UTILITY CHARGES - SEWERAGE

**Moved: Councillor Rick Britton      Seconded: Councillor McGlinchey**

That in accordance with s94 of the Local Government Act 2009 and s99 Local Government Regulations 2012 cleansing charges for the 2019/2020 year are made and will be levied for the purposes of providing for the removal of refuse from all occupied premises (domestic and commercial) according to Council's Revenue Statement 2019/20.

The residential house block sewerage charge shall be \$482.00 per annum.

The vacant land sewerage charge shall be \$194.00 per annum.

Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

**Carried**

## 2019/B6.7 UTILITY CHARGES - BOULIA AND URANDANGIE WATER SCHEMES

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

That pursuant to s94 of the Local Government Act 2009 and s99 of the Local Government Regulation 2012, Boulia Shire Council hereby levies Water Charges for the Financial Year 2019/2020 according to Council's Revenue Statement 2019/20.

The residential house blocks water service charge shall be \$683.00 per annum.

The vacant land water service charge shall be \$493.00 per annum.

Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

**Carried**

## 2019/B6.8 INTEREST

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

That in accordance with s133 of the Local Government Regulation 2012 a charge of 9.83 percent compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue.

**Carried**

## 2019/B6.9 DISCOUNT

**Moved: Councillor McGlinchey      Seconded: Councillor Beck Britton**

That in accordance with s130 of the Local Government Regulation 2012 a discount of 10% be allowed for all current Council residential rates & charges (excluding fire levy) if paid within 30 days of issue, and that such discount be calculated as a percentage of the gross rate/charges levied, and only be granted if all current and outstanding rates have been paid in full.

**Carried**

## 2019/B6.10 DROUGHT DECLARATION IN DISTRICT

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

That in accordance with s130 of the Local Government Regulation 2012 the discount of 10% be extended for all current Council rates & charges (excluding fire levy) if paid prior to 23<sup>rd</sup> December and 23<sup>rd</sup> June for all properties whilst the district is drought declared and that such discount be calculated as a percentage of the gross rate/charges levied, and only be granted if all current and outstanding rates have been paid in full.

**Carried**



## 2019/B6.11 COUNCIL PENSIONER RATE REMISSION

**Moved:** Councillor Neilson                      **Seconded:** Councillor McGlinchey

That in accordance with s121 & 122 of the Local Government Regulation 2012 Council not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangie and that Council offers a 30% subsidy on all services (excepting the fire levy) to pensioners who reside in their own premises within the townships of Boulia and Urandangie. This subsidy is in addition to the 20% subsidy offered by the State Government with both subsidies capped at \$180.00 per annum each.

**Carried**

## 2019/B6.12 FEES AND CHARGES

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

That in accordance with s97 of the Local Government Act 2009, the 2019/2020 Fees and Charges as presented in the Boulia Shire Council Budget Papers 2019/2020 be hereby adopted.

**Carried**

### **Meeting Closure**

The Mayor closed the meeting at 2.15 pm.

### **Confirmed:**

Minutes confirmed \_\_\_\_\_

Resolution No. \_\_\_\_\_

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Engineering Services Report - Newsbrief	<b>DOC REF:</b> Item E1
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<b>REPORT BY:</b>	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	<b>DATE:</b> 09/07/2019
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### **CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

#### 2.1: Well connected

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

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

#### 2.2: Well serviced

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

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

### **PURPOSE:**

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

### **CONTENT:**

#### **1. Visits to the Shire**

14 <sup>th</sup> – 15 <sup>rd</sup> June	CH Clearances DCP new Bores (Matt/Michael)
17 <sup>th</sup> – 21 <sup>st</sup> June	Flood Damage (Matt) & Council Meeting (Stu)
1 <sup>st</sup> – 5 <sup>th</sup> July	Flood Damage, RMPC Defect Pickup, DCP Floodway's/Concrete works (Matt)

#### **2. Road Maintenance Performance Contracts**

RMPC pavement and signage defects pickup completed on DTMR roads. 100% of defects have been collected on Barcaldine/Cloncurry sections. All structures defects have been recently collected but defects need to be created in 'Reflect'. Approximate defect value of \$6 million.

#### **3. Main Roads Minor Works Performance Contracts**

RoadTek works:

- 'Lucknow' chg 223.78-245.3km (sections of rehab and widening). Works commenced.
- Top Limestone Creek – design complete, some funding allocated – pending details.

#### **4. Flood Damage Works**

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

The September 2016 event is complete and in the acquittal stage.

The March 2018 Flood Event (North and North West Queensland Low and Associated Rainfall and Flooding 24<sup>th</sup> February – 8<sup>th</sup> March 2018) Emergency work (BoSC 21.18) has been approved and acquitted (\$433k). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works to be completed by June 2020. Works have commenced on this program.

The February 2019 Flood Event (North and Far North Queensland Monsoon Trough 25 Jan – 10<sup>th</sup> Feb 2019) Emergency work has been completed. The event is now in the acquittal stage.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency works is 100% completed and is now in the acquittal stage. The restoration submission is being compiled.

Central Hire - Variation 3, Emergency works on the Georgina Culvert on the Urandangie Border Rd has been issued to Central Hire for remediation works to the damaged section of the culvert, under DRFA Emergency works. Works are in progress.

NDRP Springvale Road concrete floodway replacement - Central Hire was the successful tenderer, letter of acceptance has been signed and returned. Contract has been issued. Variation 1 for a second floodway on the Springvale Rd has been approved. Works are in progress.

**5. Other**

**RAPAD Water and Sewer Alliance**

Disinfection commissioning complete. Access pending to the data logger which is waiting for a software update.

**Donohue Highway: Outback Way Funding Package 2**

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-116.5 (Georgina Approaches)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Design Complete
2	206.5 – 213.5 (Kellys ck end)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete
3	213.5-220.59 (Emergency Airstrip end)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete
4	233-238,6 (Ridges)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Design Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Work has commenced on Stage 6 (Contract 1) Chainage 111.1-116.5. Completion end September 2019.

**CONSULTATION:** Nil – information update only

**GOVERNANCE IMPLICATIONS:**

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

**CONCLUSION:** Information update only

**RECOMMENDATION:**

That the Engineering Services Report - Newsbrief information update be noted.

**ATTACHMENTS:** Flood Damage Events - Detailed Summary

Reviewed and Approved by Acting Chief Executive Officer | Mr Harin Karra

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (09/07/2019)**

<b>QRA Event Code</b>	<b>Activation</b>	<b>Type</b>	<b>Submitted Value (Inc PM, Esc and Cont)</b>	<b>Approved Submission Value (Inc PM, Esc and Cont)</b>	<b>Total Expenditure to Date</b>	<b>Status</b>	<b>Comments</b>
BoSC.19.16	Sept. 2016	REPA	\$ 1,626,724.35	\$ 1,625,911.76	\$ 1,899,909.61	Approved	Works completed, Acquittal Stage
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ -	Approved	Works Commenced
	Jan/Feb. 2019	Emergency Works				Pending Approval	Emergency works completed and acquittal commenced
	Mar. 2019	Emergency Works				Pending Approval	Emergency works completed and acquittal commenced
	Mar. 2019	REPA				Preparing Submission	REPA Damage assessment in progress

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	GRANTS WORK STATUS SUMMARY	<b>DOC REF:</b> Item DWO1
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 08/07/2019
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

### **PURPOSE:**

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

### **CONTENT:**

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

#### **W4Q - Work for Queensland Two**

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

Total of 10 projects with a value of \$1,030,000. Except for one variation project all the projects have been completed.

#### **W4Q Round3 - Projects yet to commence.**

#### **LGGSP - Local Government Grants and Subsidies Program**

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

Total of 3 projects with a value of nearly \$400,000 that includes Council contribution. All the projects have been completed.

#### **DCP - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)**

Total of 3 projects with a value of \$1.32M. Two projects have been completed with the Well Being Centre in progress.

#### **DCP - Drought Communities Program Extension**

Install new bores, renew footpaths, floodway upgrade and stormwater drainage upgrade. Total value of \$1M plus that includes Council and TIDS contribution.

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

Sewer relining project has been completed. The project value was \$500,000.

**RAU - Remote Airstrip Upgrade Funding** (Department of Infrastructure, Regional Development and Cities)

Repair and upgrade Urandangie and Boulia aerodromes. Total value of these projects is \$443,509. These projects have been completed.

**NDRP - 2017-18 Natural Disaster Resilience Program** (State of Queensland acting through the Queensland Reconstruction Authority)

Floodway upgrade project near completion. Value of the project is \$294,420.

**GGPS - Get Playing Places & Spaces – Project not yet commenced.**

**STCO - Stronger Communities Programme (Round 3)**

Construct new wheelchair accessible toilet at Robinson Park.  
Total value of the project is \$40,370.

There are currently 29 different projects currently under progress, which are being undertaken by Council, which is a tremendous staff undertaking. Each of the projects require monthly reporting back to the funding bodies to ensure we are not in breach, and therefore could be restricted from receiving quarterly payment instalments.

Completed projects – 19	66%
50% completion projects – 3	10%
Starting stage projects – 2	7%
Other (withdrawn/yet to commence/continuous) – 5	17%

**CONSULTATION:**

- George Bourne and Associates (GBA) – various tenders.

**GOVERNANCE IMPLICATIONS:**

- All programs have been included in the budget for 2018-19 and 2019-20.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Grant Project Summary

Reviewed and Approved by Chief Executive Officer | Ms Lynn Moore

## Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update  
As at July 8, 2019

GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1. Sewer Upgrade	Relining project	BoR	\$ 500,000	\$ -	\$500,000	30/06/2019	Completed. Acquittal completed.
2. Shire Hall renewal	Refurbish shire hall	DCP-Drought	\$ 443,870	\$34,240	\$478,110	30/06/2019	Project completed. Acquittal completed.
3. Jockeys Room	Build extension onto existing shed	DCP-Drought	\$ 257,900	\$8,600	\$266,500	30/06/2019	Project completed and acquittal completed.
4. RSL refurbishment	Kitchen – use stove and maybe cupboard from Hall	W4Q2 Variation	80,000	\$0	80,000	31/08/2019	Variation approved. Project will be completed by end of August 2019. Internal walls sheeting 50% completed.
5. Urandangie clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -	\$ -	\$50,000	30/06/2019	Working progress project.
6. Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought \$572,900		\$7,200	\$580,100	30/06/2019	Footing completed. Building construction commenced off site. 80% framework completed.
7. Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will comence March 2020.
8. Racecourse Sewer Connection	An upgrade to improve the quality of sewer treatment & wastewater disposal in compliance with relevant standards & regulations.	(W4Q2)	\$ 450,000	\$0	\$450,000	30-Jun-19	Project completed.
9. Upgrade Council Depot Security	Upgrade new switch board, install new security cameras & lighting for the Depot.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Project completed.
10. Toilet & Shower for New Truck Parking / Rest area Facility	Construct new toilet and shower for the new truck parking facilities.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Project has been withdrawn.
11. Stage 2 Toilet Ramp & Solar Hot Water System Urandangie	Install new disabled ramp & solar hot water system for shower Urandangie.	(W4Q2)	\$ 40,000	\$0	\$40,000	30-Jun-19	Project completed.
12. Community Hall Flooring	Repair & polish Community Hall wooden flooring.	(W4Q2)	\$ 35,000	\$0	\$35,000	30-Jun-19	Project completed.
13. Airport Fencing at Urandangie	Install new security fence around Urandangie Airport.	(RAU)	\$ 50,000	\$0	\$50,000	30-Jun-19	Project variation approved. Completed.
14. Boulia Post Office	Install new disabled ramp, repair loading deck, new access door, internal refurbishing & painting.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Project completed.
15. Cenotaph Lighting	Remove damaged cable & install new conduit.	(W4Q2)	\$ 15,000	\$0	\$15,000	30-Jun-19	Project completed.
16. River Water Pipe Upgrade	Remove old steel pipe & install new poly line.	(W4Q2)	\$ 65,000	\$0	\$65,000	30-Jun-19	Project completed.

**Boulia Shire Council Projects / Grants Update Register**

<i>GRANTS</i>	<i>PROJECTS Description</i>	<i>Grant Source</i>	<i>Approved Grant</i>	<i>Council Contribution</i>	<i>Total Allocation for the Project \$</i>	<i>Grant end date</i>	<i>Current Status of the Project</i>
17. Shade Shelter & Seating at Bubbler Park area	Install new shade structure with seating at bubble park.	(W4Q2)	\$ 20,000	\$0	\$20,000	30-Jun-19	Project has been withdrawn.
18. Workshop Refurbishing	Install shady area & painting.	(W4Q2)	\$ 35,000	\$0	\$35,000	30-Jun-19	Project completed.
19. Playground Softfall	Construction of new Softfall for the playground at the pool.	(W4Q2)	\$ 20,000	\$0	\$20,000	30-Jun-19	Project completed.
20. Disinfection Systems Implementation for Boulia Town	Install new disinfection system for Boulia Town water & modification to the mains to install the system	LGGSP	\$ 155,250	\$103,500	\$ 258,750	30-Jun-19	Project completed.
21. Asset Management Plan	Set up Asset Management plan for the Council	LGGSP	\$ 18,000.00	\$ 12,000.00	\$ 30,000	30-Jun-19	Project completed.
22. Boulia Robinson Park Security Cameras & Lighting	New Security Cameras install & colorbond fencing	LGGSP	\$ 18,630.00	\$ 12,420.00	\$ 31,050	30-Jun-19	Project completed.
23. Boulia Airport Crack seal repair and switchboard upgrade	Repair RWY, upgrade new stainless-steel weatherproof switchboard and backup power connection.	RAU	32,624.53	36,624.53	\$ 69,249	30-Jun-19	Project completed.
24. Urandangie Airport Upgrade	Patch repair, resealing RWY, line marking, RWY emergency solar lights.	RAU	187,130.00	187,130.00	\$ 374,260	30-Jun-19	Project completed.
25. Floodway Upgrade - Springvale Road	Upgrade Floodway	NDRP	\$ 147,210	\$147,210	\$294,420	30-Jun-20	50% work completed.
26. Disabled Toilet Robinson Park "Meeting Place" Men's Shed Installation	Construct New wheelchair accessible toilet and baby change table facility	Stronger Communities Programme (Round 3)	\$ 20,000.00	\$ 20,370.00	\$ 40,370	30-Jun-19	Project and acquittal completed.
27. Tennis Courts - 2 Synthetic grass courts to support Tennis & Basketball	Refurbish Tennis courts	Get Playing Places & Spaces	89,800.00	23,000.00	\$ 112,800	30-Jun-20	Deed has been signed. Contractor will be on site September 2019.
28. Installation Bores, Reconstruct Floodway's, Town Works	6 new bores on the Council road network, renew footpaths, renew K&C and renew one storm water drainage.	Drought Communities Extension and TIDS	1,050,000.00	21,831.00	\$ 1,071,831	30-Jun-19	DCP project scope completed.
29. Boulia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	994,800.00		\$ 994,800	13-Jul-20	Surveying completed. Designing started. Earthworks commenced.

\$ 7,048,125.06



# Boulia Works Program 2018/21

ID	Task Name	Duration	Start	Finish	Budget	4 May '18	30 Jul '18	15 Oct '18	31 Dec '18	18 Mar '19	3 Jun '19	19 Aug '19	4 Nov '19	20 Jan '20	6 Apr '20	22 Jun '20	7 Sep '20	23 Nov '20	8 Feb '21															
						27	2	7	12	18	23	29	3	11	16	22	27	2	7	13	18	24	29	5	10	16	21	27	1	7	12	18	23	28
1	<b>Boulia Works Programme</b>	<b>953 days</b>	<b>Mon 2/07/18</b>	<b>Thu 7/04/22</b>	<b>\$0.00</b>																													
2	<b>RMPC Crew</b>	<b>491 days?</b>	<b>Mon 2/07/18</b>	<b>Tue 30/06/20</b>	<b>\$0.00</b>																													
3	General RMPC	261 days?	Tue 2/07/19	Tue 30/06/20	\$0.00																													
4	Edge Repair (Mechanical)	261 days?	Tue 2/07/19	Tue 30/06/20	\$0.00																													
5	Pothole Patching	261 days?	Tue 2/07/19	Tue 30/06/20	\$0.00																													
6	Other Roadside Works	261 days?	Tue 2/07/19	Tue 30/06/20	\$0.00																													
7	Install New Signs (excluding guide signs)	261 days?	Tue 2/07/19	Tue 30/06/20	\$0.00																													
8	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
9	Boulia Street Sweeping	4 days	Wed 8/05/19	Mon 13/05/19	\$0.00																													
10	Reseal Prep Work	60 days	Mon 2/07/18	Fri 21/09/18	\$0.00																													
11	Other Roadside Works	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
12	Install New Signs	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
13	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
14	<b>Jims Crew</b>	<b>956 days?</b>	<b>Wed 28/06/17</b>	<b>Fri 2/04/21</b>	<b>\$0.00</b>																													
15	<b>Donohue Package 2</b>	<b>956 days?</b>	<b>Wed 28/06/17</b>	<b>Fri 2/04/21</b>	<b>\$0.00</b>																													
16	Chainage 111.1-114.46 (3.36km)	70 days	Mon 8/07/19	Fri 11/10/19	\$1,419,534.88																													
17	Chainage 114.46 - 116.5 (1.8km)	30 days	Mon 14/10/19	Fri 22/11/19	\$760,465.12																													
18	Chainage 223 - 238.6 (5.6km)	100 days	Mon 25/11/19	Fri 10/04/20	\$2,360,000.00																													
19	Chainage 206 - 213.5 (7km)	125 days	Mon 13/04/20	Fri 2/10/20	\$2,970,000.00																													
20	Chainage 213.5 - 220.59 (7.09km)	130 days	Mon 5/10/20	Fri 2/04/21	\$2,970,000.00																													

Date: Wed 10/07/19

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



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Statements of Intent - Review	<b>DOC REF:</b> Item DWO3
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 15/07/2019
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

**PURPOSE:**

To review the Statements of Intent (SOI) for Council's Local Roads of Regional Significance (LRRS).

**CONTENT:**

The SOI's outline important details for the LRRS's such as the 'Vision Standard', 'Function' etc. The Outback Regional Road and Transport Group has requested that Council's review their SOI's to ensure they are current. The SOI's have been reviewed and are attached for consideration.

**CONSULTATION:** George Bourne and Associates

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council consider and endorse the Statements of Intent, attached to the Statements of Intent - Review Report, for Council's Local Roads of Regional Significance.

**ATTACHMENTS:** SOI's and Road Map

Reviewed and Approved by Acting Chief Executive Officer

Mr Harin Karra

## STATEMENT OF INTENT FOR LINK (Bouliia – Tobermorey Road)

### Bouliia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Bouliia - Tobermorey Road (238.6km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Interstate Route Qld/NT</li> <li>Provide access for major cattle stations</li> <li>Key tourism route to NT</li> <li>Part of the Outback Way transcontinental route</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>A safe sealed road with sealed opportunities for overtaking</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Half sealed/ half gravel</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Future federal funding will continue with pave and sealing works</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>High priority for Council due to visitor numbers and potential opportunities</li> <li>Link to Northern Territory</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads Class 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m seal on 8m pavement or 8m gravel</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision</u></p> <ul style="list-style-type: none"> <li>Unsealed sections restrict wet weather access</li> <li>Traffic volumes make the road unsafe when the gravel deteriorates</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Seal remaining gravel sections</li> <li>Provide additional sealed overtaking opportunities</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Renew gravel sections as required</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To prioritize the upgrading of this route over a period of time in conjunction with the Outback Way</li> </ul>
<b>Projected Outcomes</b>	A prioritized approach to upgrading sections of this link over time with the end result realizing the Link Vision.
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>The remaining section is sealed with overtaking opportunities</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Renew gravel sections as required</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$50m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$10m</li> </ul>

Historic Exp = \$3m/year  
(Outback Way)

## STATEMENT OF INTENT FOR LINK (Coorabulka Road)

### Boulia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Coorabulka – Diamantina boundary (74.4km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Alternative (Flood) route for Diamantina Development Road</li> <li>Provide access for major cattle stations</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained good quality gravel road with appropriate drainage structures</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Gravel road</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Flooding of the Diamantina Development Road dramatically increases traffic numbers. On average this occurs for 2 weeks per year.</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>During some floods this is the only accessible route between Bedourie and Boulia</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads Class 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m gravel, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> <li>Renew gravel sections</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Renew gravel where required</li> <li>Review poor alignment</li> <li>Install structures where required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Renew gravel where required</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required</li> </ul>
<b>Projected Outcomes</b>	To maintain and renew gravel sections as required
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Maintain and renew the gravel surface as required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Maintain and renew the gravel surface as required</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$500k</li> </ul>

Historic Exp = \$100k/year  
(Flood Damage only)

**STATEMENT OF INTENT FOR LINK (Selwyn Road)  
Boulia Shire Council**

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Selwyn – Cloncurry Boundary (82.0km)</li> </ul>	
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> </ul>	
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained good quality gravel on entire road with concrete flood ways where appropriate.</li> </ul>	
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Mostly gravel in varying condition.</li> <li>Limited drainage structures/ concrete floodways.</li> </ul>	
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Significant flood prone areas.</li> </ul>	
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>	
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads 4</li> </ul>	
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>8m paving in sections, 8m formation</li> </ul>	
<b>Gap Analysis</b>	<u>Against vision:</u> <ul style="list-style-type: none"> <li>Dry weather road only</li> </ul>	
<b>Scope of Works</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Dozens of concrete floodway's required</li> <li>Gravel renewal and top-up required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Renew gravel where required</li> </ul>	
<b>Development Strategy</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required</li> </ul>	
<b>Projected Outcomes</b>	To maintain and renew gravel sections as required	
<b>Projected Performance in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To maintain and renew gravel sections as required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>To maintain and renew gravel sections as required</li> </ul>	
<b>Projected Investment in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>\$500k</li> </ul>	<b>Historic Exp = Approx \$100k/year (Flood Damage only)</b>

## STATEMENT OF INTENT FOR LINK (Springvale Road)

### Bouliia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Springvale – Diamantina Boundary (56.6km)</li> </ul>	
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> <li>Access to Diamantina Lakes National Park.</li> </ul>	
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>	
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Mostly gravel</li> <li>Limited drainage structures/ concrete floodways.</li> </ul>	
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Vehicle numbers will increase as Diamantina Lakes National Park becomes more popular. National Parks are working to increase visitor numbers to this park.</li> <li>Significant flood prone areas..</li> </ul>	
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock and tourism access</li> </ul>	
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads 4</li> </ul>	
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m gravel, 8m formation</li> <li>Pave watercourses</li> </ul>	
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>	
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Appropriate drainage structures required</li> <li>Gravel renewal and top-up required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority sections</li> </ul>	
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>	
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>	
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>To maintain and renew gravel sections as required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>	
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$500km</li> </ul>	<p>Historic Exp = \$100k/year (Flood Damage only)</p>

## STATEMENT OF INTENT FOR LINK (Toolebuc Road)

Boulia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Toolebuc – Cloncurry Boundary (83.2km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to Cannington Mine</li> <li>Access to major cattle stations</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Southern access road to Cannington Mine</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock and mine access</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m gravel in priority area, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$500k</li> </ul>

Historic Exp = \$100k/year  
(Flood Damage only)

## STATEMENT OF INTENT FOR LINK (Urandangie Border Road)

### Bouliia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Urandangie – Northern Territory border (48.3km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> <li>Access from Qld to NT</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>.</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroroads 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m paving, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$500k</li> </ul>
	<p>Historic Exp = \$100k/year (Flood Damage only)</p>



## STATEMENT OF INTENT FOR LINK (Urandangie North Road)

### Bouliia Shire Council

<b>Link Description</b>	<ul style="list-style-type: none"> <li>Urandangie North – Urandangi township (92.5km)</li> </ul>	
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Primary access to Urandangie</li> <li>Access to major cattle stations</li> </ul>	
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>	
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>	
<b>External Factors</b>	<ul style="list-style-type: none"> <li>.Primary access to the town of Urandangie</li> </ul>	
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>	
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroroads 4</li> </ul>	
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>8m paving, 8m formation</li> </ul>	
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>	
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>	
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>	
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>	
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>	
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$1m</li> </ul>	<p>Historic Exp = \$200k/year (Flood Damage only)</p>

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# BOULIA SHIRE COUNCIL DRAWING REGISTER AND ROAD REGISTER MAP

DRAWING INDEX	
DWG. NO.	DESCRIPTION
BOUSC-R1	ROAD REGISTER MAP
BOUSC-R2	GRID LOCATIONS MAP
BOUSC-R3	GRAVEL PITS LOCATION MAP
BOUSC-R4	WATER BORE LOCATION MAP 01
BOUSC-R5	WATER BORE LOCATION MAP 02
BOUSC-R6	FLOOD ASSESSMENT OVERLAY

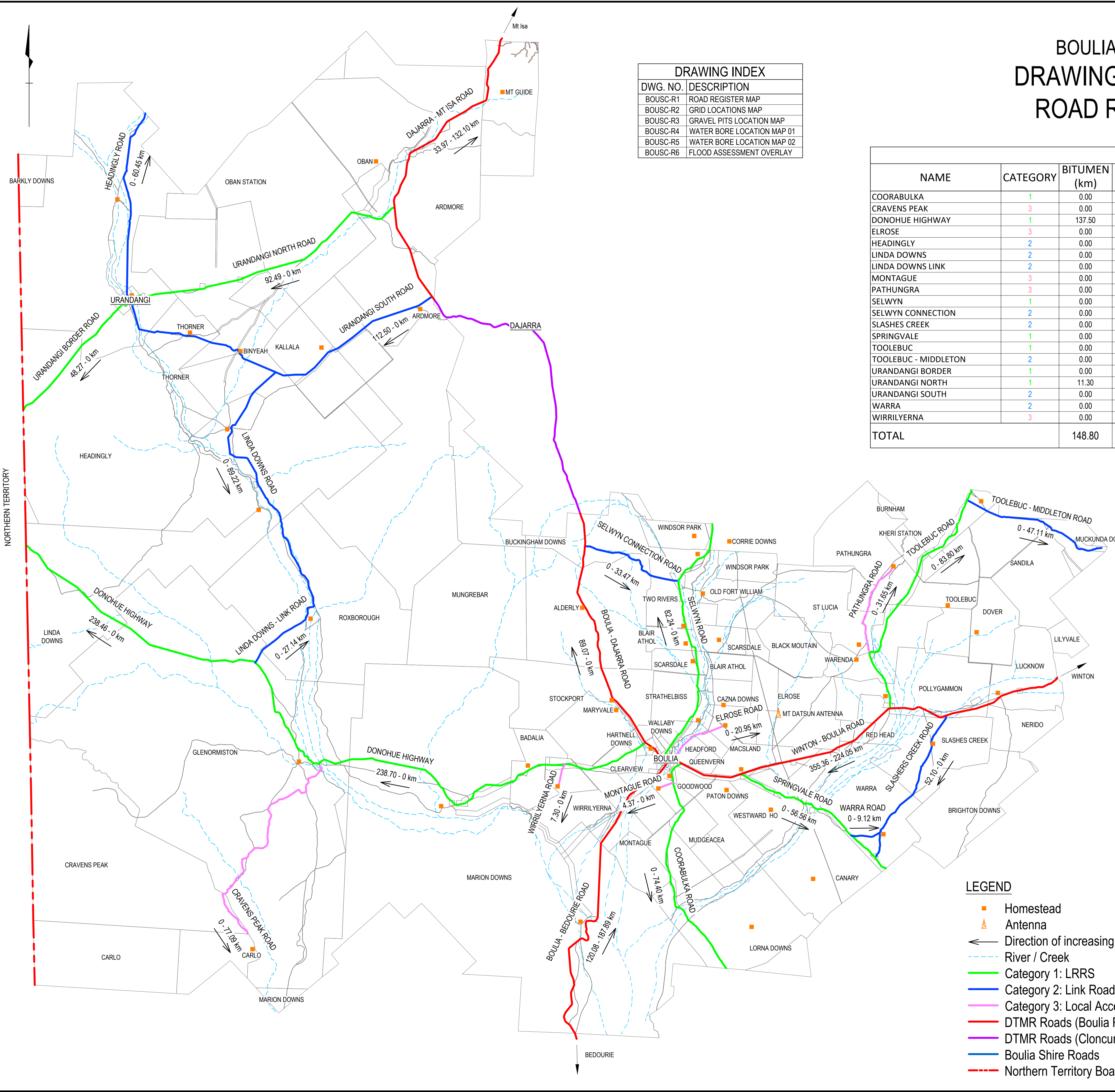
SHIRE ROADS						
NAME	CATEGORY	BITUMEN (km)	GRAVEL (km)	FORMED (km)	TOTAL (km)	END CHAINAGE
COORABULKA	1	0.00	64.81	9.70	74.51	DIAMANTINA SHIRE BOUNDARY
CRAVENS PEAK	3	0.00	30.00	47.09	77.09	GATE - CARLO STATION BOUNDARY
DONOHUE HIGHWAY	1	137.50	101.10	0.00	238.60	NORTHERN TERRITORY BORDER
ELROSE	3	0.00	15.00	5.95	20.95	GRID - ELROSE STATION
HEADINGLY	2	0.00	30.00	30.45	60.45	MT ISA SHIRE BOUNDARY
LINDA DOWNS	2	0.00	0.00	89.22	89.22	ROXBOROUGH DOWNS STATION
LINDA DOWNS LINK	2	0.00	0.00	27.10	27.10	LINDA DOWNS ROAD - ROXBOROUGH DOWNS STATION
MONTAGUE	3	0.00	4.36	0.00	4.36	GATE - MONTAGUE STATION
PATHUNGRA	3	0.00	14.50	17.15	31.65	GRID - PATHUNGRA STATION
SELWYN	1	0.00	78.94	0.00	78.94	CLONCURRY SHIRE BOUNDARY
SELWYN CONNECTION	2	0.00	33.47	0.00	33.47	INTERSECTION - SELWYN ROAD
SLASHES CREEK	2	0.00	52.10	0.00	52.10	INTERSECTION - SPRINGVALE ROAD
SPRINGVALE	1	0.00	46.80	9.76	56.56	DIAMANTINA SHIRE BOUNDARY
TOOLEBUC	1	0.00	83.80	0.00	83.80	CLONCURRY SHIRE BOUNDARY
TOOLEBUC - MIDDLETON	2	0.00	0.00	47.11	47.11	GATE - WINTON SHIRE BOUNDARY
URANDANGI BORDER	1	0.00	42.27	6.00	48.27	GRID - NORTHERN TERRITORY BORDER
URANDANGI NORTH	1	11.30	81.19	0.00	92.49	INTERSECTION - URANDANGI BORDER ROAD
URANDANGI SOUTH	2	0.00	109.30	3.20	112.50	INTERSECTION - URANDANGI PUBLIC HOUSE
WARRA	2	0.00	9.12	0.00	9.12	WARRA STATION
WIRRILYERNA	3	0.00	7.30	0.00	7.30	WIRRILYERNA STATION
<b>TOTAL</b>		<b>148.80</b>	<b>804.06</b>	<b>292.73</b>	<b>1245.59</b>	

BOULIA TOWN STREETS				
NAME	UNSEALED GRAVEL (km)	SEALED PAVEMENT (km)	UNFORMED (km)	TOTAL (km)
MULLIGAN ST	0.000	0.481	0.470	0.951
PITIRU ST	0.095	0.717	0.140	0.952
HERBERT ST (PART DTMR)	0.000	0.954	0.000	0.954
MOONAH ST	0.000	0.788	0.165	0.953
TENPLETON ST	0.238	0.460	0.256	0.954
DIAMANTINA ST	0.000	0.491	0.000	0.491
DUTTON ST	0.000	0.000	0.575	0.575
HAMILTON ST (PART DTMR)	0.000	0.718	0.000	0.718
WILLS ST	0.000	0.720	0.000	0.720
BURKE ST	0.000	0.837	0.000	0.837
<b>TOTAL</b>	<b>0.333</b>	<b>6.166</b>	<b>1.606</b>	<b>8.105</b>

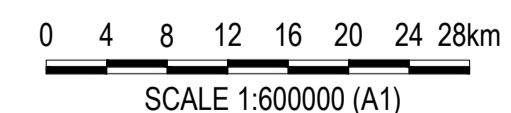
URANDANGI TOWN STREETS				
NAME	UNSEALED GRAVEL (km)	SEALED PAVEMENT (km)	UNFORMED (km)	TOTAL (km)
COLIN ST	0.225	0.000	0.454	0.679
NEIL ST	0.381	0.000	0.302	0.683
MARY ST	0.259	0.000	0.133	0.392
ELIZIBETH ST	0.051	0.000	0.345	0.396
HUTTON ST	0.137	0.346	0.205	0.688
MARGARET ST	0.090	0.300	0.000	0.390
<b>TOTAL</b>	<b>1.143</b>	<b>0.646</b>	<b>1.439</b>	<b>3.228</b>

DTMR ROADS BOULIA SHIRE COUNCIL				
NAME	BITUMEN (km)	GRAVEL (km)	FORMED (km)	TOTAL (km)
WINTON - BOULIA ROAD (99D)	130.80	0.00	0.00	130.80
BOULIA - BEDOUIE ROAD (93D)	105.50	0.00	0.00	105.50
BOULIA - DAJARRA ROAD (93E)	89.07	0.00	0.00	89.07
DAJARRA - MT ISA ROAD (93F)	98.13	0.00	0.00	98.13
<b>TOTAL</b>	<b>423.50</b>	<b>0.00</b>	<b>0.00</b>	<b>423.50</b>

DTMR ROADS CLONCURRY SHIRE COUNCIL				
NAME	BITUMEN (km)	GRAVEL (km)	FORMED (km)	TOTAL (km)
BOULIA - DAJARRA ROAD (93E)	60.53	0.00	0.00	60.53
DAJARRA - MT ISA ROAD (93F)	33.97	0.00	0.00	33.97
<b>TOTAL</b>	<b>94.50</b>	<b>0.00</b>	<b>0.00</b>	<b>94.50</b>



- LEGEND**
- Homestead
  - ▲ Antenna
  - ← Direction of increasing chainage
  - River / Creek
  - Category 1: LRRS
  - Category 2: Link Roads
  - Category 3: Local Access Only
  - DTMR Roads (Boulia Region)
  - DTMR Roads (Cloncurry Region)
  - Boulia Shire Roads
  - Northern Territory Boarder



GBA DWG NO: BOUSC-R1

Printed: 14/05/2019 12:06:21

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Queensland Disaster Resilience Fund – Emergency Generator	<b>DOC REF:</b> Item DWO4
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 15/07/2019
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**CORPORATE PLAN REFERENCE:**

Key Priority 4: Caring for the environment

4.2: Resilient

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

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

**PURPOSE:**

To formally advise Council of approval of grant funding received for an emergency generator under the Queensland Disaster Resilience Fund program.

**CONTENT:**

The Queensland Disaster Resilience Fund (QDRF) (administered by the Queensland Reconstruction Authority (QRA)) is a Queensland Government commitment of funding available to local governments, state agencies and non-government organisations to assist in delivering resilience and mitigation projects.

Council was recently notified that our application for an emergency generator for the Disaster Coordination Centre was successful and we are subsequently to receive \$42,541 (exc. GST) to be able to carry out this project. No Council contribution is required and the project must be completed by the 30<sup>th</sup> June 2020. Monthly progress reports will be required to be submitted to the QRA.

The funds will enable Council to purchase a generator and also construct a concrete slab and security fencing for it to help ensure its longevity. The installation of this generator will significantly reduce Boulia's vulnerability in an emergency situation – the community's stand alone power grid will now be supported with a backup power system, allowing the Local Disaster Management Committee to be able to deliver a 24/7 power source in an emergency.

**CONSULTATION:** Chief Executive Officer

**GOVERNANCE IMPLICATIONS:**

The allocated funding will be included in the budget.

**RECOMMENDATION:**

That the Council formally endorses acceptance of the Queensland Disaster Resilience Fund funding allocation of \$42,541 (exc. GST) for an emergency generator for the Disaster Coordination Centre.

**ATTACHMENTS:** Nil

Acting Chief Executive Officer

Mr Harin Karra

**BOULIA SHIRE COUNCIL**  
**Report for Ordinary Meeting held on 24th July 2019**

<b>TITLE:</b>	NDRRA FLOOD DAMAGE WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item A
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<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 09/07/2019
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**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

**PURPOSE:**

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

**CONTENT:**

Emergent Works March 2019 Rain Event -

The above program has now been completed. Our Flood Damage Contractors worked on 18 of our 20 roads, completing over 300 damaged sections totalling about 320Klms of road network within the timeframe allocated (90 Days).

March 2018 Full Restoration Program -

We have commenced this program of works concentrating on the 'Western Zone', with the following outcomes:

1. Linda Downs Rd - Completed
2. Donohue H/Way - Completed
3. South Urandangie Rd - Completed
4. North Urandangie Rd - Completed
5. Urandangie Border Rd - Current Project - Mixed Crew
6. Cravens Peak Rd - Current Project - Toby Harris Crew

Future Program of Works -

On completion of the above works both Contractors shall move into the 'Eastern Zone' commencing with Toolebuc/Middleton Rd (Mixed Crew), value of work \$445,000 with the Harris Crew undertaking Toolebuc Rd, value of work \$540,000.

**CONSULTATION:** GBA as project officers on NDRRA flood damage work.

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

**RECOMMENDATION:**

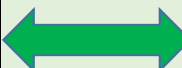
That the NDRRA Flood Damage Works Department report be received for information.

**ATTACHMENTS:** March 2018 Program of Works

Reviewed and Approved by Acting Chief Executive Officer

Mr Harin Karra

C COMPLETED		March 2018 FULL RESTORATION PROGRAM OF WORKS (REPA)																								
Western Zone		July 2019	August 2019		September 2019		October 2019		November 2019		December 2019	January 2020	February 2020		March 2020		April 2020		May 2020		June 2020					
Item No	Location	Job Cost Vote	Stint 1	Stint 2	Stint 3	Stint 4	Stint 5	Stint 6	Stint 7	Stint 8	Stint 9	Stint 10	Stint 11	Stint 12	Stint 13	Stint 14	Stint 15	Stint 16	Stint 17	Stint 18	Stint 19	Stint 20	Stint 21			
1	Nth Urandangie Rd	FD5122M2-FDRES-3052	C				Stint 1		Start Date	Finish Date					Stint 9	Start Date	Finish Date									
2	Headingly Rd	FD5115M2-FDRES-3052	C				Stint 2		23/07/2019	30/07/2019					Stint 10	12/11/2019	19/11/2019									
3	Urandangie Border	FD5113M2-FDRES-3052	C				Stint 3		6/08/2019	13/08/2019					Stint 11	26/11/2019	3/12/2019									
4	Sth Urandangie Rd	FD5114M2-FDRES-3052	C				Stint 4		20/08/2019	27/08/2019					Stint 12	10/12/2019	17/12/2019									
5	Linda Downs Rd	FD5151M2-FDRES-3052	C				Stint 5		3/09/2019	10/09/2019					Stint 13	4/02/2020	11/02/2020									
6	Linda Downs Link	FD5155M2-FDRES-3052	C				Stint 6		17/09/2019	24/09/2019					Stint 14	18/02/2020	25/02/2020									
7	Donohue H/Way	FD5111M2-FDRES-3052	C				Stint 7		1/10/2019	8/10/2019					Stint 15	3/03/2020	10/03/2020									
8	Cravens Peak Rd	FD5112M2-FDRES-3052	S 1	S 2			Stint 8		15/10/2019	22/10/2019					Stint 16	17/03/2020	24/03/2020									
Total Budget		8.06% of Total Scope of Works																								
EASTERN ZONE																										
9	Toolebuc/Middleton	FD5121M2-FDRES-3052			S 3	S 4	S 5	S 6	S 7						Stint 17	31/03/2020	7/04/2020					Stint 21	26/05/2020			
10	Toolebuc Road	FD5154M2-FDRES-3052			S 3	S 4	S 5	S 6	S 7	S 8	S 9				Stint 18	14/04/2020	21/04/2020					Stint 22	2/06/2020			
11	Pathungra Rd	FD5142M2-FDRES-3052								S 8	S 9	S 10	11	12	Stint 19	28/04/2020	5/05/2020						9/06/2020			
12	Slashers Creek Rd	FD5126M2-FDRES-3052										S 10	11	12	Stint 20	12/05/2020	19/05/2020						16/06/2020			
13	Springvale Rd	FD5153M2-FDRES-3052													S 13-14											
14	Coorabulka Rd	FD5118M2-FDRES-3052													S 15	S 16	S 17	S 18								
Total Budget		80.14% of Total Scope of Works																								
CENTRAL ZONE																										
15	Elrose Rd	FD5117M2-FDRES-3052																				S 19				
16	Selwyn Rd	FD5119M2-FDRES-3052																				S 20	S 21			
17	Selwyn Connection	FD5152M2-FDRES-3052																				S 20	S 21	22		
18	Fort Williams Rd	FD5120M2-FDRES-3052																						22		
Total Budget		11.80% of Total Scope of Works																								
5.5 Months or 12 stints prior to Xmas Break			To be on Schedule 55% of Work Must be Completed Prior To Break									45% Prior to Mid June 2020						Project Management G Stumbris 11-6-2019								
4.5 Months or 10 Stints prior to Deadline																										
S 1 Equates to Stint 1 etc					Mixed Crew Projects					Toby Harris Crew Projects																

  
**Contractor Break**

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item B
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<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 09/07/2019
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<b>CORPORATE PLAN REFERENCE:</b>	<p>Key Priority 1: A strong supportive community environment</p> <p style="padding-left: 20px;">1.1: Promotion of community events, services and facilities</p> <p style="padding-left: 40px;">1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>
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<b>PURPOSE:</b>	To inform Council of the current utilisation and activities of the Town Department.
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**CONTENT:**

<b>Race Course:</b>	
Arena and grounds	The main damage on the racetrack has been repaired however this will need a touch up before the Camel Races. All other duties required to have the grounds ready for the Camel Races has also commenced and is currently ongoing.

<b>Town water testing and Depot maintenance:</b>	
Chlorine level testing	Issues previously reported have been resolved with the system now running to expected capacity.

<b>Parks and Gardens:</b>	
Council, Min Min, ANZAC and Airport gardens	All garden areas are being worked on (watering, weeding etc) to ensure they are kept in good order.
Signage	RMPC signage is still an ongoing project.
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout June:</p> <p>Town entrance, water tank &amp; Airport - 4<sup>th</sup></p> <p>Back of Hall - 5<sup>th</sup></p> <p>Sports Centre - 10<sup>th</sup></p> <p>Water Tank, Herbert Street - 11<sup>th</sup></p> <p>Office, Pensioner Units, Moonah footpath - 13<sup>th</sup></p> <p>Airport, Depot, School Park - 18<sup>th</sup></p> <p>Clinic - 20<sup>th</sup></p> <p>Diamantina St, Herbert St - 24<sup>th</sup></p> <p>Medium Strips - 27<sup>th</sup></p>

<b>Town entrances:</b>	
Boulia–Bedourie–Winton roads intersection	The moon rocks project is on hold at the moment waiting for the availability of WORK Camp. General whipper snipping maintenance has been completed.
Three Mile Campground	The area has been maintained with general whipper snipping and slashing – ongoing.

**RMPC/Works crew:**

RMPC budget	In total we still currently have 758 defects noted on all our RMPC listed roads (with the recent flood event we are yet to complete new tasks).  RMPC works has recommenced now that the recent emergent works is completed. Reseal and prep works on Bedourie Road ch-118.73km to ch-119.58km is completed and Winton Road ch-292.06 to ch-315.212km has commenced. 150 tonne of the total 500 tonne of premix has been laid on the Winton Road.  We have supplied to RoadTek a total of 150m3 of concrete for the Boulia North job.
Emergent Works	RMPC Crew have now completed their tasks for the emergent works being carried out on the Boulia- Bedourie Road.

**Urandangie:**

Urandangie	Regular Council services continued over the month of June (mowing, whipper snipping, rubbish collection etc.)
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**Water and Sewerage:**

## Boulia Township

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

**Boulia Airport activity:**

Number of call outs: RFDS	Nil (that required Council assistance).
Fuel re-supply	14 in total, 8 of which were call-outs. 2018/19 showed our largest statistics since 2013/14 with a total of 156 refuelled, of which 64 were A/H. We sold 25,442 litres of Avgas and 16 drums of Jet A1.

**Boulia Feral Animal Bounty Claims:**

Feral Pigs	27
Feral Dogs	8

**Boulia Road Count Data:**

Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
June 2019	Burke St (Pool)	Boulia	120	3473	86	2.5
	Coorabulka Rd	Ch 1.20km	31	883	102	11.6
<b>Tube split</b>	Donohue Hwy	Ch 2.50km <b>incorrect data</b>	7	192	2	1.0
<b>18 days</b>	Donohue Hwy	Ch 201.00km (Kelley's Ck)	46	826	165	
	Headingly Rd	Ch 24.64km (Toby Ck)	20	589	91	15.4
	Selwyn Rd	Ch 2.50km	24	688	38	5.5
	Toolebuc Rd	Ch 0.10km	10	278	25	9.0
<b>17 days</b>	Urandangie North Rd	Ch 0.04km	26	435	35	8.0

	Urandangie Border Rd	Ch 9.22km (Moonah Ck)		No data		
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Financial Year

<i>Year</i>	<i>Road</i>	<i>Location</i>	<i>AADT</i>	<i>Total All Vehicles</i>	<i>Total HV</i>	<i>AADT % HV</i>
2018/2019	Burke St (Pool)	Boulia	105	38389	809	2.1
	Coorabulka Rd	Ch 1.20km	17	6205	668	10.8
	Donohue Hwy	Ch 2.50km	37	13441	998	7.4
Less 2 1/2 Mths	Donohue Hwy	Ch 201.00km (Kelley's Ck)	17	4891	668	13.7
Less 2 1/2 Mths	Headingly Rd	Ch 24.64km (Toby Ck)	13	3766	328	8.7
	Selwyn Rd	Ch 2.50km	18	6699	418	6.2
Less 1 Month	Toolebuc Rd	Ch 0.10km	6	2084	245	11.8
	Urandangie North Rd	Ch 0.04km	12	4385	293	6.7
	Urandangie Border Rd	Ch 9.22km (Moonah Ck)		No data		

**CONSULTATION:** DWO as required.

**GOVERNANCE IMPLICATIONS:** All work completed within budget allocations.

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

Reviewed and Approved by Acting Chief Executive Officer | Mr Harin Karra



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	ROAD WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item C
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<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 09/07/2019
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<p><b>CORPORATE PLAN REFERENCE:</b>          Key Priority 2: Building and maintaining quality infrastructure            2.1: Well connected              2.1.1 Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety              2.1.2 Deliver quality roadwork on non-Council roads within quality assurance guidelines</p>
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<p><b>PURPOSE:</b>          To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.</p>
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<p><b>CONTENT:</b></p> <p><b>Current and Upcoming Projects are as follows:</b></p> <ul style="list-style-type: none"> <li>• Winton Road - Crew is going out to fix the patches at Bulla Bulla; dig out and replace with gravel in preparation for reseal will open up the existing side-track for easy traffic flow whilst work is being carried out - <b>Completed.</b></li> <li>• Boulia – Winton Road sections of flood damages repairs are complete from Boulia Township to Macsland Station turnoff (5.5km) - <b>Completed.</b></li> <li>• Racecourse Reserve – Final touches to the racetrack will be completed in preparation for the Camel Races.</li> <li>• Signage &amp; replacing guideposts in conjunction with RMPC heavy shoulder grading work has been ongoing.</li> <li>• RMPC – Shoulder resheeting from Boulia Township to the refuse tip turnoff on the Boulia – Bedourie road – <b>Completed.</b></li> <li>• The crew will go onto continue pave and seal on the Donohue Highway – Stage 6 Chainage 111.1km to 114km &amp; 114.7km to 116.5km – Commenced building side track and moving camp.</li> <li>• New Council camp is completed and is being transported out to Glenormiston River. We will be moving the crew into accommodation in next pay period so we can commence the next pave and seal section of the Donohue Highway. This camp will be a huge benefit for my crew as we will now be able to cut travel time to and from the job resulting in more productivity on the job.</li> <li>• Applications for Multi-skilled MC Truck Driver have been extended and will close on the 19th July.</li> </ul>
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<p><b>CONSULTATION:</b> DWO as required. GBA as Project Officers on RMPC work.</p>
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<p><b>GOVERNANCE IMPLICATIONS:</b> All work completed within guidelines and budget allocations.</p>
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<p><b>RECOMMENDATION:</b>          That Council receive the Foreman Roads Maintenance and Construction report for information.</p>
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Reviewed and Approved by Acting Chief Executive Officer	Mr Harin Karra
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# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	RURAL LANDS PROTECTION OFFICER (INFORMATION REPORT)	<b>DOC REF:</b> Item D
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<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 02/07/2019
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### **CORPORATE PLAN REFERENCE:**

Key Priority 4: Caring for the environment

4.3: Sustainable

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

### **PURPOSE:**

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

### **CONTENT:**

#### **RLPO:**

I spent the month doing pest and weed control. I have sprayed around the outside of the Sports Centre and the fence for spiders, I also sprayed for ants. While doing an inspection of the Cooridgee Reserve/Wirrilyerna boundary fence I did notice that there was some Parkinsonia bushes growing along the river bank. I will be looking to spray them sometime in July. I have also sprayed the runway and around the lights and cones of the Boulia Airstrip for grass and weeds.

I have noticed that there is quite a bit of Parkinsonia coming up along the banks of Moonah Creek where North Urandangie Rd crosses it and also where South Urandangie Rd crosses Moonah Creek. I have been in contact with the stations around this section of the shire to see what control measures are being undertaken or considered to combat this. There was a query received as to the possibility of Council supplying poison to spray the Parkinsonia, however as we do not do this I referred them to Southern Gulf Natural Resource Management and Desert Channels Queensland (DCQ).

#### **TOWN COMMON:**

Hoping to hold the next muster on the 03/08/2019. I put some of the Graslan Pellets on some Parkinsonia bushes that were growing on the Town Common.

#### **DOMESTIC ANIMAL CONTROL:**

There were no dogs/cat caught this month.

#### **CWRPM (TECHGROUP):**

A new draft of a flyer to be put in the information centres of the seven RAPAD shires is called '*The Dirty Dozen*'. The idea is that the Grey Nomad/Tourist will take one and if they see any of the 12 pests that are on the flyer they will inform the relevant RLPO of that shire. See attached flyer.

#### **WEED SPRAYING SHIRE ROADS:**

I have done some weed spraying this month along Springvale Rd and I have been putting out some more of the Graslan Pellets that we received from DCQ.

#### **RMPC:**

I have sprayed along both sides of the Boulia to Winton Rd.

#### **GRAVEL/BURROW PITS:**

I will be heading back up to North Urandangie Rd to put more Graslan Pellets out in the remaining burrow pits that have Parkinsonia bushes growing in them. I will then be putting some of the Graslan Pellets in the burrow pits on the Mt Isa Rd that have Parkinsonia bushes growing in them, these pits are approx 80k to 40k out of Mt Isa.

**STOCK ROUTE:**

The drover has not started to move the 1500 head of cattle down the stock route yet as the stock were in that poor a condition they would not be able to do their 10k a day. Once the cattle have improved their condition they will start droving them down the stock route. I will be going and checking on the condition of the cattle once they inform me they want to start to make sure that the stock can do their 10k a day of travel.

**1080 BAITING:**

I have been out and treated 937.5kg of meat with Pig Strength 1080.

**CONSULTATION:** Nil

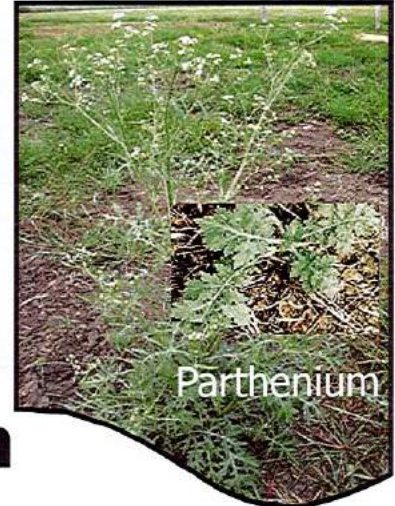
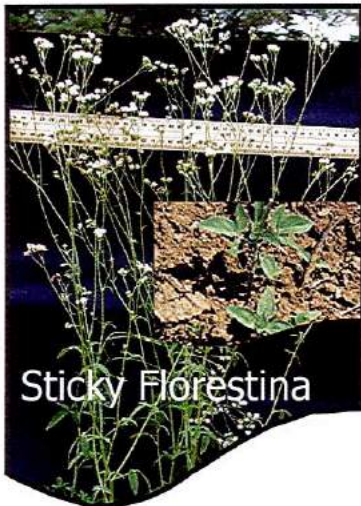
**GOVERNANCE IMPLICATIONS:** Nil

**RECOMENDATION:**

That the Rural Lands Protection Officer's report be received for information

Reviewed and Approved by Acting Chief Executive Officer

Mr Harin Karra



## The Dirty Dozen



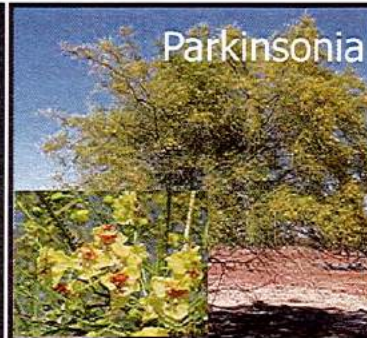
The Central West Regional Pest Management Partnership Group are working together to fight the spread of Pest Weeds and Animals within the RAPAD Region :

1. Cactus – Coral, Snake, Tiger Pear, Jumping Cholla, Tree Pear & Harrisia
2. Parthenium
3. Sticky Florestina
4. Prickly Acacia
5. Parkinsonia
6. Mesquite
7. Bellyache Bush
8. Rubber Vine
9. Wild Dogs
10. Foxes
11. Feral Pigs
12. Wild Cats

Be part of this fight by simply contacting the Rural Lands Officer in one of the Seven RAPAD Councils if you see one of our "Dirty Dozen" or a plant of suspicion:

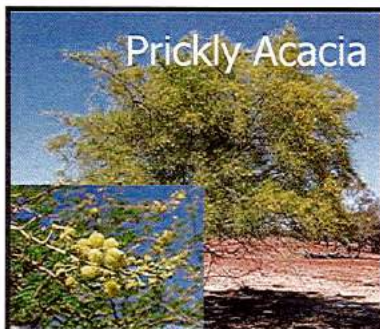
### Regional Council Contacts:

Longreach Regional Council	07 4658 4111
Barcaldine Regional Council	07 4651 5600
Barcoo Shire Council	07 4658 6900
Winton Shire Council	07 4657 2666
Diamantina Shire Council	07 4746 1202
Blackall-Tambo Regional Council	07 4621 6600
Boulia Shire Council	07 4746 3188



Have you seen one of the Dirty Dozen? Contact the local authority with the following:

- ⇒ Location (GPS)
- ⇒ Photo
- ⇒ Contact details



Would you like more information? Visit:

- <https://www.daf.qld.gov.au/business-priorities/biosecurity/invasive-plants-animals>
- Visitor Information Centres within the seven RAPAD Council areas
- Desert Channels Queensland, Longreach.



CENTRAL WEST REGIONAL  
PEST MANAGEMENT GROUP



Wash-Down Bay facilities are located throughout Central Western Queensland, make sure to drop in and remove any pest weed seeds that might be lurking under your car.

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Boulia Work Camp Report	<b>DOC REF:</b> Item E
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<b>REPORT BY:</b>	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	<b>DATE:</b> 30/6/2019
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### **CORPORATE PLAN REFERENCE:**

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

### **PURPOSE:**

To advise of the activities of the Boulia Work Camp from 17<sup>th</sup> to 30<sup>th</sup> June 2019.

### **CONTENT:**

During this period the below community work was conducted:

- Whipper snip around camping grounds
- Whipper snip 3 mile area
- Stonehouse Museum maintenance
- Golf Club maintenance – tractor slash fairways/mow and whipper snip fairways
- Golf Club maintenance – paint Club House
- Mow/whipper snip town yards as per approved list
- Camel Races - level ground in stables, assemble new furniture
- Whipper snip Council top yard

I would like to thank the Council staff and local's who assisted in making the Boulia Golf Club Course look the best it has been for a long time. A lot of time has been put into the course preparing for the inaugural Outback Queensland Masters which includes the million dollar hole-in-one challenge in Mt Isa.

### **RECOMMENDATION:**

That the Boulia Work Camp report is received for information.

Reviewed and Approved by Acting Chief Executive Officer	Mr Harin Karra
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# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	CEO Briefing for June 2019	<b>DOC REF:</b> Item CEO1
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 09/07/2019
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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 summarise activities from the CEO office and progress future options for the shire.

### **CONTENT:**

#### **Sale of Council staff houses**

It is disappointing after actioning the four requests from staff members to purchase their Council home and seeking Ministerial approval that only one response has been received and this was to advise they are no longer interested. Council have been very supportive of individual home ownership and have gone above and beyond to try to assist.

#### **Regional Community Hub**

Further design modifications to the outside of the building were submitted to the Griffith Uni group and a strategic layout change for the interior after discussion with some staff. This is progressing well.

#### **The parcel of land known as 'Marmanya' - Urandangie**

The expression of interest to take over the parcel of land known as 'Marmanya' closed on 21<sup>st</sup> June and no applications were received. This process was handled by the Office of Fair trading as there is no legal ownership of this parcel of land at present due to the de-registration of Marmanya Aboriginal Organisation. It is frustrating to progress this to a stage where another organisation will be able to utilise the property and have no one come forward. Over the past few years several different groups have come forward to Council to put their case and up until this stage nothing was able to be done. Unfortunately these same groups have not come forward. Further discussions will be had with the Office of Fair Trading and the Public Trustee to seek a final determination on the future of this parcel of land and buildings.

#### **Enterprise Bargaining**

First meeting with the Unions occurred on 14<sup>th</sup> and 15<sup>th</sup> May. Significant work has been done on the documents with estimates on budget implications added to the draft budget document. Secondary meetings were held in Brisbane with the Queensland Services Union (QSU) with the document reviewed by the Australian Workers' Union. Second draft has been reviewed by the senior staff for 'content'. An approach has now been made by the Australian Metal Workers Union even though we do not have members or people in those particular roles. The QSU have put forward their log of claims and also suggestions to the wording of some sections of the document. These will be further discussed at the next meeting.

#### **Renewable Energy**

Discussions via teleconference with Professor Ross Garnaut and Mr John Chiodo have set the seeds to the prospect of potential energy savings in the future for Boulia residents and Council with the use of renewable energy. Both the Professor and John have been given authority to review our current usage statistics and advise of potential options for us.

**Councillor remuneration**

The annual advice on Councillor remuneration has been returned to the Tribunal and along with a template on how this Council would like their payments set (being paid for the work which is completed rather than just a flat rate). This appears to be a new concept and they are now taking this proposal to be reviewed as it does need to fit under the Local Government Act and Regulations.

**Technical Officer – 4 month contract appointment**

We have been fortunate to engage a qualified engineer for a four month period. The workload with the increased funding from both State and Federal Governments have meant an increased level of planning, reporting and compliance. The Director of Works and Operations is currently completing all project requirements from initial funding release to the final acquittal and this is not the best use of his time. The recent resignation of our WH&S Officer leaves this potential gap in our group which we are confident this role will be able to control and execute.

**ATTACHMENTS:** Nil**RECOMMENDATION:**

That the CEO report is received for information

Chief Executive Officer

Ms Lynn Moore

<b>Boulia Shire Council Action List</b>				
<b>DATE</b>	<b>RESOLUTION</b>	<b>SUGGESTION</b>	<b>RESPONSIBILITY</b>	<b>COMMENTS</b>
<b>Monday 8th July 2013</b>				
8/07/2013		EBA with unions - Modern Award	CEO and Mayor	31/5/2019 First Union meeting held with AWU. Second held in Longreach with AWU on 27 <sup>th</sup> May. 11 <sup>th</sup> June meeting to be held in Brisbane with QSU. 30/4/2019 EBA negotiations to commence 14 <sup>th</sup> May - Budget has been completed with inclusions for increase in wages. Draft EBA has been handed to staff. 31/3/2019 EBA draft completed to review with staff and Unions. Unions due to come out at the end of April to speak with staff and Council. Deferred visit due to flooding. Good progress.
<b>WEDNESDAY 23<sup>RD</sup> AUGUST 2017</b>				
23/08/2017		Rodeo Grounds – Honour Board in Bar Area and compilation of historical records. See what funding is available in the future	CSM	31/5/2019 Ongoing project for getting correct research. 23/4/2019 Some compilation done. 28/3/2019 As time permits research occurring.
<b>WEDNESDAY, 21<sup>ST</sup> MARCH 2018</b>				
21/03/2018		Advertising profile of Boulia Heritage Complex's marine fossil exhibit	CSM/CEO	31/5/2019 Waiting for feedback from Media agency – ads drafts sent to Councillors. 23/4/2019 Have talked to an ad agency re these ads.
<b>WEDNESDAY, 18<sup>TH</sup> APRIL 2018</b>				
22/8/2018		Cllr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	31/5/2019 As stated this is stage two with other signs and depends on budget. 23/4/2019 Sign to be developed as stage 2 of the signage project for the completion of the new building. 4/10/2018 Research will be done in 2019 by new staff.
22/8/2018		Cllr Neilson: Look at current road signage between Urandangie and Alice Springs border. Consider need for additional signs to warn drivers of road conditions (for example 'warning unsealed').	DWO	10/03/2019 Allocated budget on W4Q Round 3 funding. 12/02/2019 allocation some budget to upgrade singe on the shire road network. 9/1/2019 Signage audit will be conducted in February 2019 09/10/2018 – Reviewing signage options. 3/9/2018 – In progress. Bull dust sections to be clearly identified.



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Friday 26 <sup>th</sup> October 2018				
26/10/2018	2018/10.27	<ul style="list-style-type: none"> <li>- That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy.</li> <li>- That Council investigate the option of a pool disinfection alarm system.</li> </ul>	WHS/DWO	<p><b>15/07/2019 Await installation.</b>            10/6/2019 One more Salto key to be installed to the pool gate.            1/05/2019 Salto keys have been installed on other doors, except pool entry gate.            10/3/2019 Work in progress.            9/1/2019 Working with disinfection system supplier            12/11/2018 24hr Member access to begin in 2019. Pool disinfection alarm system options being investigated.</p>
13/05/2014	2014/5.2	That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for future funding opportunities – Project: Regional Development Hub	CEO	<p><b>15/07/2019 Griffith Uni working on final designs.</b>            30/5/2019 Concept drawings tabled at this meeting.            30/4/2019 Visit completed – proposal to go to Council in June/ July.            31/3/2019 Griffith Uni engaged to complete concept designs.            13/3/2019 Report to Council in March Ordinary Meeting.            9/2/2019 Staff, community and Councillor consultation held.            4/1/2019 Consultant engaged</p>
Friday 21 <sup>st</sup> December 2018				
21/12/2018		Plaque at Urandangi Airport to be reissued	DWO	<p><b>10/07/2019 Unable to find old plaque photo. Ellen working on a new plaque design.</b>            10/6/2019 Working on new plaque design information with Ellen.            10/03/2019 Contacted various people for plaque photo. Still no information or photo received. Ellen Miller (daughter of Les also trying) for information or photo.            12/2/2019 Contacted GBA and a few station managers, no one has photos for the plaque. Email sent to the Monuments and Memories to check if anything in their records.            9/1/2019 Email sent to Ellen Miller regards to plaque photo</p>
Wednesday 23 <sup>rd</sup> January 2019				
23/01/2019		Investigate potential for organic status at the Racecourse Reserve Spelling Facilities	DWO	<p><b>09/07/2019 Audit has been carried out on June 27<sup>th</sup> awaiting on the report.</b>            10/6/2019 Certification audit will be carried out on June 27<sup>th</sup> 2019.            01/05/2019 Application process commenced.            10/3/2019 Working in progress with application. Allocated budget on W4Q R3 funding.</p>

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Monday 18 <sup>th</sup> February 2019				
18/02/2019		Investigate potential for a Helipad to be marked out near the fuelling point at the Boulia airport and possible future Helicopter landing spots	DWO	10/6/2018 Identified new location at the Rodeo Grounds at May Council meeting. 01/05/2019 Map will be tabled for the Council meeting. 13/3/2019 Investigation in progress
18/02/2019	2019/2.13	<ul style="list-style-type: none"> <li>- That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc (deregistered) land at Urandangie.</li> <li>- That Council resolve to:                             <ul style="list-style-type: none"> <li>- have the Office of Fair Trading divest the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie directly to another group with similar interests to the original association OR if unable to do so to</li> <li>- sell the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie pursuant to Division 3, Subdivision 2, s142 of Local Government Regulation 2012 once divested to Council free of all encumbrances.</li> </ul> </li> <li>- That the CEO be authorised to do all things necessary to progress the finalisation of the outstanding rating issue including the execution of documents, the service of notices and sale/auction pursuant to the sale of land for overdue rates.</li> </ul>	CEO	<p><b>09/07/2019 No Expressions of Interest received. Teleconference to be held on 24<sup>th</sup> July with Public Trustee and Office of Fair Trading to discuss Council's options moving forward.</b></p> <p>30/5/2019 EOI closes 21<sup>st</sup> <del>10<sup>th</sup></del>-June. 30/4/2019 Issue pertaining to Lots resolved. Office of Fair trading EOI to go out mid May, closing mid June. Office of Fair Trading to be the primary contact. 31/3/2019 Awaiting final go-ahead from Public Trustee.</p>
Wednesday 20 <sup>th</sup> March 2019				
20/03/2019		Cllr Beck Britton: Look at putting previously filmed interviews on the Min Min Lights/Boulia up on the Council Facebook page/website	EA/CSM	31/5/2019 Staff looking into trying to edit these interviews. 23/4/2019 In progress. 28/3/2019 Tourism Officer managing social media will put up links as the interviews are long.
20/03/2019		Cllr Neilson: Look at the possibility of turning the lights that can be seen at night when driving into town a feature (e.g. LED lights, 'follow the lights' sign	DWO	<b>09/07/2019 New solar light has been ordered, awaiting on the delivery.</b> 08/04/2019 In progress

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20/03/2019		Cllr Neilson: Look at possibility of creating 'weir's' at the road points at Mucklandama and Beneacca	DWO	08/04/2019 In progress
20/03/2019		Cllr Beauchamp: Look at the possibility of key/hose nozzle collection for the wash down bay	DWO	08/04/2019 Will be reviewed later in the year when the wash down bay upgrade is undertaken through W4Q R3.
<b>Wednesday 17<sup>th</sup> April 2019</b>				
17/04/2019		Consider creating a map pin pointing road crew work locations for regular distribution in the Channel Chatter and Council website.	DWO	1/5/2019 Project plan will be published in the CCC each month.
17/04/2019		Cllr Beauchamp: Check if the data loggers have still been gathering data on chlorine readings while the disinfection system has been paused and manual dosing has been occurring.	DWO/GBA	13/05/2019 In progress.
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	<b>15/07/2019 In progress</b> 31/5/2019 Staff have some ideas to do this promotion in house in June. 13/05/2019 Staff will be actioning this.
17/04/2019	2019/4.15	That Council proceed with the Sports Centre outer wall mural project and the quote from mural artist Joel Fergie be approved.	CSM	31/5/2019 Joel will start work on this in September. Also to look at the Robinson Park toilets - aging 23/4/2019 Email sent to Joel accepting quote, potential completion in October after finalisation of content.
<b>Wednesday 22<sup>nd</sup> May</b>				
22/05/2019		Investigate with Winton Shire the possibility of doing works on the Toolebuc Link Road	DWO	10/06/2019 – In progress. We may be able to provide gravel to McKinlay Shire, however all details are yet to be confirmed.
22/05/2019		Boundary fence on Cooridgee and Wirriyerna – check if repairs finished	RLPO/DWO	<b>15/07/2019 In progress</b> 24/05/2019 RLPO has been out to the Cooridgee Reserve and inspected the boundary fence between Wirriyerna and Cooridgee and the fence and floodgates/fences are all up and in good order. He was not able to go and check the fence on the other side of the Burke River as the crossing was washed out, the road down to the crossing on Cooridgee side will need some work soon as there is a very long and deep scour running down one side of it. The floodgate/fence on Goodwood/Clearview boundary is still down due to there being water in the river. RLPO has taken photos.
22/05/2019		Cold Room bar at the Rodeo Grounds - has the seal been fixed?	DWO	<b>15/07/2019 In progress</b>

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				10/6/2019 All the cold rooms are working. New seal to be installed.
22/05/2019		RAPAD Youth Program – request further information	CEO	<b>20/06/2019 Further information received and presented to Council at the June Ordinary Meeting. Council will not participate in providing a contribution to the program at this stage.</b> 10/06/2019 Further information received to be tabled at June Council meeting for discussion.
22/05/2019	2019/5.28	<ul style="list-style-type: none"> <li>• That the Council execute the Contract for the purchase of 14 Herbert Street (Lot 604 on CP B2671 Title Ref 20126006) to enable the future development of the Regional Community Hub.</li> <li>• That the Council authorise the CEO to do all things necessary to enable the purchase to proceed and have the transfer executed into Council's name.</li> </ul>	CEO	<b>15/07/2019 Paperwork completed, Council are now the owners of this block.</b> 30/5/2019 Contract signed and conveyancing arranged. 30/4/2019 Land owned by Mr Robinson has been agreed upon. Formal contract to follow in June.
<b>Thursday 20<sup>th</sup> June 2019</b>				
20/6/2019		Meeting request to be sent to Mr Eric Denham (TMR) to discuss condition of road from Boulia to Mt Isa	CEO	<b>09/07/2019 Meeting held with Eric Denham.</b> <b>24/06/2019 Letter requesting meeting sent.</b>
20/6/2019		Australian of the Year Award – Council noted a nomination was to be made in the National 2020 Australian of the Year Awards.	EA	<b>10/07/2019 In progress – awaiting letters of support to submit with nominations.</b>
20/6/2019	2019/6.2	3. That the CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via enquiries@lg.remunerationtribunal.qld.gov.au	CEO	<b>26/07/2019 Email with remuneration details sent to Tribunal.</b>
20/6/2019	2019/6.14	<ol style="list-style-type: none"> <li>1. That the Council approve the request for the display of photographic material by Ann Britton Photography in the Min Min Encounter.</li> <li>2. That Council authorise the CEO to prepare an MOU detailing the terms of the agreement regarding space available, insurance requirements, commission, ownership, loss and or damage and time limitations.</li> </ol>	CEO	<b>10/07/2019 MOU paperwork in progress.</b>
20/6/2019	2019/6.15	1. That Council proceeds with the sale of 7 Wills St, 58 Moonah St, 6 Mulligan St and 54 Moonah St in accordance with the	CEO	<b>24/06/2019 Letters sent to tenants of these house regarding requests for offers. Further update in CEO Report for July Ordinary Council Meeting.</b>

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		<p>guidelines set by the Minister in relation to these sales.</p> <p>2. Sales of these properties are not open to the general public in accordance with the Ministerial consent.</p> <p>3. Should the tenants not wish to proceed then the identified houses will remain Council property until vacant and then put on the open market.</p>		
20/6/2019	2019/6.20	That Council approve the proposal from Mr George Sives to place a life sized donkey bronze statue at the Boulia Cemetery.	CEO	<b>24/06/2019 Letter of approval sent to Mr Sives.</b>
20/6/2019	2019/6.22	<p>1. That Council proceed with the proposed negotiation of the ILUA with Wangkamahdla People in conjunction with Diamantina Shire Council supported by Holding Redlich.</p> <p>2. That the CEO approach Holding Redlich for the anthropological and genealogical reports.</p>	CEO	<b>15/07/2019 In progress</b>
20/6/2019	2019/6.23	<p>1. That the Council ratify the decision confirmed by all Councillors via email response that the equipment listed below is donated to the Boulia Golf Club without any liability on behalf of the Council.</p> <ul style="list-style-type: none"> <li>o Range hood</li> <li>o Oven</li> <li>o Stainless steel benchtops.</li> </ul> <p>2. That the Council receive the letter of acceptance prior to the items being removed which will confirm that the responsibility to have the equipment checked by a qualified electrician to ensure its safety and installation of the equipment will be at the cost of the Golf Club.</p>	CEO	<b>15/07/2019 Await letter from the Golf Club.</b>
20/6/2019	2019/6.25	<p>1. That Council endorse the list of authorised persons as described:</p> <ul style="list-style-type: none"> <li>- Director of Works and Operations</li> <li>- Foreman Roads Construction and Maintenance</li> </ul>	CEO/EA	<b>10/07/2019 Completed - Letters and cards issued and register placed on Council website.</b>

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		<ul style="list-style-type: none"> <li>- Foreman Roads Utilities and Services</li> <li>- Environmental Health Officer</li> <li>- Rural Lands Protection Officer</li> </ul> <p>2. That an appointment letter be issued to each officer and a copy maintained in their HR file.</p> <p>3. That identity cards be issued to each officer as listed with an expiry date of 30/6/2020.</p> <p>4. The Authorised Person Card Register be placed on the website.</p>		
20/6/2019	2019/6.26	<p>1. That all the powers referred to in the document entitled "Register of Delegations – Council to CEO" attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the Local Government Act 2009.</p> <p>2. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.</p> <p>3. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.</p>	CEO/EA	<b>15/07/2019 Updated delegations details posted on Council website.</b>
20/6/2019	2019/6.30	That the Min Min sign be accepted in the current format without a picture added.	CSM	<b>15/07/2019 Quote being requested.</b>
20/6/2019	2019/6.37	<p>1. That Council adopt the proposed 2019-2020 Operational Plan.</p> <p>2. That the Council adopt the proposed 2019-2020 Budget.</p> <p>3. That the Operational Plan 2019-2020 and the Annual Budget 2019-2020 be displayed on the Council website.</p> <p>4. That the actions and deliverables from the 2019-2020 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.</p> <p>5. That the Budget be reviewed and reported on back to Council on a quarterly basis as per the Local Government Regulation 2012.</p>	CEO/EA	<b>01/07/2019 Operational Plan and Budget on Council's website.</b>

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POSSIBLE FUTURE PROJECTS identified for WORKS FOR QUEENSLAND FUNDING or similar funding			
22/11/2017	CSM/DWO	Fence for Stonehouse Complex	
20/02/2018		Shade for the Campdraft area at the back of the arena – volunteers section	
20/09/2017	DWO	Investigate the cost of installing solar lights in Boulia streets which presently have no lighting	DWO - little progress
20/2/2019	CSM/DWO	Wool bales (fibreglass etc) for the dray when it is moved? Is this a project for Greg Tuckwell?	
28/2/2019		Rodeo grounds arena fencing renewal	
28/2/2019		Shower and toilet block for Campdrafters/Rodeo competitors	
17/3/2019		Fuel Tank – Urandangie Depot	
17/3/2019		Fossil Expansion – Boulia	
17/3/2019	DWO	Cement Shed	Will be constructed at Boulia new industrial precinct
17/3/2019		Steel Yard	W4Q round 3
17/3/2019		Dinosaur in River	
17/3/2019		Augmented Reality	
17/3/2019		Awning beside Hall	
17/3/2019		Upgrade Wash Down Bay	W4Q Round 3
17/3/2019		Water connections to River Blocks in Boulia	
17/3/2019		Water connection to Golf Club	
17/3/2019		Mobile Flag Poles	
17/3/2019	DWO	Mobile VMS Trailer – electronic signs	
17/3/2019		Shade for car parking at Administration office	
17/3/2019		Table for jigsaw	
17/3/2019		Board Room Table	
17/3/2019		Redesign walkway – Administration Office	
17/3/2019		Hydrosmart SES Bore	W4Q Round 3
17/3/2019		Hydrosmart Urandangie	W4Q round 3
17/3/2019		Fibre Optic connection Administration – Depot	
17/3/2019		Community Liaison Officer – not completely funded by Council & Qld Health	
17/3/2019		Street scape – town Boulia	
17/3/2019		Turf Oval (behind Sports Centre)	
17/3/2019		Shaded Grandstand that is portable	
17/3/2019		Heat the Pool	
17/3/2019		Permanent safe bar tables at Rodeo Grounds	
17/3/2019		Deck off the Bar at Racecourse	

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17/3/2019		Deck off the front of Min Min Encounter	
17/3/2019		Street art with recycled materials depicting our history	
17/3/2019		Childcare centre	
17/3/2019		Sports & Recreation Officer (possibly integrate with Community Liaison Officer)	
17/3/2019		School of the Air room	
17/3/2019		TV Transmission	
17/3/2019		Tafe Courses held in Boulia	
17/3/2019		Flights to Longreach	
17/3/2019		Rest Area – Power House Bore	
17/3/2019		New Housing – Rental Stock	
17/3/2019		Existing blocks Council owned subdivided if over 2023m2	
17/3/2019		Lease Sports Centre	
17/3/2019		Moving of the Jail House to complex	Allocated 2019-20 budget
17/3/2019		New fencing in some housing properties	
17/3/2019		Mural on the Sports Centre wall and Robinson Park disabled toilet	
17/3/2019		New grid and fencing at Racecourse	

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	Item	Project – or Issue:	Response:
16/12/2016		<ol style="list-style-type: none"> <li>Co-contribution for Donohue Highway to be lobbied for exemption.</li> <li>Continue to lobby for the Donohue Highway to be made a state road.</li> </ol>	<p>1/4/2019 Letter received from Dir Gen Neil Scales – unable to assist with exemption.</p> <p>6/12/2018 – Meeting with TMR held in Brisbane.</p> <p>1/12/2018 – Letter to Dep PM</p> <p>23/8/2018 Letter to Minister for Infrastructure. Letter by OHDC to Minister.</p> <p>June 2018 - Mayor raised with Prime Minister during visit.</p> <p>29/6/2017 Meeting with Lachlan Millar – raised issue.</p>

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

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	POLICY REVIEW – 113 UNIFORM POLICY	<b>DOC REF:</b> Item CEO3
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 03/07/2019
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**CORPORATE PLAN REFERENCE:**

## 5. ROBUST GOVERNANCE

## 5.1: Confidence

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

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to an existing policy.

**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.

Currently Council's Uniform Policy (Policy number 113) is not due for renewal until November 2021, however, it became apparent that some additional uniform items were required for staff, for example fly veils for outside staff and hats for the Heritage Complex and Sports Centre staff, so the opportunity was taken to review the policy as a whole and subsequently the policy has been modified to reflect Council's current expectations in regards to staff uniforms.

This report now seeks a Council resolution to adopt the new policy version.

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

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

**RECOMMENDATION:**

1. That Policy 113 – Uniform Policy as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**ATTACHMENTS:** Policy 113 – Uniform Policy

Chief Executive Officer

Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## UNIFORM POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	113
<b>Document Version:</b>	4
<b>Obsolete Version:</b>	Policy 113 Uniform Policy Version 3
<b>Keyword Classification:</b>	Employee Uniforms
<b>Summary:</b>	To provide guidelines of what is acceptable to wear at work especially Personal Protective Equipment.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every 3 years or as legislation changes
<b>Revision Date:</b>	24 <sup>th</sup> July 2022
<b>Date Revoked:</b>	n/a
<b>Related Documents:</b>	Policy 116 - Workplace Health, Safety, Environment and Quality Policy 140 - Statement of Business Ethics Policy 146 - Code of Conduct
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Manager of Corporate and Financial Services
<b>Legislation:</b>	Work Health and Safety Act 2011

## **OBJECTIVE**

A uniform forms part of Boulia Shire Council's broader branding strategy and is an important element of Council's image. It assists in identifying Council employees and helps ensure that Council staff are dressed in an appropriate manner to maintain their health and safety within the work environment and when representing Council in a professional manner. This policy establishes guidelines for the provision and mandatory wearing of Council's Uniform.

## **SCOPE**

This policy applies to all employees of Boulia Shire Council.

Whilst it does not apply to volunteers, contractors, consultants or short term temporary employees, it is expected that all persons working for Council in this capacity will maintain an appropriate standard of attire in keeping with the intent of this policy in regards to displaying a professional image.

## **PRESENTATION**

In accordance with Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty and representing Council in an official capacity. Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. It is recommended that the manufacturer's care and washing instructions are to be followed. Some laundry and dry cleaning costs for uniform items may be tax deductible.

## **ACCEPTABLE ATTIRE**

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with their supervisor.

Council has an obligation under the Workplace Health and Safety Act 2011 Division 2 s19 to ensure that the health and safety of all the workers engaged or caused to be engaged by the Council is maintained whilst the workers are engaged in Council business or duties. Boulia Shire Council is situated in a harsh weather environment and sun exposure over an eight (8) to twelve (12) hour day for employees and contractors is classed as extreme. Therefore, it is proposed that to minimise risk to sun exposure, all outside employees, contractors, visitors and volunteers are to wear long sleeved high visibility shirts and a broad brimmed hat to comply with the above legislation.

If shorts are worn then sufficient and regular application of sunscreen is to be used to prevent sunburn. It is recommended that sunscreen be worn at all times to protect any surface that is not covered by protective clothing.

To meet protection requirements, broad brimmed hats must have a brim of at least 7.5cm to comply with standards. The only exception to this rule are for machine operators and truck and car drivers as it can be uncomfortable when wearing large hats in a vehicle/machine. However, as soon as the operator/driver exits their machine or vehicle they must wear their broad brimmed hat. Hats that are worn or damaged and no longer comply with the above standard are to be replaced.

Baseball caps and visors provide limited protection to the cheeks, ears, neck and are not permissible. Any hat deemed as not providing adequate UV protection by Council will not be permitted on Council work sites.

## WEARING OF COUNCIL UNIFORMS

Wearing of the Council uniform is considered compulsory at Bouliia Shire Council. Where it is practical to do so, staff may also wear their uniform whilst representing Council in an official capacity including attending training, meetings and conferences etc.

## ISSUING OF UNIFORMS

Council uniforms will be issued in accordance with the below:

### Outside Workforce

<b>Probationary Staff</b>	<b>Provided on commencement</b>
Safety glasses - clear	1 pair
Safety glasses - smoke coloured	1 pair
Gloves	1 pair
Broad brimmed hat	1 only
5 Litre water bottle	1 only
Ear Plugs	As needed
Fly veils	As needed
Long sleeve high visibility shirts	3 shirts
Long trousers/shorts	3 pants
High visibility cold weather coat	1 only
Steel capped safety boots*	1 pair*
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on production of the empty bottle to the Stores Person)

On satisfactory completion of an employee's probationary period the balance of equipment supplied to permanent staff, as mentioned below, will be made available. If the employee does not continue employment the equipment must be returned to the Council.

	<b>Provided in the 1<sup>st</sup> year of employment</b>	<b>Provided in subsequent yrs at the calendar year 'Start up'</b>
<b>Permanent Full Time Staff</b>		
Safety glasses - clear	1 pair	1 pair
Safety glasses - smoke coloured	1 pair	1 pair
Gloves	1 pair	1 pair
Broad brimmed hat	1 only	As needed
5 Litre water bottle	1 only	As needed
Ear Plugs	As needed	As needed
Fly veils	As needed	As needed
Long sleeve high visibility shirts	5 shirts	3 shirts
Long trousers/shorts	5 pants	3 shirts
High visibility cold weather coat	1 only	As needed
Steel capped safety boots*	1 pair	As needed
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on production of the empty bottle to the Stores Person)	
<b>Casual Staff</b>		
Safety glasses	1 pair	1 pair
Gloves	1 pair	1 pair
Broad brimmed hat	1 only	As needed
5 Litre water bottle	1 only	As needed
Ear Plugs	As needed	As needed

Fly veils	As needed	As needed
Long sleeve high visibility shirts	2 shirts	2 shirts
Long trousers/shorts	2 pants	2 pants
Steel capped safety boots*	1 pair	As needed
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on production of the empty bottle to the Stores Person)	

\* All employees are required to wear safety boots that comply with AS 2210.2, Type 1 at all times. Boots that are worn or damaged and no longer comply with this standard are to be replaced.

Council will either supply work boots or reimburse employees the actual cost of approved work boots in value up to \$120.00 upon provision of a receipt for the purchase of safety boots and the presentation and surrender of the old boots to the Store Person.

Council will supply safety gum boots (steel cap) to employees as required.

There shall also be a variety of fit for purpose Personal Protection Equipment (PPE) made available on a task specific requirement. For example PPE supplied for tasks like welding; confined spaces; fall protection and wet weather works.

Council PPE is to be worn only in work hours. It is not to be worn on non-work days.

If any of the listed items above are required before the scheduled distribution date mentioned above, Council will replace the item if it is damaged as a result of fair wear and tear. Worn or unserviceable items will be replaced on presentation of the old item to the Store Person and requesting a replacement. Any disputes over fair wear and tear will be resolved by the employee and Store Person consulting with the employee's Supervisor.

### **Administration, Library and Tourism (Min Min Encounter/Heritage Complex) Staff**

All permanent Administration, Library and Tourism employees will be issued with the following uniforms after a three month probationary period. During the probationary period, new staff members are expected to dress in a smart/casual manner appropriate to the office environment.

Uniform styles and colours for Administration, Library and Tourism Staff are limited to those styles and colours noted in Council's Uniform Options listing.

<b>Permanent Full Time</b>	<b>Subsequent Years</b>
<b><i>Female employees</i></b>	
Four (4) tops Three (3) skirts or trousers One (1) jacket or cardigan/jumper One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) tops Two (2) skirts or trousers Jacket or cardigan/jumper as needed One (1) 'PR Friday' T-shirt or polo shirt
<b><i>Male Employees</i></b>	
Four (4) business shirts Three (3) pairs of trousers One (1) jacket or jumper/vest One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) business shirts Two (2) pairs of trousers Jacket or jumper/vest as needed One (1) 'PR Friday' T-shirt or polo shirt

<b>Casuals/Part Time</b>	<b>Subsequent Years</b>
<b><i>Female employees</i></b>	

Two (2) tops Two (2) skirts or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Cardigan/jumper One (1) Name Badge	One (1) top One (1) skirt or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Cardigan/jumper as needed
<b>Male Employees</b>	
Two (2) business shirts Two (2) pairs of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Jumper/vest One (1) Name Badge	One (1) business shirt One (1) pair of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Jumper/vest as needed

Jackets, Cardigans, jumpers and vests are only replaced on fair wear and tear.

In addition to the above items, all Tourism staff working at the Heritage Complex will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

Administration, Library and Tourism staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels above 2 inches are permitted (no heels at the Heritage Complex). Council encourages employees to wear non slip, supportive footwear.

### Sports Centre Staff

Permanent Part Time (First year)	Subsequent Years
<b>Male or Female employees</b>	
Four (4) Polo shirts Three (3) shorts or trousers One (1) Fleecy jumper One (1) 'PR Friday' T-shirt or polo shirt	Two (2) Polo shirts Two (2) shorts or trousers Fleecy jumper as needed

Casuals and Trainees (First year)	Subsequent Years
<b>Male or Female employees</b>	
Two (2) Polo shirts Two (2) shorts or trousers One (1) Fleecy jumper	One (1) Polo shirt One (1) shorts or trousers Fleecy jumper as needed

Sports Centre staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels are permitted. Council encourages employees to wear non slip, supportive footwear.

When working around the pool area, Aquatic Centre staff are required to have aqua footwear (not provided). Aqua skin footwear suitable for the pool conditions will be reimbursed on presentation of receipt.

In addition to the above items, all Sports Centre staff will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

All new and replacement uniforms for Administration, Library, Tourism and Sports Centre staff must be approved by the section manager and ordered by the Executive Assistant. A register of annual uniform purchases for Administration, Library, Tourism and Sports Centre staff will be maintained by the Executive Assistant as a control measure.

## **CASUAL CLOTHING**

'PR Friday' enables Administration, Library, Tourism and Sports Centre staff to wear neat/casual clothing each Friday with promotional shirts as issued.

When a special interest or fundraising day is held, it is accepted that employees may dress in appropriate themed attire, however clothing and shoes on these days, must still be appropriate for the workplace and in keeping with Council's corporate image.

## **NAME BADGES**

Boulia Shire Council name badges are to be worn by all Administration, Library, Tourism and Sports Centre staff. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

## **EMBROIDERY**

Council issued uniforms will as far as is practical be embroidered with either 'Boulia Shire Council', 'Boulia Sports and Aquatic Centre' or the Council Logo/Tourism Logo as appropriate.

## **TATTOOS AND BODY PIERCING**

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.). This item is to be administered at the discretion of Management. Council's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

## **HEALTH AND SAFETY**

Boulia Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may take whatever action it considers necessary to address the situation.

Action may include directing the workplace participant to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, Council may direct the workplace participant to leave the workplace. A workplace participant is expected to comply with any such direction.

## **RETURN OF UNIFORMS UPON RESIGNATION/TERMINATION OF EMPLOYMENT**

Employees are required to return uniforms which are embroidered with any reference to Council's name or logo to their Supervisor on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future.

## **BREACH OF THIS POLICY**

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

DRAFT



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Council Committee Nominations Review	<b>DOC REF:</b> Item CEO4
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 09/07/2019
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### **CORPORATE PLAN REFERENCE:**

#### 5. ROBUST GOVERNANCE

##### 5.1: Confidence

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

##### 5.5: Advocacy

5.5.1 Advocate for improved services and infrastructure

5.5.2 To have Councillor representation and actively involved in regional forums

### **PURPOSE:**

To decide on Councillor representatives for various community and regional groups.

### **CONTENT:**

In the process of delivering good governance to the Boulia Shire, Councillors and senior staff attend and represent Council on a variety of committees. The following is a brief outline of the functions of the individual committee which will be a guide for you to determine your interest in nominating for one or more of the committees. It is a requirement that a primary and a secondary Councillor be nominated along with a supporting staff member.

### **EXTERNAL COMMITTEES**

#### **Outback Highway Development Committee (OHDC)**

Development of Australia's longest shortcut from Winton to Laverton (Donohue Hwy). This group meets annually in person and via teleconference and reviews road progress/tourism opportunities and lobbying government.

#### **Remote Area Planning and Development Board (RAPAD)**

A collusion of seven Councils - Barcoo, Blackall-Tambo, Boulia, Diamantina, Longreach, Winton and Barcardine who work together to achieve economies of scale for roads, water, sewerage, pest and weeds works. This group meets quarterly in person and via teleconference. The RAPAD Board are the decision makers for the technical committees formed for ORRTG, CWRPMG and RAPADWSA ORWA (see below).

#### **Local Disaster Management Group (LDMG)**

This group is made up of Police, QFES and Council, with other supporting organisations such as SES, CWA, Boulia State School, Rural Fire Service and Health. The group is required to meet twice per year pre and post season and is supported by the Mt Isa Disaster Coordination Centre. It is on call for any emergency requirements. The Mayor is the chair of this committee as per the regulation.

#### **Inland Queensland Road Action Plan Group (IQ-RAP)**

This is a lobby group to establish a platform for a coordinated stakeholder approach to funding of Queensland Regional Roads. The first plan has been delivered. The group usually meets via teleconference.

#### **Western Queensland Local Government Association (WQLGA)**

Incorporating the Councils of:- Barcardine Regional Council, Barcoo Shire Council, Blackall-Tambo Regional Council, Boulia Shire Council, Central Highlands Regional Council, Diamantina Shire Council, Flinders Shire Council, Isaac Regional Council, Longreach Regional Council, McKinlay Shire Council and Winton Shire Council. This group meets once per year and submits motions for discussion on Council issues which will be brought for review to the Australian Local Government Association lobby group.

#### **Australian Local Government Association (ALGA)**

The Australian Local Government Association is the national voice of local government, representing Councils across the country. They meet once per year in various locations. Motions from individual Councils are submitted to this branch via WQLGA meetings.

**Outback Queensland Tourism Association (OQTA)**

Developing structured tourism opportunities for regional Queensland.

**Boulia Historical Society**

Meets Bi-monthly to support the ongoing requirements of the museum/historical data for Boulia.

**TECHNICAL COMMITTEES**

**Outback Regional Roads and Transport Group – technical committee (ORRTG-tc)**

Fully represented by Stuart Bourne, GBA Engineers and Director of Works and Operations (DWO) Harin Karra, this group works closely together with the Transport and Main Roads to deliver economies of scale throughout the seven RAPAD Councils.

**RAPAD Water & Sewerage Alliance (RAPADWSA) (was previously known as Outback Regional Water Group – technical committee (ORWG-tc))**

Fully represented by Stuart Bourne, GBA engineers, this group works closely together with the other Councils to deliver economies of scale for water and sewerage projects throughout the seven RAPAD Councils.

**Central West Regional Pest Management Group -Tech Committee (CWRPMG-tc)**

The group works together to review regional progress in pest and weed management in line with new Bio-security requirements. Represented by our Rural Lands Protection Officer.

**INTERNAL COMMITTEES**

**Housing Committee**

Meets quarterly to review Council housing allocations, and any issues which may eventuate.

**Audit Committee**

The Committee is established to review progress in Council's activities against any comments made by internal auditors.

This Committee consists of two Councillors considered by Council to have the necessary qualification or interest in serving on the Committee, and,

1. One external person independent of Council, who shall have skills and experience in financial matters.
2. Chair – to be a Councillor
3. Non-Voting Attendees (Chief Executive Officer)
4. Non-Voting Invitees (External Auditors, Council Officers by invitation)

**Modern Award/Enterprise Bargaining Committee**

Consultative committees have been formed within the staff of Council. An external consultant has been engaged to provide guidance in the development of new agreements.

**Plant Committee**

This group has been formed to review and formalise Council's plant purchasing and renewal schemes. It consists of Council works managers, DWO and mechanic. They meet at least quarterly or as required.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council endorse the selected members to represent the listed committees on behalf of Boulia Shire Council.

<b>EXTERNAL COMMITTEES</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>STAFF SUPPORT</b>
Outback Highway Development Committee - <i>Representative</i> (OHDC)	Mayor - Rick Britton		CEO - Lynn Moore
Remote Area Planning and Development Board - <i>Board Member</i> (RAPAD)	Mayor - Rick Britton	Deputy Mayor - Beck Britton	CEO - Lynn Moore
Outback Regional Roads and	Mayor - Rick		DWO - Harin Karra

Transport Group - <i>Representative</i> (ORRTG)	Britton		
RAPAD Water & Sewerage Alliance - <i>Representative</i> (RAPADWSA)	Mayor - Rick Britton		DWO - Harin Karra
Central West Regional Pest Management Group - <i>Representative</i> (CWRPMG)	Mayor - Rick Britton		RLPO - Graham Smerdon
Local Disaster Management Group – <i>Chairperson</i> (LDMG)	Mayor - Rick Britton	Deputy Mayor - Beck Britton	(XO position) - CEO - Lynn Moore
Local Disaster Management Group - <i>Deputy Chairperson</i> (LDMG)	Councillor Sam Beachamp		(DXO position) - DWO Harin Karra
Inland Queensland Road Action Plan Group - <i>Representative</i> (IQ-RAP)	Mayor - Rick Britton		CEO - Lynn Moore
Western Queensland Local Government Association - <i>Representative</i> (WQLGA)	Mayor - Rick Britton		CEO - Lynn Moore
Australian Local Government Association - <i>Representative</i> (ALGA)	Mayor - Rick Britton		CEO - Lynn Moore
Outback Queensland Tourism Association – <i>Representative</i> (OQTA)	Deputy Mayor - Beck Britton		CSM - Julie Woodhouse - Western Area board member
Boulia Historical Society	Councillor Sam Beachamp		CSM - Julie Woodhouse

<b>TECHNICAL COMMITTEES</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>STAFF SUPPORT</b>
Outback Regional Roads and Transport Group – <i>Technical committee</i> (ORRTG-tc)	ENGINEER - Stuart Bourne, GBA	DWO - Harin Karra	n/a
RAPAD Water & Sewerage Alliance - <i>Technical committee</i> (RAPADWSA)	ENGINEER - Stuart Bourne, GBA	DWO - Harin Karra	n/a
Central West Regional Pest Management Group - <i>Technical Committee</i> (CWRPMG-tc)	RLPO - Graham Smerdon	DWO - Harin Karra	n/a

<b>INTERNAL COMMITTEES</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>STAFF SUPPORT</b>
Housing Committee	Councillor Brook McGlinchey		CSM - Julie Woodhouse
Audit Committee	Mayor - Rick Britton	Deputy Mayor - Beck Britton	FM - Kaylene Sloman
Modern Award/Enterprise Bargaining Committee	Mayor - Rick Britton	Deputy Mayor - Beck Britton	CEO - Lynn Moore FM - Kaylene Sloman
Plant Committee			

**ATTACHMENTS:** Nil

Chief Executive Officer | Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Biannual Employee Assistance Report	<b>DOC REF:</b> Item CEO5
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<b>REPORT BY:</b>	Mr Harin Karra Acting Chief Executive Officer	<b>DATE:</b> 12/07/2019
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### **CORPORATE PLAN REFERENCE:**

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

7.2.3 Support the continuation of the Employee Assistance Program

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

### **PURPOSE:**

To provide to Council the Biannual Employee Assistance Report.

### **CONTENT:**

Boulia Shire Council values the importance of its employees in the success of its business. In common with every other employer, Boulia Shire Council will have some employees who experience personal or work related problems which may be affecting their quality of life, and in some cases this may have an adverse affect on their work performance. Left unresolved, these problems may not only be detrimental to the individual's health, wellbeing and performance, but also have the potential to jeopardise the safety of fellow employees and members of the public.

To ensure that support is available for employees experiencing difficulties, Council has implemented an Employee Assistance Program (EAP) whereby employees and their immediate family members can access an external counselling service. Council currently has engaged Changing Ways Psychology to provide this service.

In accordance with Council's Employee Assistance Program Policy (Policy number 137), the service provider is to produce two reports per year to enable monitoring of the service provision and to track the organisational issues within Council. The Biannual Employee Assistance Report July to December 2018 is attached for information only.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

### **RECOMMENDATION:**

That the Biannual Employee Assistance Report is received for information.

**ATTACHMENTS:** Biannual Employee Assistance Report July to December 2018 Boulia Shire

Acting Chief Executive Officer

Mr Harin Karra

## **Biannual Employee Assistance Report July to December 2018 Boulia Shire**

### Introduction:

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

### Quarter Overview:

The use of the service has remained fairly consistent from the previous 6 month period, but overall this has been lower than in past periods. Doing some follow up mental health awareness training, and an increase in advertising of the service would be beneficial to ensure that awareness of the availability of the service remains.

### Quarter Statistics:

3 individuals utilised the EAP during this quarter with a total of 12 counselling sessions occurring during the quarter. These sessions occurred both via telephone and email.

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

Regards



**Dr Lisa Patterson-Kane**

**Clinical Psychologist**

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Manager Corporate & Financial Services Report	<b>DOC REF:</b> Item FM1
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<b>REPORT BY:</b>	Kaylene Sloman	<b>DATE:</b> 10/07/2019
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<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting
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**PURPOSE:** Financial Summary as at 30<sup>th</sup> June 2019.

### **Cash Position:**

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

	30 <sup>th</sup> June 2019	31 <sup>st</sup> May 2019
Cash at Hand	16,407,495	17,014,334
Net Cash Equivalent (Debtors-Creditors)	198,999	1,563,149
<b>Total</b>	<b>\$16,606,494</b>	<b>\$18,577,483</b>

### **AGED DEBTORS 30<sup>th</sup> June 2019**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	2,946.87	3,790.00	110.00	484,909.49	(4,285.00)	487,471.36

### **RATES 30<sup>th</sup> June 2019**

Total Outstanding \$ 167,495.90

**CREDITORS 30<sup>th</sup> June 2019**                      **\$ 0.00**

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 30th June 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	1,269,480	1,260,820
Fees and charges	477,780	277,650
Rental income	263,384	309,220
Interest received	317,171	295,000
Sales - contract and recoverable works	2,833,341	3,594,266
Grants, subsidies, contributions and donations	7,138,634	3,864,315
<b>Total Recurrent Revenue</b>	<u>12,299,790</u>	<u>9,601,271</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	6,643,111	6,820,635
<b>Total Capital Revenue</b>	<u>6,643,111</u>	<u>6,820,635</u>
<b>Total Revenue</b>	<u>18,942,901</u>	<u>16,421,906</u>
<b>Total Income</b>	<u>18,942,901</u>	<u>16,421,906</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Administration & Governance Expenses	(1,671,505)	(2,166,595)
Environmental Costs	(237,315)	(336,482)
Infrastructure Maintenance	(1,811,424)	(1,687,960)
Depreciation	(585,436)	(3,431,912)
Recoverable Works Costs	(9,317,842)	(4,134,361)
Net Plant Operating Expenses	725,221	1,224,000
Community Service Costs	(1,132,274)	(1,402,420)
General Maintenance	(818,701)	(1,015,005)
<b>Total Recurrent Expenses</b>	<u>(14,849,276)</u>	<u>(12,950,735)</u>
<b>Total Expenses</b>	<u>(14,849,276)</u>	<u>(12,950,735)</u>
<b>Net Result Attributable to Council</b>	<u>4,093,625</u>	<u>3,471,171</u>

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 30th June 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Current Assets</b>		
Cash and cash equivalents	16,407,495	11,589,112
Trade and other receivables	1,482,376	1,566,024
Inventories	284,061	300,552
<b>Total Current Assets</b>	<u>18,173,931</u>	<u>13,455,688</u>
<b>Non-current Assets</b>		
Property, plant and equipment	<u>155,298,207</u>	<u>161,306,666</u>
<b>Total Non-current Assets</b>	155,298,207	161,306,666
<b>TOTAL ASSETS</b>	<u>173,472,138</u>	<u>174,762,354</u>
<b>Current Liabilities</b>		
Trade and other payables	461,960	801,578
Borrowings	33,098	52,000
Provisions	792,600	208,482
<b>Total Current Liabilities</b>	<u>1,287,658</u>	<u>1,062,060</u>
<b>Non-current Liabilities</b>		
Borrowings	1,147,358	1,207,139
Provisions	116,999	49,965
<b>Total Non-current Liabilities</b>	<u>1,264,357</u>	<u>1,257,104</u>
<b>TOTAL LIABILITIES</b>	<u>2,552,015</u>	<u>2,319,164</u>
<b>NET COMMUNITY ASSETS</b>	<u><b>170,920,123</b></u>	<u><b>172,443,190</b></u>
<b>Community Equity</b>		
Asset revaluation reserve	85,512,318	85,512,319
Retained surplus	85,407,805	86,930,871
<b>TOTAL COMMUNITY EQUITY</b>	<u><b>170,920,123</b></u>	<u><b>172,443,190</b></u>



**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 30th June 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	3,148,891	5,207,736
Payments to suppliers and employees	(13,622,972)	(8,975,453)
	(10,474,081)	(3,767,717)
Interest received	317,171	295,000
Rental income	263,384	309,220
Non-capital grants and contributions	9,562,799	3,794,015
Borrowing costs	(11,508)	(74,560)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(342,235)</b>	<b>555,958</b>
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	(3,747,949)	(1,642,813)
Grants, subsidies, contributions and donations	6,643,111	1,598,880
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>2,895,163</b>	<b>(43,933)</b>
<b>Cash Flows from Financing activities</b>		
Repayment of borrowings	(48,284)	(44,881)
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(48,284)</b>	<b>(44,881)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>2,504,644</b>	<b>467,144</b>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	<b>13,902,851</b>	<b>11,121,968</b>
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 16,407,495</b>	<b>\$ 11,589,112</b>

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Manager of Corporate & Financial Services Report be received for information.

**DOCUMENTS TO BE TABLED:**

Capital Major Projects, Capital Road Works, Flood Damage Works

Reviewed & Approved by Acting Chief Executive Officer

Mr Harin Karra

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	AMENDMENTS TO 2019/2020 FEES AND CHARGES	<b>DOC REF:</b> Item FM2
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<b>REPORT BY:</b>	Kaylene Sloman Manager of Corporate and Financial Services	<b>DATE:</b> 28/06/2019
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<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting
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<b>PURPOSE:</b> To advise Council of amendments required to be made to the 2019/2020 Fees and Charges following an update of pricing received from the Department of State Development, Manufacturing, Infrastructure and Planning.
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<b>CONTENT:</b> Since the adoption of the 2019/20 Fees and Charges in the Budget Meeting of Council on 20 <sup>th</sup> June 2019, Council has received notice from the Department of State Development, Manufacturing, Infrastructure and Planning that the <i>Justice Legislation (Fees) Amendment Regulation 2019</i> will commence on 1 July 2019 within which the Right to Information (RTI) access application fee and processing charge have been updated.  From the 1 <sup>st</sup> July - The RTI access application fee will increase from \$49.70 to \$50.80 and the processing charge from \$7.70 to \$7.85. There is no change to the copying charge.  As these RTI fees and charges are noted within the 2019/2020 Boulia Shire Council Fees and Charges document, an amendment to the current version will be required to reflect the changes set by the Department.
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<b>CONSULTATION:</b> Chief Executive Officer
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<b>RECOMMENDATION:</b> That Council make the following amendments to page 13 of the 2019/2020 Boulia Shire Council Fees and Charges - 1. The Right of Information Request Application fee be increased to \$50.80 2. The Right of Information Processing Fee be increased to \$7.85.
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Reviewed and Approved by Acting Chief Executive Officer	Mr Harin Karra
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# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Policy Review – Debt Collection, Internal Audit, Investment Policies	<b>DOC REF:</b> Item FM3
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<b>REPORT BY:</b>	Mrs Kaylene Sloman Manager of Corporate & Financial Services	<b>DATE:</b> 08/07/2019
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: ROBUST GOVERNANCE

5.1: Confidence

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

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with minor changes to existing policies 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. The listed policies have had no material changes made.

POLICY	NO.	OFFICER	TYPE
Debt Collection	106	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Updated reference from Finance Manager to Manager of Corporate & Financial Services	3	2
	4	6
	5	7

POLICY	NO.	OFFICER	TYPE
Internal Audit Policy 2019/20	110	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Nil	-	-

POLICY	NO.	OFFICER	TYPE
Investment Policy	119	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Nil	-	-

**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
Debt Collection	106	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Updated reference from Finance Manager to Manager of Corporate & Financial Services	3	2
	4	6
	5	7

POLICY	NO.	OFFICER	TYPE
Internal Audit Policy 2019/20	110	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Nil	-	-

POLICY	NO.	OFFICER	TYPE
Investment Policy	119	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Nil	-	-

2. That a copy of the changes to the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**ATTACHMENTS:**

106 Debt Collection Policy, 110 Internal Audit Policy 2019/20, 119 Investment Policy

Reviewed and Approved by Acting Chief Executive Officer | Mr Harin Karra



# BOULIA SHIRE COUNCIL

## DEBT COLLECTION

<b>Category:</b>	Policy
<b>Policy Number:</b>	106
<b>Document Version:</b>	1
<b>Obsolete version:</b>	Policy 106 17/3/2016
<b>Keyword classification:</b>	Debt Collection
<b>Summary:</b>	The purpose of this debt recovery policy is to set out the principles and processes used by Council for the collection of outstanding rates, charges and sundry debtors due to Council.
<b>Adoption date:</b>	
<b>Resolution:</b>	
<b>Due for revision:</b>	Every three years or as required by legislation.
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Manager of Corporate & Financial Services
<b>Legislation:</b>	Local Government Regulation 2012 - 132

## **BACKGROUND**

The purpose of this debt recovery policy is to set out the principles and processes used by Council for the collection of outstanding rates, charges and sundry debtors due to Council.

## **OBJECTIVE AND PRINCIPLES**

Council will exercise its debt recovery powers in order to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- transparency by making clear the obligations of its ratepayers and sundry debtors to the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding debt clear, simple to administer and cost effective;
- equity by having regard to providing the same treatment for ratepayers and sundry debtors with similar circumstances; and
- flexibility by responding where necessary to changes in the local economy

## **SUNDRY ACCOUNTS**

Accounts issued shall provide 30 day payment terms.

## **STATEMENTS**

Statements will be issued to all sundry debtors at the end of each month. Statements will serve as a reminder in the event the account is in arrears.

## **INTEREST**

Interest is not charged on overdue debtors.

## **SUNDRY DEBT ARREARS**

### **ACCOUNTS 30 TO 60 DAYS ARREARS AFTER THE INITIAL INVOICE**

Follow-up action by way of telephone contact and the issue of statement/letter. Should telephone contact be unable to be obtained the statement shall be forwarded regardless.

### **ACCOUNTS 60 TO 90 DAYS IN ARREARS AFTER THE INITIAL INVOICE**

The issue of a notice requesting immediate payment within fourteen (14) days advising that failure to pay will result in the account being referred for to a collection agency.

Should payment not be received by the due date and the Chief Executive Officer is of the view that recovery action is both reasonable, given the outstanding balance and likely to be successful, then the account shall be referred to a collection agency.

#### **ACCOUNTS 90 DAYS OR MORE IN ARREARS AFTER THE INITIAL INVOICE**

The Manager of Corporate & Financial Services is to continue to pursue collection of outstanding debts and/or monitor the progress of collection agency. Follow up on debt recovery action and outstanding debts is to be presented to Council via the monthly finance report for debts greater than \$1,000.

#### **RATE ARREARS**

The *Local Government Act 2009* (hereinafter referred to as the Act) provides for mechanisms to recover an overdue rate. These mechanisms are:-

- recovery in a court of competent jurisdiction as a debt
- recovery by way of sale of land.

Before such action is taken, the following recovery arrangements are to be employed:-

#### **RATES 30 TO 60 DAYS IN ARREARS AFTER THE RATE PAYMENT IS DUE**

Issue a reminder notice including the offer of an arrangement to pay in accordance with Section 132 of the Regulation for the balance due including those ratepayers who may have paid rates but not qualified for the Council discount for prompt payment within the due date except where changes are made by Council for Outstanding Balances.

In accordance with Council's Revenue Statement interest charges will commence on outstanding balances

An offer to pay by instalments in this manner must be made in writing and approved by the Chief Executive Officer. It is preferable for all outstanding debts to be repaid in full by 30 June of the current financial year.

However, with approval of the Chief Executive Officer or as a consequence of debt recovery action, a longer term agreement may, in certain circumstances, be acceptable. i.e Pensioner or person on low fixed income.

Long term arrangements for recovery of outstanding debts should be referred to Council for confirmation and/or approval.

If a ratepayer misses an instalment, and no prior arrangement with Council has been approved, the repayment plan is no longer recognised and the balance in full is required to be paid immediately.

Council will not refuse payments if they are not enough to cover the outstanding rates in the prescribed time but the ratepayer must be made aware that it is not an arrangement. They will still receive reminder letters and will continue to be charged interest on all outstanding amounts.

#### **RATES OVER 60 DAYS IN ARREARS AFTER THE RATE PAYMENT IS DUE**

Where no offer or arrangement is in place, a letter is to be sent to the ratepayer as a final reminder encompassing the following content:-

- the amount of the overdue rate.
- details of interest accumulating on the amount.
- that payment is required within 14 days.
- that if payment is not obtained within 14 days collection proceedings for recovery of the outstanding amount will be taken without further notice.

Should the rate remain unpaid after 14 days and no payment arrangements entered into (or awaiting ratification by Council) and the Chief Executive Officer is of the view that recovery action is both reasonable, given the outstanding balance and likely to be successful, then the account shall be referred to a collection agency.

#### **RATES 3 MONTHS TO 12 MONTHS IN ARREARS AFTER THE RATE IS DUE**

The Manager of Corporate & Financial Services is to continue to pursue collection of outstanding debts and/or monitor the progress of collection agency. A report on debt recovery action and outstanding debts is to be presented to Council on a regular basis.

#### **FOR RATES AT LEAST 12 MONTHS IN ARREARS AFTER THE RATE IS DUE**

In respect of the following classes of land:-

- a) Vacant land, or
- b) Land used solely for commercial purposes

Council shall consider commencing enacting the provisions of section 140 under the Local Government Regulations 2012 and give notice of intention to sell the land for overdue rates and charges.

#### **FOR ALL OTHER RATES BEING THREE (3) YEARS IN ARREARS AFTER THE RATE IS DUE**

Council shall consider action for sale of land for the property due to overdue rates and charges in accordance with the Local Government Regulations 2012.



## **RENT DEBTORS**

### **RENT 14 DAYS IN ARREARS**

Finance Officer will advise for all residential property debts the Community Services Manager, who will work in accordance with the Residential Tenancy Act.

*Note: The debtor has seven (7) days to pay the outstanding rent or enter into a suitable arrangement to pay the debt.*

### **RENT 28 DAYS IN ARREARS- DEBTOR STILL OCCUPYING PREMISES**

Community Services Manager to take further action in accordance with Residential Tenancy Act.

The debtor has a further seven (7) days to pay outstanding rent.

### **RENT 60 DAYS IN ARREARS – DEBTOR STILL OCCUPYING PREMISES**

Community Services Manager to take further action in accordance with Residential Tenancy Act.

### **RENT 21 DAYS IN ARREARS – DEBTOR / TENNANT VACATED PREMISES**

Community Services Manager to take further action in accordance with Residential Tenancy Act. Should the account still remain outstanding and the debt is greater than \$1,000 the Debtor will be referred to a Collection Agency.

## **BAD DEBTS**

Bad debts will be recognised when the sundry debt is seen to be no longer commercially collectable. Such action maybe recommended to Council by its Manager **of Corporate & Financial Services** should the amount of the debt be uneconomic to proceed to the debt collection agency or any other circumstance which may prohibit the likelihood of collection.

## **WRITE OFF BAD DEBTS**

The writing off of bad debts will be as follows:-

Debts for \$1,000 or less to be authorised by the Chief Executive Officer, with a report provided to Council advising of debts written off and for debts greater than \$1000 the Debtor will be referred to Council for a resolution.

## **RECORDING OF DEBT COLLECTION ACTION**

To provide Council with a clear and accurate record of the actions that have been taken in the recovery of outstanding debts a note is to be recorded on the End of Month finance report each time recovery action is taken indicating the action taken and response if any, received from the debtor.

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# BOULIA SHIRE COUNCIL

## INTERNAL AUDIT POLICY 2019/20

<b>Category:</b>	Policy
<b>Policy Number:</b>	110
<b>Document Version:</b>	Version 1
<b>Obsolete Version:</b>	Internal Audit Policy as adopted 21st November 2018
<b>Keyword Classification:</b>	Internal Audit
<b>Summary:</b>	Framework for the conduct of the internal audit function
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	24 <sup>th</sup> July 2020
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Chief Executive Officer Manager of Corporate & Financial Services
<b>Legislation:</b>	Local Government Act 2009 s105 Local Government Regulation 2012 s207

## SCOPE

Internal audit reviews cover all programmes and activities of the Boulia Shire Council together with associated entities as provided for in relevant business agreements, memorandum of understanding or contracts. Internal audit activity encompasses the review of all financial and non-financial policies and operations.

## PURPOSE

Boulia Shire Council has established an internal audit function as a key component of Council's governance framework.

This policy provides the framework for the conduct of the internal audit function in the Boulia Shire Council and has been approved by the Council.

Internal audit provides an independent and objective review and advisory service to:

- provide assurance to the Council that the Boulia Shire Council's financial and operational controls designed to manage the organisation's risks and achieve the entity's objectives are operating in an efficient, effective and ethical manner, and
- assist management in improving the entity's business performance.

## RESPONSIBILITY

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the organisation's governance, risk management, and internal process as well as the quality of performance in carrying out assigned responsibilities to achieve the organisation's stated goals and objectives. This includes:

- i) Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information;
- ii) Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organisation;
- iii) Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets;
- iv) Evaluating the effectiveness and efficiency with which resources are employed;
- v) Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned;
- vi) Monitoring and evaluating governance processes;
- vii) Monitoring and evaluating the effectiveness of the organisation's risk management processes;
- viii) Evaluating the quality of performance of external auditors and the degree of coordination with internal audit;
- ix) Performing consulting and advisory services related to governance, risk management and control as appropriate for the organisation;
- x) Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan;

- xi) Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Audit & Risk Management Committee or Management.
- xii) Evaluating specific operations at the request of the Audit & Risk Management Committee or management, as appropriate.

## **INDEPENDENCE**

Independence is essential to the effectiveness of the internal audit function.

The internal auditor has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in original line processing functions or activities.

The internal audit activity will remain free from interference by any element in the organisation, including matters of, procedures, frequency, timing, or report content to permit maintenance of a necessary independent and objective approach to the audit.

The internal auditor reports functionally and administratively to the Chief Executive Officer. Boulia Shire Council will engage an external accounting firm to undertake the internal audit function. Internal audit staff will report through the relevant firm's supervisors, managers and partners. The firm will report back through Council's Chief Executive Officer.

## **AUTHORITY AND CONFIDENTIALITY**

Subject to compliance with Boulia Shire Council's security policies, internal auditors are authorised to have full, free and unrestricted access to all functions, premises, assets, personnel, records, and other documentation and information that the Internal Auditor considers necessary to enable internal audit to meet its responsibilities.

All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. The Internal Auditor and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.

## **STANDARDS**

Internal audit activities will be conducted in accordance with the Boulia Shire Council values, policies and procedures.

Audit activities will also be conducted in accordance with relevant professional standards including:

- i) Standards relevant to internal audit issued by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia; and
- ii) Standards issued by Standards Australian and the International Standards Organisation.

In the conduct of internal audit work, internal audit staff will:

- i) Comply with relevant professional standards of conduct;
- ii) Possess the knowledge, skills and technical proficiency relevant to the performance of their duties;
- iii) Be skilled in dealing with people and communicating audit, risk management and related issues effectively;
- iv) Develop their technical competence through a programme of professional development, and
- v) Exercise due professional care in performing their duties.

## **RELATIONSHIP WITH EXTERNAL AUDITOR**

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit may be held to discuss matters of mutual interest.

External audit will have full and free access to all internal audit plans, working papers and reports.

## **INTERNAL AUDIT PLAN**

At least annually, the Internal Auditor will submit to Chief Executive Officer an internal audit plan for review and approval. The internal audit plan will consist of a work schedule as well as budget and resource requirements for the next fiscal/calendar year. The Internal Auditor will communicate the impact of resource limitations and significant interim changes to the Chief Executive Officer.

The internal audit plan will be developed based on a prioritisation of the organisational environment and outcomes using a risk-based methodology, including input of senior management and Council.

Any significant deviation from the approved internal audit plan will be communicated to Chief Executive Officer through periodic activity reports.

## **REPORTING AND MONITORING**

A written report will be prepared and issued by the Internal Auditor or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Chief Executive Officer.

The internal audit report may include management's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response, whether included within the original audit report or provided thereafter (i.e. within thirty days) by management of the audited area should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented.

The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

## **PERIODIC ASSESSMENT**

The Internal Auditor will periodically report to the Chief Executive Officer on the internal audit activity's purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Chief Executive Officer.

In addition, the Internal Auditor will communicate to Chief Executive Officer on the internal audit activity's quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least once in every engagement period.

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# BOULIA SHIRE COUNCIL

## INVESTMENT POLICY 2019/20

<b>Category:</b>	Financial Policy
<b>Policy Number:</b>	119
<b>Document Version:</b>	Version 6
<b>Obsolete Version:</b>	Policy 119 Investment Version 5
<b>Keyword Classification:</b>	Investments
<b>Summary:</b>	To outline guidelines when investing Council money.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	24 <sup>th</sup> July 2020
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Manager of Corporate & Financial Services
<b>Legislation:</b>	Local Government Act 2009 s104 (5) (c) (i) Local Government Regulation 2012 s191 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2007



## PURPOSE:

To provide Council with a contemporary investment policy based on an assessment of counterparty, market and liquidity risk within the legislative framework of the Statutory Bodies Financial Arrangements Act and Regulations.

## SCOPE:

This Policy applies to the investment of surplus funds in accordance with investment powers under Part 6 of the Statutory Bodies Financial Arrangement Act 1982 (SBFAA).

## DEFINITIONS:

For the purpose of these guidelines the following definitions shall apply:

**CEO** – shall mean the person appointed to the position of Chief Executive Officer under the Act and anyone acting in that position.

**Council** – shall mean the Boulia Shire Council.

**Investment Officer/s** – shall mean the CEO and any other employees who have delegated authority to engage in activities related to the physical investment of funds (eg investment placement and redemption, reconciliations, checking).

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

**SBFAA** – shall mean the Statutory Bodies Financial Arrangements Act 1982 (as amended).

**Short Term** - Is defined as an investment of money that is placed at call, overnight or generally for a term of less than seven days.

**Long Term** - is defined as any investment of money other than Short term investments.

## BACKGROUND:

Investment of Council's funds is to be in accordance with Council's power of investment as set out in the following flow of legislative Authority:

Section 104(5) of the Local Government Act 2009 under Chapter 4 Finances and Accountability requires as part of the Long Term Financial Plan an Investment Policy.

Section 5 (2) (e) Part 2A – The Act refers to Local Government as a *Statutory Body* under the Statutory Bodies Financial Arrangements Act 1982.

Section 42 – 52 Part 6 points to the Statutory Bodies Financial Arrangements Act 1982 to determine Council's power of Investment.

Section 42 of the Statutory Bodies Financial Arrangement Act 1982 refers to three different categories of Investment power.

Section 42 Investment power depends on allocation under regulation:

- (1) A statutory body may invest under this part depending on whether a category 1, 2 or 3 investment power is allocated to the body.
- (2) A regulation may allocate to a statutory body 1 of the following powers—  
category 1 investment power  
category 2 investment power  
category 3 investment power.
- (3) However, if a statutory body has control of more than 1 fund (including, for example, as a trustee), a different category of investment power for each fund may be allocated to it.
- (4) Also, if no category of investment power is allocated under a regulation to a statutory body, the body does not have power to invest under this part

Schedule 2, 3 4 and 5 of the Statutory Bodies Financial Arrangements Regulations 2007 list the statutory bodies' categories and investment power.

Section 44 of the Statutory Bodies Financial Arrangement Act 1982 dictates the types of Investments that Council may use.

#### **Section 44 Category 1 investment power**

- (1) **Category 1 investment power is the power to invest in all or any of the following—**
  - (a) deposits with a financial institution;
  - (b) investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
  - (c) other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
  - (d) investment arrangements, managed or offered by QIC or QTC, prescribed under a regulation for this paragraph;
  - (e) an investment arrangement with a rating prescribed under a regulation for this paragraph;
  - (f) other investment arrangements prescribed under a regulation for this paragraph.
- (2) **However, the investment must be—**
  - (a) at call; or
  - (b) for a fixed time of not more than 1 year.

Section 8 of the Statutory Bodies Financial Arrangements Regulations 2007 prescribes the rating of the Investment arrangements as prescribed under Section 44

- (1) (e) of the Statutory Bodies Financial Arrangements Act 1982.  
Section 8 Category 1 investment power—Act, s 44(1)(e)

For section 44(1)(e) of the Act, the rating prescribed for an investment arrangement is—

- (a) a rating by Fitch IBCA (Australia) Pty Limited of AA, AA+ or AAA or
- (b) a rating by Moody's Investors Service of Aa2, Aa1, Aaa ; or
- (c) a rating by Standard and Poor's (Australia) Pty Ltd of AA, AA+ or AAA.

## **INVESTMENT OBJECTIVES:**

Boulia Shire Council's overall objective is to maximize investment returns whilst acting responsibly given the fiduciary responsibility to protect the capital investment and not to speculate.

Investment officers are to avoid any transaction that might harm confidence in the Boulia Shire Council.

In priority, the order of investment activities shall be preservation of capital, liquidity and return.

## **PRESERVATION OF CAPITAL:**

Preservation of capital shall be the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security of principal of the overall portfolio. This would include managing credit and interest rate risk within given risk management parameters and avoiding any transactions that would prejudice confidence in Council or its associated entities.

Council has decided to utilize the Commonwealth Bank as its primary banking institution and the Qld Treasury Corporation as a major source of loan finance, both institutions are highly rated and well established financial institutions for Local Government.

### a) Credit Risk

Boulia Shire Council will evaluate and assess credit risk prior to investment. Credit risk is the risk of loss due to the failure of an investment issue or guarantor. The investment officer will minimise credit risk in the investment portfolio by restricting investments to well established major Banking Institutions in Australia and the Treasury Corporation of Queensland.

### b) Interest Rate Risk

The investment officers shall seek to minimise the risk of a change in the market value of the portfolio because of a change in interest rates. This would be achieved by considering the cash flow requirements of Council and structuring the portfolio accordingly. This will avoid having to sell securities prior to maturity in the open market. Secondly, interest rate risk can be limited by investing in shorter term securities.

## **MAINTENANCE OF LIQUIDITY:**

The investment portfolio will maintain sufficient liquidity to meet all reasonably anticipated operating cash flow requirements of Council, as and when they fall due, without incurring significant transaction costs due to being required to sell an investment.

## **RETURN ON INVESTMENT:**

The portfolio is expected to achieve a market average rate of return and take into account Boulia Shire Council's risk tolerance and current interest rates, budget considerations, and the economic cycle. Any additional return target set by Council will also consider the risk limitations, prudent investment principles and cash flow characteristics identified within this Investment Policy.

## **ETHICS AND CONFLICT OF INTEREST:**

Investment officers/employees shall refrain from personal activities that would conflict with the proper execution and management of Boulia Shire Council's investment portfolio. This includes activities that would impair the investment officers' ability to make impartial decisions.

This policy requires that employees and investment officers disclose to the Chief Executive Officer any conflict of interest or any investment positions that could be related to the investment portfolio.

## **INVESTMENTS WITH LOCAL BANKS:**

Notwithstanding any other clause in this policy the investment officers/employees shall give preference to lodging Council cash investments through any bank that maintains a full time branch presence in Boulia. In making this decision Council acknowledges that the intention is to maintain the viability of a local bank hence, in turn, providing full banking services to the residents of Boulia Shire.

## **REQUIREMENTS:**

In accordance with Schedule 3 of the Statutory Bodies Financial Arrangements Regulation 2007 - Statutory bodies allocated category 1 investment power Boulia Shire Council has been allocated a Category 1 investment power.

## **PORTFOLIO INVESTMENT PARAMETERS:**

Section 44(1) of SBFAA details the investment powers allocated to Category 1 authorities:

- (a) deposits with a financial institution;
- (b) investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (c) other investment arrangements secured by investment arrangements accepted, guaranteed or issued by or for the Commonwealth or a State or a financial institution;
- (d) investment arrangements, managed or operated by Queensland Investment Corporation or Queensland Treasury Corporation, prescribed under a regulation for this paragraph;
- (e) an investment arrangement with a rating prescribed under a regulation for this paragraph;
- (f) other investment arrangements prescribed under a regulation for this paragraph.

Section 44(2) states that the investment must be:

- (a) at call; or
- (b) for a fixed time of not more than 1 year.

## **PROHIBITED INVESTMENTS:**

This investment policy prohibits any investment carried out for speculative purposes. The following investments are prohibited by this investment policy.

- Derivative based instruments (excluding floating rate notices)
- Principal only investments or securities that provide potentially nil or negative cash flow

- Stand alone securities that have the underlying futures, options, forward contracts and sways of any kind, and
- Securities issued in non-Australian dollars

## **PLACEMENT OF INVESTMENT FUNDS:**

### **Short Term:**

Council's investment officers are authorised to invest with either the Commonwealth Bank or Qld Treasury Corporation as required. At any one time no less than 10% of the investment portfolio should be short term.

### **Long Term:**

Council investment officers are to seek competitive Quotes from the Commonwealth Bank, Queensland Treasury Corporation, ANZ, National and Westpac Banks and invest funds with due regard to the best benefit to Council taking into account not only the rate quoted but any transfer costs or bank fees.

Investment Officers will generally seek to maintain a balance of funds so that at any one time not more than 50% of the Long Term portfolio should be with any one institution.

## **MATURITIES:**

The maturity structure of the portfolio will reflect a maximum term to maturity of one year.

## **IMPLEMENTATION**

### **INTERNAL CONTROLS:**

The Chief Executive Officer shall establish internal controls and processes that will ensure investment objectives are met and that the investment portfolios are protected from loss, theft or inappropriate use.

The CEO shall also ensure that the manner in which investment quotes are obtained is transparent and recorded so as to ensure that decisions are based on the investment principles established by Council.

The Chief Executive Officer shall issue a letter to any approved counterparty advising that funds transferred from investments to Council must only be deposited into Council's General Account or Trust Account. This instruction cannot be varied unless a written request is made in writing signed in accordance with Council's account signing authority.

### **DELEGATION OF AUTHORITY:**

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 2009, Section 257.

### **BREACHES:**

Any breach of this Investment Policy is to be reported to Chief Executive Officer and rectified within seven (7) days of the breach occurring.

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	COMMUNITY SERVICES REPORT	<b>DOC REF:</b> Item CSM1
<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 08/07/2019

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

- 1.1: Promotion of community events, services and facilities
  - 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
- 1.2: Respecting our culture and heritage, past, present and future
  - 1.2.1 To preserve and promote the heritage and diverse cultures of our community
  - 1.2.2 To maintain, preserve, develop and provide access to our region's history
  - 1.2.3 To promote the heritage, arts and cultures of our communities

Key Priority 3: Economic Development – A sustainable local economy

- 3.1: Facilitate employment and investment opportunities
  - 3.1.2 Council owned housing is managed, is affordable, and which is suitable to meet demands
- 3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

**PURPOSE:**

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

**CONTENT:**

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation	1
Total flats available	1
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished flat being used by contractor	1
Houses/flats being renovated/painted	0
Applications for rental for June	2

**Housing**

Two applications were received but one was declined. The other was allowed to transfer housing as they are already a tenant in a smaller house.

A vacant house will be soon occupied by a new employee.

The pool managers house which is now vacant will be occupied by a family whilst their bathroom is being renovated in August.

All the keys at the Pituri Street units have been updated and renewed for all unit doors.

**Tourism**

Figures for the Min Min Encounter are looking favourable compared to this time last year so far. A themed display of a desert tent has been put together inside the centre and has attracted a lot of interest with the camels and the name the camel competition which closes

on the 10<sup>th</sup> July.



**Grants:**

The Year of the Outback Funding programme has had a submission put in to acquire funding for the Isaiah Firebrace tour and workshop with \$1,000 from the RADF budget going towards the cost.

**Community:**

Entries have already arrived for the calendar we are doing for the Get Ready funding activity for 2020.

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Community Services Report is received for information.

**ATTACHMENTS:**

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

Approved by Acting Chief Executive Officer

Mr Harrin Karra

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangie Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangie Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Sewer relining	Building Our Regions	\$ 500,000	\$ -	\$ -	\$ 500,000	EOI submitted - BoR	\$ 500,000	31/08/2018	
Shire Hall Renewal	Drought Communities Program	\$ 443,870	\$ -	\$ -	\$ 443,870		\$ 443,870	15/01/2018	
Boulia Wellbeing Centre	Drought Communities	\$ 572,900	\$ -	\$ 572,900	\$ 572,900		\$ 572,900	31/03/2019	
Upgrade of the Boulia Aerodrome	RAU - Dept. of Infrastructure, Regional Development and Cities	\$ 34,625	\$ 34,625	\$ -	\$ 69,249		\$ 34,625	31/12/2018	Yes
Upgrade of the Urandangie Aerodrome	RAU - Dept. of Infrastructure, Regional Development and Cities	\$ 187,130	\$ 187,130	\$ -	\$ 374,260		\$ 187,130	30/10/2018	Yes
Community Drought Support 2018	Department of Communities, Disability Services and Seniors (obtained by the RAPAD group)	\$ 75,000	\$ -	\$ -	\$ 75,000		\$ 75,000	31/12/2018	Yes
Mens shed - NOW Disabled Toilet Robinson Park	Stronger Communities programme	\$ 19,000	\$ 22,370	\$ -	\$ 40,370		\$ 20,000		Yes
Jockey's Change Room	Drought Communities Program		\$ -	\$ -			\$ 266,500		Yes
Stage 2 Toilet Ramp & Solar Hot Water System Urandangie	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 40,000	\$ -	\$ 70,000	\$ 40,000		\$ 40,000	31/10/2019	Yes
Post Office Refurbishment	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000			\$ 100,000		\$ 100,000	31/10/2019	Yes
Racecourse Sewer Connection -W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 450,000	\$ -	\$ -	\$ 450,000		\$ 450,000	31/10/2019	Yes
Upgrade Council Depot Security BOSC.W4Q2.02	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000	\$ -	\$ -	\$ 100,000		\$ 100,000	31/10/2019	Yes
Toilet & Shower for New Truck Parking/Rest area Facility - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000	\$ -	\$ -	\$ 100,000		\$ 100,000	31/10/2019	
Community Hall Flooring - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 35,000	\$ -	\$ -	\$ 35,000		\$ 35,000	31/10/2019	Yes
Airport Fencing at Urandangie - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 50,000	\$ -	\$ -	\$ 50,000		\$ 50,000	31/10/2019	Yes
Cenotaph Lighting - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 15,000	\$ -	\$ -	\$ 15,000		\$ 15,000	31/10/2019	Yes



Grant Funding Register - Approved items

River Water Pipe Upgrade - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 65,000	\$ -	\$ -	\$ 65,000		\$ 65,000	31/10/2019	Yes
Shade Shelter & Seating at Bubbler Park area - W4Q2 (Project withdrawn)	<del>Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning</del>	<del>\$ 20,000</del>	<del>\$ -</del>	<del>\$ -</del>	<del>\$ 20,000</del>		<del>\$ 20,000</del>	<del>31/10/2019</del>	
Workshop Refurbishing - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 35,000	\$ -	\$ -	\$ 35,000		\$ 35,000	31/10/2019	Yes
Playground softfall - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 20,000	\$ 5,000	\$ -	\$ 25,000		\$ 20,000	31/10/2019	Yes
Disinfection Systems Implementation for Boulia Town	LGGSP - Local Govt Grants & Subsidies Program	\$ 155,250	\$ 103,500	\$ -	\$ 258,750		\$ 155,250	30/06/2019	Yes
Asset Management Plan	LGGSP - Local Govt Grants & Subsidies Program	\$ 18,000	\$ 12,000	\$ -	\$ 30,000		\$ 18,000	30/06/2019	Yes
Boulia Robinson Park Security Cameras & Lighting	LGGSP - Local Govt Grants & Subsidies Program	\$ 18,630	\$ 12,420	\$ -	\$ 18,630		\$ 18,630	30/06/2019	Yes
Floodway upgrade – Springvale Road (Springvale Road Structure Repairs)	2017-18 National Disaster Resilience Program	\$ 147,210	\$ 147,210	\$ -	\$ 294,420		\$ 147,210	30/06/2020	
Upgrade Facility and Purchase Equipment - auspiced grant for Boulia Golf Club	Gambling Community Benefit Fund - Department of Justice and Attorney-General	\$ 26,955	\$ -	\$ -	\$ 26,955		\$ 26,955	7/8/2019	
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	monthly finance rep needed	\$75,311 (ex GST)	21/8/2020	
Arts Qld	RADF funding	\$ 15,000	\$ 2,250	\$ -	\$ 15,000	Community	\$12,000 received	16/09/2019	
2018-19 Get Ready Queensland Grant Program	Queensland Reconstruction Authority	\$ -	\$ -	\$ -	\$ 4,880		\$4880 (ex GST)	30/06/2019	
Chill'n'Grill – BBQing for Boulia	Foundation for Rural & Regional Renewal - Tackling Tough Times Together	\$ 26,000	\$ 594	\$ -	\$ 26,944		\$ 26,000	1/4/2020	
Get Playing Places and Spaces	Dept Sport and Rec	\$ 88,800	\$ 23,000	\$ -	\$ 112,800	tennis courts resurfacing	\$ 89,900		
SES - Shed for All Terrain Vehicle	Community Gambling Benefit Fund	\$ 30,000	\$ 6,000	\$ -	\$ 36,000	Grant Funds and acquittal to be handled by QFES	\$ 24,363.63	23/09/2019	
DCP000096 - Drought Communities Program	Department of Industry, Innovation And Science	\$ 1,050,000	\$ 21,381		\$ 1,071,381		\$ 1,050,000.00	30/06/2019	
First 5 Forever Program	Queensland State Library				\$ 1,000				
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land	\$ 994,800.00	13/12/2019	

Grant Funding Register - Approved items

First Start Program	Department of Employment, Small Business and Training	\$ 30,000	\$ -	\$ -	\$ 15,000	Was originally for 2 x Traineeships: Admin and Horticulture, only Admin traineeship able to progress	\$ 30,000.00		
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
Get Ready Qld	Qld State Government	\$ 4,880	\$ -	\$ -	\$ 4,880		\$ 4,880.00	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangie Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	

**TOTAL AMOUNT OF FUNDING APPROVED: \$ 7,410,348**

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
"Music and Culture with Isaiah"	Year of Outback Tourism Events Program	\$ 17,000	\$ 1,000	\$ 1,000	\$ 19,000	15/7/19	CSM	
		\$ 17,000						

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Memorandum Of Understanding with Outback Qld Tourism Association	<b>DOC REF:</b> Item CSM2
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<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 08/07/2019
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**CORPORATE PLAN REFERENCE:**

Key Priority 3: Economic Development – A sustainable local economy

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

**PURPOSE:**

To report to Council on OQTA's Memorandum Of Understanding with Boulia Shire Council.

**CONTENT:**

We have received a Memorandum Of Understanding (MOU) to be co-signed by Boulia Shire Council from the Outback Qld Tourism Association (OQTA).

The MOU plans to help to develop prioritise tourism actions in the 2019-2020 Tourism Network Fund (TNF) activity plan. For example, two of the points in the MOU:

- *The Parties agree to identify specific actions from the OQDT Plan to be included in the TNF Activity Plan for delivery in the 2019-20 financial year. These actions may relate to infrastructure, marketing, events and development activities including event development, experience development, product development, capacity building and/or service quality and innovation for the destination.*
- *The Parties agree to commit funds or appropriate resources for marketing, event and/or development activities identified in the OQDT Plan that will contribute towards the Destination's 2020 goals.*

We pay a membership fee of \$12,322.20 a year at present.

It is important to be a member of this Regional Tourism Organisation to help market the region and lobby on our behalf with the state funding bodies.

Please see attached MOU.

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

That the Outback Qld Tourism Association Memorandum Of Understanding is agreed upon and signed.

**ATTACHMENTS:** MOU from OQTA

Approved by Acting Chief Executive Officer

Mr Harin Karra

**MEMORANDUM OF UNDERSTANDING**  
(Outback Queensland Tourism Network)

This Memorandum of Understanding ("MOU") is made on 1<sup>st</sup> July 2019 by and between:

**The Outback Queensland Tourism Association Inc**, (ABN 46 805 356 912)  
C/- Department of Agriculture & Fisheries Complex, Landsborough Hwy, LONGREACH  
QLD 4730;

and

**Boulia Shire Council** (ABN 20 492 088 398) of 18 Herbert Street, BOULIA QLD 4829

(Each individually a "Party" and collectively the "Parties")

**BACKGROUND**

- A. Outback Queensland is an important part of Queensland's extensive tourism network. Boulia Shire Council, located within the Outback Queensland is identified as a key tourism stakeholder in building Queensland's tourism and events industry, fostering innovation, driving industry growth and boosting visitor expenditure.
- B. As an outcome of DestinationQ 2012, a suite of Destination Tourism Plans (DTPs) were developed in consultation with key industry stakeholders and reflect a shared vision and direction for the destination. Further, The Outback Queensland Destination Tourist Plan (OQDT) is to be further enhanced in consultation with Local Authorities and key stakeholders, and be available for review prior to September 2019.
- C. The OQDT Plan has been developed to be used as the main vehicle to drive growth in the destination to meet the 2020 tourism targets and to build a sustainable and competitive tourism and events destination. The Outback Queensland Tourism Association Inc (OQTA) has been tasked with the project management and delivery of the refreshed OQDT Plan.
- D. The Parties have agreed to work together towards mutual goals for tourism in the region, including how they will work collaboratively in the spirit of the partnership and detailing the agreed activities in the DTP that work towards achieving the destination goals.
- E. The arrangements specified in this MOU strengthen the partnership between OQTA and Boulia Shire Council and relationships with key stakeholders and Outback Queensland industry operators.

## **The Parties agree as follows:**

### **1 DURATION**

The term of this MOU ("Term") will commence from the date of signing the MOU by both parties and end on 30 September 2020. Thereafter, the MOU will be reviewed by the Parties on an annual basis.

### **2 PARTIES OBLIGATIONS**

- 2.1 With OQTA leading the process, the Parties agree to work collaboratively to update the OQDT Plan by 30 September 2019 complete with a list of priority activities to be delivered in the 2019-20 financial year.
- 2.2 The Parties agree to meet in September 2019 for a joint strategic planning session which will lead to the creation of individual plans (i.e. business, strategic and marketing plans); prioritisation of OQDT Plan activities to be delivered by partners in the region; and completion of the Tourism Network Fund (TNF) Activity Plan which will form part of the TNF agreement between OQTA and Tourism and Events Queensland. This planning process will ensure that the Parties are aware of all marketing, event and development activities being carried out in the Destination.
- 2.3 The Parties agree to identify specific actions from the OQDT Plan to be included in the TNF Activity Plan for delivery in the 2019-20 financial year. These actions may relate to infrastructure, marketing, events and development activities including event development, experience development, product development, capacity building and/or service quality and innovation for the destination.
- 2.4 The Parties agree to commit funds or appropriate resources for marketing, event and/or development activities identified in the OQDT Plan that will contribute towards the Destination's 2020 goals. The TNF Activity Plan will contain the annual contributions (financial and non-financial) of each organisation and proposed activities that align with the DTP. The TNF Activity Plan may not necessarily represent the entire level of activities and associated cash and resource contribution/s by the Parties.
- 2.5 In refreshing the OQDT Plan and prioritising activities for the 2019-20 financial year, the Parties agree to consult with other stakeholders in the Destination, such as Local Government Authorities and Local Tourism Organisations as mutually agreed and encourage alignment of priorities and activities to leverage resources across all organisations.
- 2.6 Lead representatives for each of the Parties agree to meet quarterly to review the results of the priority OQDT Plan activities and the TNF Activity Plan where appropriate.
- 2.7 Boulia Shire Council commits to providing OQTA with \$12,322.20 including GST, to match the State Government's TNF for delivery of activity in the TNF Activity Plan as agreed in the strategic planning session.

### **3 CONFIDENTIALITY**

- 3.1 The Parties agree that any information they provide to each other on marketing strategy and operational methods will be treated with strict confidence (collectively referred to as "Confidential Information"), unless otherwise agreed in writing.
- 3.2 This Clause 3 will survive the termination or expiry of this MOU.

### **4 IMPLEMENTATION AND TERMINATION**

- 4.1 The Parties agree that the terms of this MOU are in agreed form and legally binding on the Parties.
- 4.2 Each Party will have the right to terminate this MOU in the event that the other Parties has not fulfilled its obligations in respect to this MOU. In that event the non-defaulting Party may terminate this MOU for cause by giving thirty (30) calendar days' notice in writing of the intention to do so.
- 4.3 Neither Party may assign the MOU or any of the benefits or obligations under the MOU without the prior written consent of the other Party.

### **5 APPLICABLE LAW AND JURISDICTION**

- 5.1 This MOU will be governed by and construed in accordance with the laws of Queensland, Australia. The Parties agree, in the event any claim or suit is brought in connection with this MOU, it will be brought to the exclusive jurisdiction and venue of the courts of Queensland, Australia.

This MOU between The Outback Queensland Tourism Association Inc and Boulia Shire Council is agreed to and signed by:

**The Outback Queensland  
Tourism Association Inc**

**Boulia Shire Council**

\_\_\_\_\_  
**Authorised Officer**

\_\_\_\_\_  
**Authorised Officer**

**Date:**

**Date:**

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Min Min Encounter June 2019 Report	<b>DOC REF:</b> Item F
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<b>REPORT BY:</b>	Anna Karra	<b>DATE:</b> 08/07/2019
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### CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

### PURPOSE:

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

### CONTENT:

Monthly Activity Statistics:

Daily Sales for June 2019	\$25,490.35
MME Visitor Stats for June 2019	1,208
MME Show Stats for June 2019	635
BHC Stats for June 2019	393

End of Financial Year Activity Statistics:

18/19 EOFY MME & SHM Tickets & Merchandise Sales	\$169,895.82
18/19 EOFY MME Visitor Stats	1,208
18/19 EOFY MME Show Stats	4,138
18/19 EOFY BHC Stats	2,739

Social Media Statistics for June 2019:

Page	Page Likes	Reached	Shares
Boulia Shire Council	10	1,632	25
Min Min Encounter	52	14,335	411

### REPORT ON ACTIVITIES HELD FOR JUNE 2019

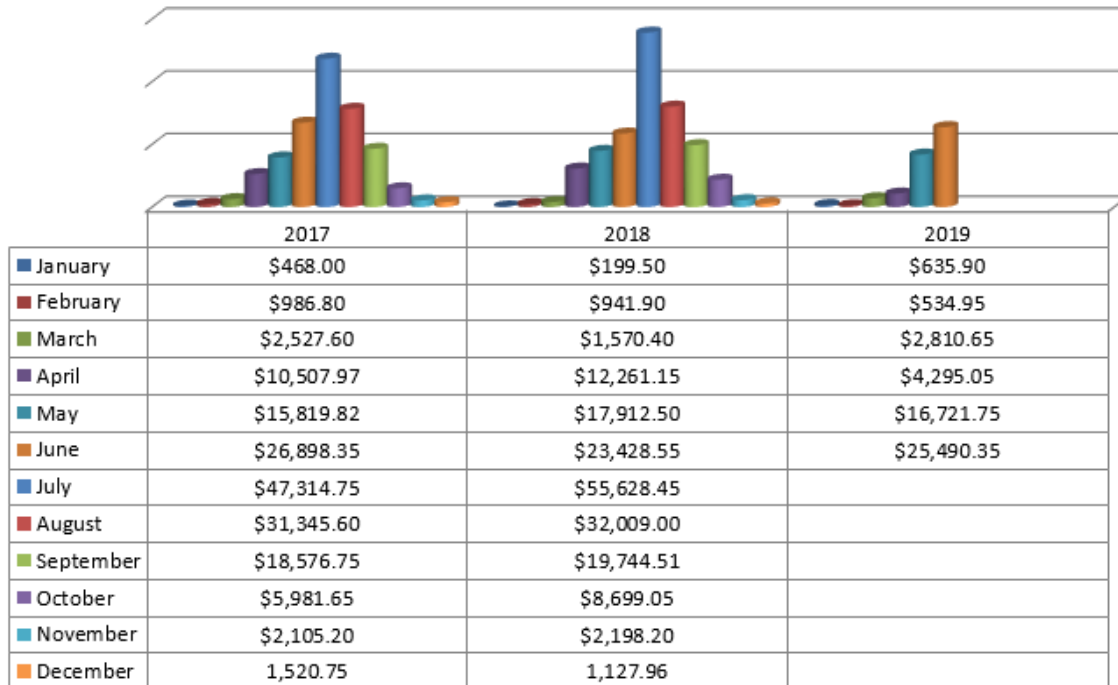
The month of June has been very busy with a significant increase in visitor numbers. This month we have also seen four bus groups visiting us.

This month we had three reported sightings of the Min Min Light which has kept our social media followers engaged and encouraged more people do the Min Min Encounter show as well. We have been exceptionally busy this month with phone enquiries, mostly about roads to the south for Big Red Bash. This has given us great opportunity to talk about our Boulia Camel Races and Outback Masters Golf events following Big Red Bash.

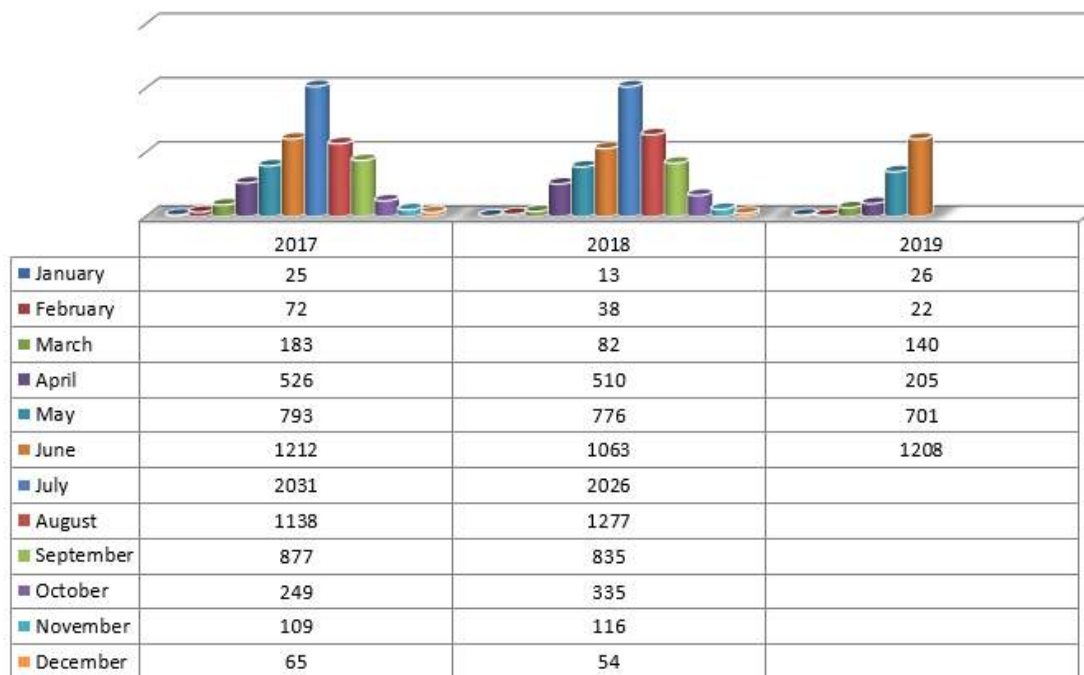


We have received five survey forms for the Donohue/Plenty Highway. None of them incurred any damage to their vehicles. We have had good reports from tourists travelling from Alice Springs to Boulia about the condition of the road on the Qld side of the highway and nice greenery past Jervois which some tourists stated as a “very pleasant surprise!”.

### Min Min Encounter & BHC Tickets & Merchandise Sales



### Min Min Encounter Visitor Numbers



#### RECOMMENDATION:

That the Min Min Encounter June 2019 Report be received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Acting Chief Executive Officer

Mr Harin Karra

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Boulia Heritage Complex (Information report)	<b>DOC REF:</b> Item G
<b>REPORT BY:</b>	Lindsay Leonard	<b>DATE:</b> 01/07/2019

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment  
 1.1: Promotion of community events, services and facilities  
     1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle  
 1.2: Respecting our culture and heritage, past, present and future  
     1.2.1 To preserve and promote the heritage and diverse cultures of our community  
     1.2.2 To maintain, preserve, develop and provide access to our region's history  
     1.2.3 To promote the heritage, arts and cultures of our communities  
 Key Priority 3: Economic Development – A sustainable local economy  
 3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

**PURPOSE:**

To update Council on the visitations and activities at the Boulia Heritage Complex.

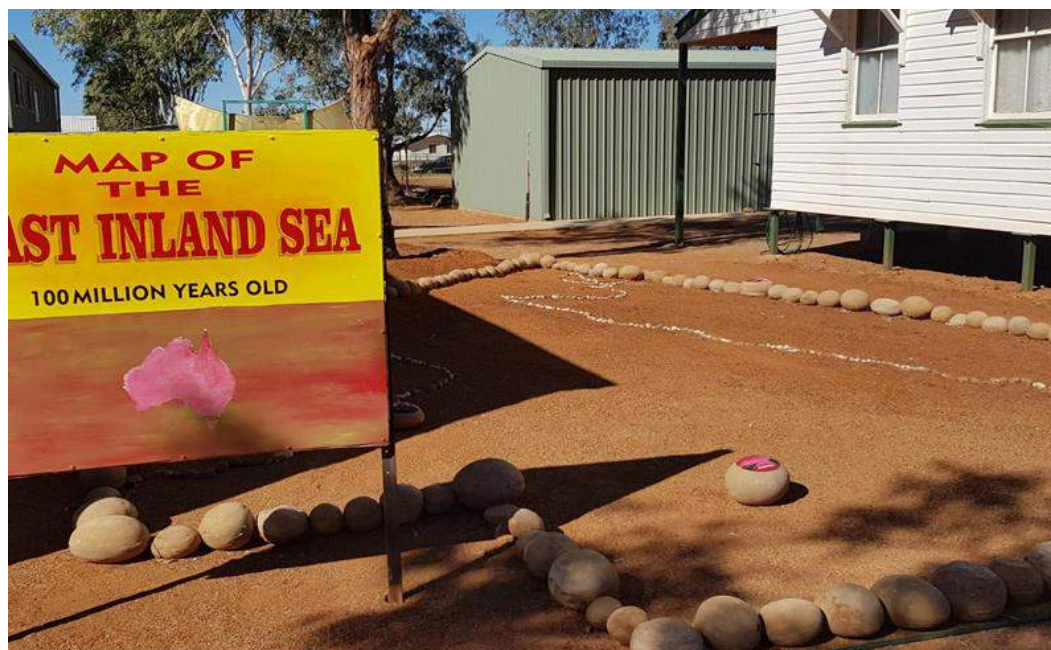
**CONTENT:**

Boulia Shire Council provides a well-appointed Heritage Complex which is open 7 days per week from 10am to 3pm and 10am to 2pm on weekends.

ACTIVITY	CUSTOMER VOLUME - per month
Complex Visitors	393

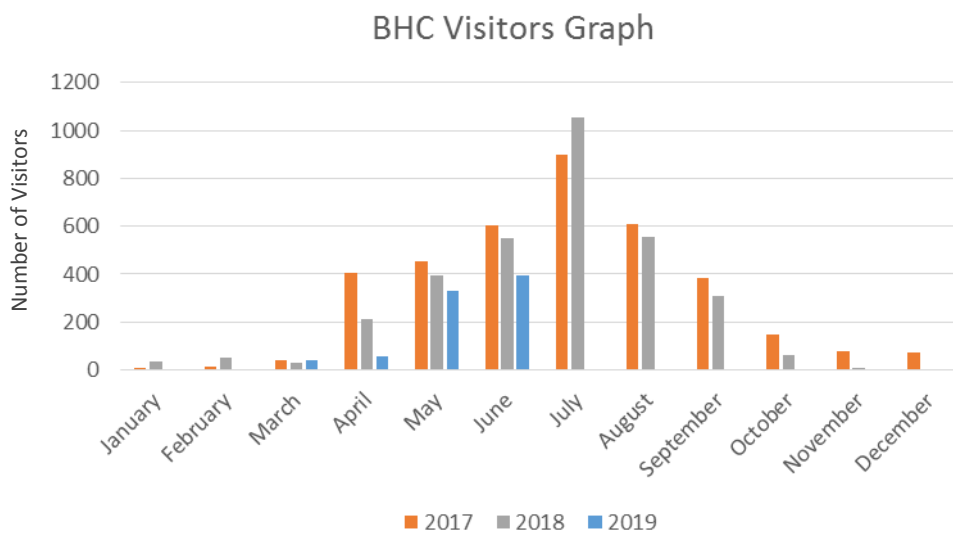
We have had 393 visitors for the month of June. The number of visitors only increased slightly from last month. Next month we are expecting the numbers to increase considerably since the Camel Races are next month.

The Queensland Inland Sea map was relocated here, at the Boulia Heritage Complex, from its original location.





Visitor Statistics Comparison



**RECOMMENDATION:**

That the Bouliia Heritage Complex Information Report is received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Acting Chief Executive Officer

Mr Harin Karra

## BOULIA SHIRE COUNCIL

### Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)	<b>DOC REF:</b> Item H
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<b>REPORT BY:</b>	Natarsha Shaw Sports Centre Attendant	<b>DATE:</b> 05/07/2019
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#### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

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

#### **PURPOSE:**


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

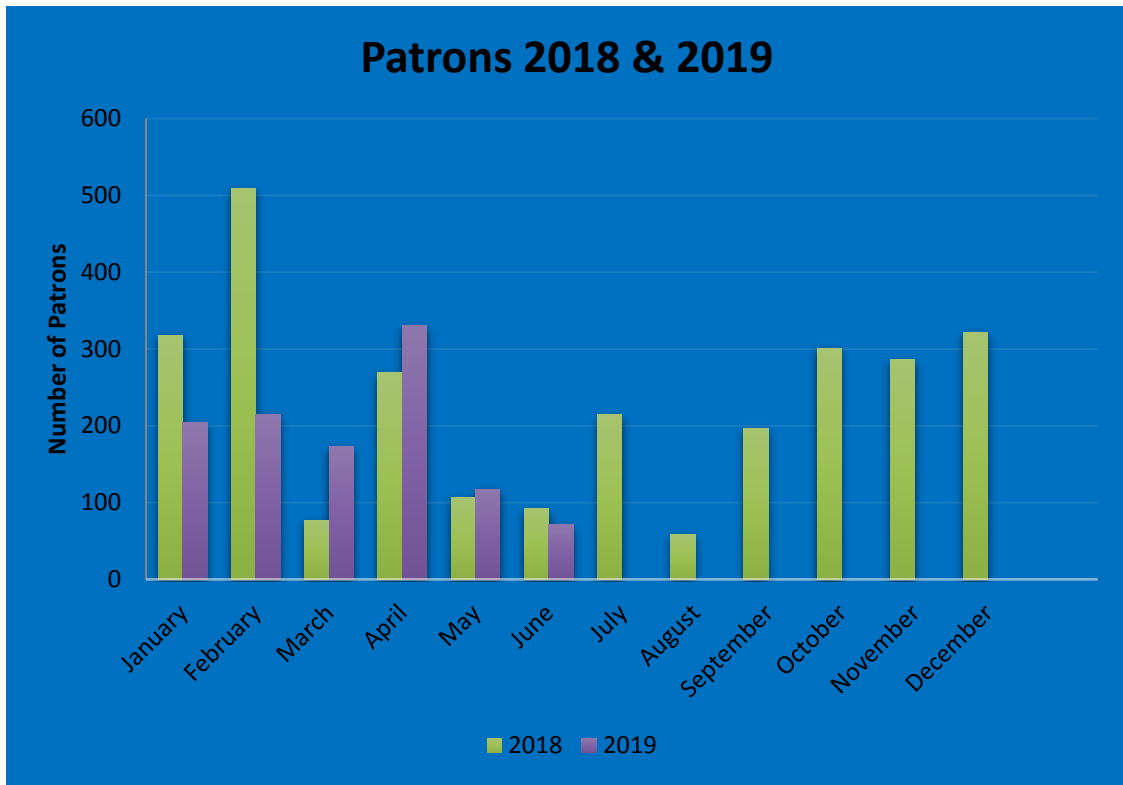
#### **CONTENT:**

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

<b>ACTIVITY</b>	<b>CUSTOMER VOL PER MONTH</b>
• Gymnasium	During Hours: 8 After Hours: 26
• Squash	
• Casual entry usage	5
• Kids usage	36
• Membership usage	30
• Merchandise sales	\$30.00
• Admission	\$16.50
• Refreshment sales	\$3.00

#### **Activities held this month:**

 No events were held this month but we did start preparation for the school holiday activities.



**RECOMMENDATION:**

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Acting Chief Executive Officer

Mr Harin Karra

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 24<sup>th</sup> July 2019

<b>TITLE:</b>	Library	<b>DOC REF:</b> Item I
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<b>REPORT BY:</b>	Sandra Capewell	<b>DATE:</b> 04/07/2019
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### CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

### PURPOSE:

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

### CONTENT:

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

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	120
Wi Fi	18
Number of new members - local	
Tourist Member	2

### LIBRARY ACTIVITIES

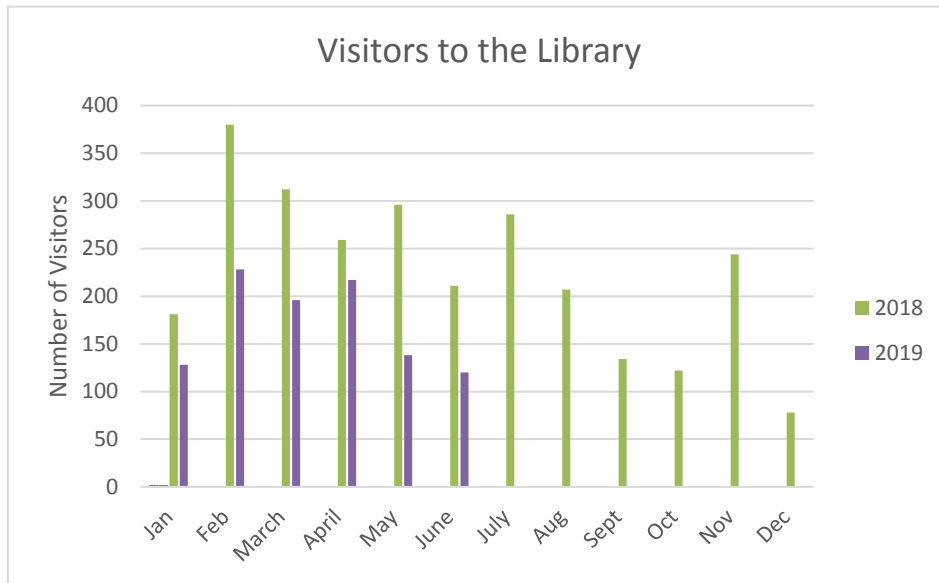
The Library has been a very busy place with children after school.

Printing is being carried out for both the Min Min Encounter and the Boulia Heritage Complex as handouts are being required for both venues with the influx of visitors to our town.

Our Wi Fi usage has continued this month mostly with our youth and younger kids. Several tourists have been using the Wifi and enjoying the library facility.

### VISITOR STATISTICS COMPARISON

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2018	181	380	312	259	296	211	286	207	134	122	244	78
2019	128	228	196	217	138	120						



**RECOMMENDATION:**

That Council receive the Library report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Acting Chief Executive Officer

Mr Harin Karra