

Boulia Shire Council



General Meeting

Tuesday 21st July 2020





BOULIA SHIRE COUNCIL

14th July 2020

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Tuesday 21st July 2020** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.7
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.21

DIRECTOR OF WORKS AND OPERATIONS

Item DWO1 Grants Work Status Summary Pg.25

Item DWO2 Request to Commence an Approved Inspection Program under the Animal Management (Cats and Dogs) Act 2008 Pg.28

INFORMATION REPORTS

(There are currently no Work Camp Reports due to Work Camp not yet having returned to Boulia following recent COVID-19 restrictions)

Item A NDRRA Flood Damage Works Department Pg.29

Item B Foreman, Road Maintenance and Utility Services Pg.30

Item C Foreman, Roads Maintenance and Construction Pg.35

Item D Rural Lands Protection Officer Pg.36

CHIEF EXECUTIVE OFFICER

Item CEO1 CEO Briefing for June 2020 Pg.37

Item CEO2 Action List Pg.39

Item CEO3 Adoption of the Boulia Shire Council Town Planning Scheme Pg.45

Item CEO4 Boulia Camel Races event proposal Pg.59

DIRECTOR OF CORPORATE SERVICES

Item DCS1 Director of Corporate Services Report Pg.62

Item DCS2 Stock to be Written Off Pg.67

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

COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report
Item CSM2 Policy Review

Pg.68
Pg.73

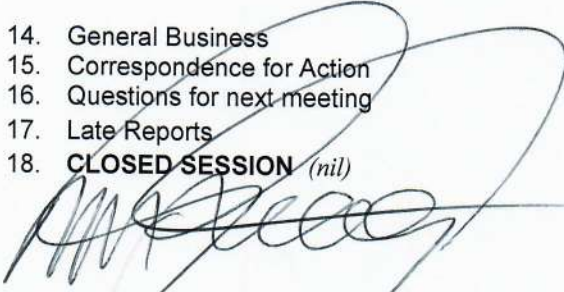
INFORMATION REPORTS

(There are currently no Boulia Heritage Complex Reports)

Item E Min Min Encounter
Item F Library
Item G Boulia Sports and Aquatic Centre
Item H Work Health and Safety

Pg.84
Pg.86
Pg.87
Pg.88

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


Mr Ray Geraghty
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.

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.

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BE ADDRESSED TO
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BOULIA SHIRE COUNCIL

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

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



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



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: -

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



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 19TH JUNE 2020
COMMENCING AT 9 AM**

Attendance:

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 9.00 am.

Mr Harin Karra and Mr Gordon Stumbris entered the meeting at 9.00 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2020/6.1 MINUTES OF THE MAY 2020 ORDINARY MEETING

Moved: Councillor Edgar Seconded: Councillor Neilson

That the minutes of the Ordinary Meeting held on 25th May 2020 be accepted.

Carried

**2020/6.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS –
JUNE 2020 ORDINARY MEETING OF COUNCIL**

Moved: Councillor Britton Seconded: Councillor Beauchamp

Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the June 2020 Ordinary Meeting of Council and resolved to handle the declaration as follows:

Mr Stumbris left the meeting at 10.04 am.

2020/6.6 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Beauchamp

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

Carried

2020/6.7 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Britton

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

Carried

2020/6.8 RURAL LANDS PROTECTION OFFICER MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Beauchamp

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

Carried

2020/6.9 2020-21 COVID WORKS FOR QUEENSLAND FUNDING

PURPOSE:

To obtain formal endorsement of the projects to be completed with 2020-21 COVID Works for Queensland funding.

Moved: Councillor Neilson Seconded: Councillor Edgar

That the list of projects, as presented in the 2020-21 COVID Works for Queensland funding report, be approved by Council.

Carried

2020/6.10 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM FUNDING

PURPOSE:

To seek approval of projects proposed for completion under the Local Roads and Community Infrastructure (LRCI) Program.

Moved: Councillor Norton **Seconded: Councillor Neilson**

That the list of projects, as presented in the Local Roads and Community Infrastructure Program funding report, be approved by Council.

Carried

2020/6.11 CLOSED MEETING AT 10.26 AM

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

Closed Session - Local Government Regulation 275
(e) contracts proposed to be made by it;

Carried

2020/6.12 OUT OF CLOSED SESSION AT 10.43 AM

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

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

Carried

The following recommendations were resolved from the closed session: 2020/6.13, 2020/6.14, 2020/6.15.

2020/6.13 TENDER T2019/20-15 GRAVEL CRUSHING AND STOCKPILE

PURPOSE:

To evaluate submissions received in Council's call for tenders under Tender T2019/20-15 Gravel Crushing and Stockpile.

Moved: Councillor Beauchamp **Seconded: Councillor Edgar**

That PE & GC Harris Road Contractors Pty Ltd be awarded as the successful tenderer for tender number T2019/20-15 Gravel Crushing and Stockpile.

Carried

2020/6.14 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 2020-21.

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

That Boulia Shire Council accepts the George Bourne & Associates Hourly Rates, Expenses & Capability Statement 2020/2021 as attached to the George Bourne & Associates Hourly Rates and Expenses Report for the 2020/2021 Financial Year.

Carried

Councillor Edgar declared a Material Personal Interest in the Item DWO Late Report: Panel of Prequalified Suppliers Plant Hire and Trades and Services – Tender T2019/20-11 due to being a Contractor to Council. In accordance with the resolution made under 2020/6.2, Councillor Edgar will stay in the room but not vote on the matter.

2020/6.15 PANEL OF PREQUALIFIED SUPPLIERS PLANT HIRE AND TRADES AND SERVICES – TENDER T2019/20-11

PURPOSE:

To provide a summary and a recommendation for the award of Tender T2019/20-11 Panel of Prequalified Suppliers Plant Hire and Trades and Services.

Moved: Councillor Neilson

Seconded: Councillor Norton

That Council, under Tender T2019/20-11 Panel of Prequalified Suppliers Plant Hire and Trades and Services, endorses the list of Prequalified Suppliers for Plant Hire and Trades and Services with a validity period of twelve (12) months with an option to extend for up to an additional twelve (12) months.

Carried

Mr Karra left the meeting at 10.43 am.

The meeting was adjourned for morning tea at 10.43 am.

Meeting resumed at 10.52 am.

2020/6.16 CEO BRIEFING FOR MAY 2020

PURPOSE:

To summarise activities from the CEO office and progress future options for the shire.

Moved: Councillor Britton

Seconded: Councillor Norton

That the May 2020 CEO report is received for information.

Carried

2020/6.17 ACTION LIST

PURPOSE:

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

Moved: Councillor Edgar

Seconded: Councillor Britton

That the updated Action List report be received for information.

Carried

2020/6.18 COUNCILLORS REMUNERATION REPORT INCLUDING EXPERIENCE LEVEL PAYMENTS

PURPOSE:

Council to consider remuneration levels for 2020-2021 financial year which will consider years of Local Government Experience as a qualifying factor. Review of remuneration is required by Chapter 8, Administration, Part 1 Councillors, Division 1 Councillor remuneration, (s.247[1-7], s.248 [1-4]) of the Local Government Regulation 2012.

Moved: Councillor Britton

Seconded: Councillor Beauchamp

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2020-2021 budget to be:

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

2. That CEO advise the Chair of the Tribunal of the new remuneration for 2020-21, via enquiries@lg.remunerationtribunal.qld.gov.au
3. That the 2020-2021 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$270,000 (excluding travel and accommodation costs).
4. Attendance at meetings by the Mayor, Deputy Mayor or Councillor is taken to be part of the normal remuneration paid and will not be compensated further by Council. Payment of expenses as per the Councillor Remuneration and Expenses Re-imbursement policy (Policy 111) will still apply.

Carried

Councillor Neilson declared a Conflict of Interest in the Item CEO5: Boulia Golf Club Rates due to being a non voting member of the Boulia Golf Club. In accordance with the resolution made under 2020/6.2, Councillor Neilson was able to participate, discuss and vote upon the matter.

2020/6.19 BOULIA GOLF CLUB RATES

PURPOSE:

To advise Council of the request to waiver the rates relating to the Boulia Golf Club.

Moved: Councillor Britton

Seconded: Councillor Edgar

1. That Council donate the amount of \$4,401.92 to the Boulia Golf Club as a donation towards the General Rates plus garbage services paid and payable for the 2019-2020 financial year on the basis that the association is a volunteer association responsible for providing a recreational facility.
2. That the CEO write to the Golf Club and advise them of the outcome.
3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2019/2020 financial year. Notation to be made in the rates system for future records.

Carried

2020/6.20 COMMUNITY SERVICES MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Norton

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

Carried

2020/6.21 MIN MIN ENCOUNTER MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Neilson

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

Carried

2020/6.22 LIBRARY MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp

Seconded: Councillor Edgar

That Council receive the Library May 2020 report for information.

Carried

2020/6.23 BOULIA SPORTS AND AQUATIC CENTRE MAY 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Neilson

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

Carried

2020/6.24 WORK HEALTH AND SAFETY MAY 2020 INFORMATION REPORT

PURPOSE:

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

Moved: Councillor Norton

Seconded: Councillor Britton

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

Carried

At the Ordinary Meeting of Council on the 25th May 2020, Council acknowledged and endorsed that the relief for the CEO leave in July 2020 was to be sourced through an external provider (resolution number 2020/5.27). A suitable candidate for the relief position has been identified and, further to s195 of the Local Government Act 2009, the following resolution of Council seeks to formally acknowledge this appointment.

2020/6.25

Moved: Councillor Britton

Seconded: Councillor Neilson

That Council endorse the appointment of Mr Raymond Geraghty within the role of Acting Chief Executive Officer from the 6th July 2020 to 31st July 2020.

Carried

Meeting adjourned for lunch at 11.58 am.
Meeting resumed at 12.30 pm.

Mrs Kaylene Sloman entered the meeting at 12.30 pm.
Mrs Sloman left the meeting at 12.55 pm.

2020/6.26 MANAGER CORPORATE & FINANCIAL SERVICES MAY 2020 REPORT

PURPOSE:
Financial Summary as at 31st May 2020.

Moved: Councillor Britton **Seconded:** Councillor Beauchamp
That the Manager of Corporate & Financial Services May 2020 Report be received for information.

Carried

2020/6.27 CLOSED MEETING AT 12.56 PM

Moved: Councillor Britton **Seconded:** Councillor Neilson
Closed Session - Local Government Regulation 275
(b) industrial matters affecting employees; or
(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

2020/6.28 OUT OF CLOSED SESSION AT 2.02 PM

Moved: Councillor Edgar **Seconded:** Councillor Norton
It was resolved Council move out of the closed meeting, and adopt the recommendations discussed in closed committee.

Carried

Ms Moore left the meeting at 1.55 pm.

The following recommendations were resolved from the closed session: 2020/6.29, 2020/6.30, 2020/6.31, 2020/6.32.

2020/6.29 DIRECTOR CORPORATE SERVICES CONTRACT

PURPOSE:
To advise Council of the new restructured position of Director of Corporate Services (DCS) the associated contract and remuneration (Internal restructure).

Moved: Councillor Britton **Seconded:** Councillor Edgar
1. That the new contract as discussed be accepted and the Director of Corporate Services contract be offered to Kaylene Sloman.
2. That future training requests be supported under the Study Policy.

Carried

2020/6.30 HARIN KARRA – RENEWAL OF CONTRACT AND PERFORMANCE REVIEW

PURPOSE:

To advise Council of the outcome of the Performance Review and the new contract and remuneration review completed for Director of Works and Operations.

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

1. That the new contract as discussed be accepted and the Director of Works and Operations contract be issued for a further 3 years.
2. That future training requests be supported under the Study Policy.

Carried

2020/6.31 CEO CONTRACT

PURPOSE:

To discuss the intention for Council to continue or not to continue the contract of the CEO and the terms of the contract including remuneration and performance parameters for the following twelve months.

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

That Council support the recommendation that:

1. the CEO contract be extended for a further term of 3 years to 30th June 2023.
2. that the base salary be increased by the CPI increase as discussed.

Carried

2020/6.32 REVIEW OF ORGANISATIONAL STRUCTURE

PURPOSE:

To present to Council a review of the organisation structure with proposed changes to the positions within the Council office structure.

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

That Council subject to the following changes

- the Workplace Health and Safety and Risk Management Officer to report directly to the Chief Executive Officer
- the Community Services Manager to report directly to the Chief Executive Officer

the proposed organisational structure for 2020-2021, which incorporates the changes as listed in the Organisation Chart and the associated changes to the reporting structure, be adopted.

Carried

Meeting Closure

The Mayor closed the meeting at 2.16 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 BUDGET MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 3RD JULY 2020
COMMENCING AT 1 PM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 1.08 pm.

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.

The Mayor presented the 2020/2021 budget for adoption and acknowledged the efforts of the CEO, Director of Corporate Services and Council staff in the successful collation of the Budget and the excellent results achieved in Council's transition over to the new financial operating system.

In addition, the Mayor also acknowledged the positive works being able to be achieved thanks to Council's numerous regional partnerships.

2020/B7.1 MAYOR'S BUDGET MEETING REPORT 2020-2021

Moved: Councillor Neilson Seconded: Councillor Norton

That the Mayor's Budget Meeting Report 2020-2021 be received.

Carried

2020/B7.2 REVENUE STATEMENT

Moved: Councillor Edgar ; **Seconded:** Councillor Beauchamp

That in accordance with Section 169(2)(b) of the Local Government Regulation 2012, the 2020/2021 Bouliia Shire Revenue Statement be hereby adopted.

Carried

2020/B7.3 REVENUE POLICY

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

That in accordance with Section 169(2)(c) of the Local Government Regulation 2012, the 2020/2021 Bouliia Shire Council Revenue Policy - Policy 109 Revenue – 2020/21 be hereby adopted.

Carried

2020/B7.4 POLICY RENEWAL

Moved: Councillor Beauchamp **Seconded:** Councillor Edgar

That:

- Policy 101 - Purchasing and Acquisition Policy
- Policy 102 - Advertising Spending Policy
- Policy 110 - Internal Audit Policy
- Policy 111 - Councillor Expenses Re-imbusement Policy
- Policy 119 - Investment Policy
- Policy 121 - Confidentiality (Use of Information) Procedure Policy
- Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines)
- Policy 127 - Complaints Management Policy and Process
- Policy 129 - Councillor Code of Conduct
- Policy 130 - Dealing with a complaint involving a Public official (CEO)
- Policy 139 - Related Party Disclosure Policy
- Policy 145 - Community Facilities Hire

as presented at the Budget Meeting on 3rd July 2020, be adopted by Council.

Carried

2020/B7.5 LONG TERM FINANCIAL FORECAST

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

That in accordance with Section 169(2)(a) of the Local Government Regulation 2012, the 2020/2021 Bouliia Shire Council Long Term Financial Forecast - 2020/30 be hereby adopted.

Carried

2020/B7.6 DIFFERENTIAL GENERAL RATE CATEGORIES

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

That pursuant to s80 of the Local Government Regulation 2012, Bouliia 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 2020/2021 financial year as set out in Council's Revenue Statement 2020/2021.

Carried

2020/B7.7 UTILITY CHARGES - CLEANSING

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

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 2020/2021.

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

2020/B7.8 UTILITY CHARGES - SEWERAGE

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

That in accordance with s94 of the Local Government Act 2009 and s99 Local Government Regulations 2012 cleansing charges for the 2020/2021 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 2020/2021.

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

2020/B7.9 UTILITY CHARGES - BOULIA AND URANDANGI WATER SCHEMES

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

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 2020/2021 according to Council's Revenue Statement 2020/2021.

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

2020/B7.10 INTEREST

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

That in accordance with s133 of the Local Government Regulation 2012 a charge of 8.53 percent compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue.

Carried

2020/B7.11 DISCOUNT

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

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

2020/B7.12 DROUGHT DECLARATION IN DISTRICT

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

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 22nd December and 22nd 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

2020/B7.13 COUNCIL PENSIONER RATE REMISSION

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

That in accordance with s121 & 122 of the Local Government Regulation 2012 Council will not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangi and that Council offers a 30% subsidy on all services (except the fire levy) to pensioners who reside in their own premises within the townships of Boulia and Urandangi. 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

2020/B7.14 FEES AND CHARGES

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

That in accordance with s97 of the Local Government Act 2009, the 2020/2021 Fees and Charges as presented at the Boulia Shire Council Budget Meeting 2020/2021 be hereby adopted.

Carried

2020/B7.15 ANNUAL OPERATIONAL PLAN AND BUDGET FOR 2020/2021

Moved: Councillor Edgar **Seconded: Councillor Beauchamp**

1. That in accordance with s174 of the Local Government Regulation 2012, the Annual Operational Plan for the year ended 30th June 2021 as presented at the Boulia Shire Council Budget Meeting 2020/2021 be hereby adopted.
2. That the Council adopt the proposed 2020-2021 Budget.
3. That the Operational Plan 2020-2021 and the Annual Budget 2020-2021 be displayed on the Council website.
4. That the actions and deliverables from the 2020-2021 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

Councillor Neilson left the meeting at 2.54 pm.

2020/B7.16 RATES CAPPING

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

That pursuant to section 116 of the Local Government Regulation 2012, the amount of 6% capping on the general rate for rural properties be applied for the 2020/21 financial year.

Carried

2020/B7.17 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 Beauchamp **Seconded:** Councillor Edgar

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

Mrs Sloman left the meeting at 3.24 pm.

Meeting Closure

The Mayor closed the meeting at 3.39 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'.



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Engineering Services Report – News brief for June 2020	DOC REF: Item E1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 09/07/2020
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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

Mon 22nd – Fri 26th June Matt Bitumen Seals, Flood Damage Pickup March 2018 Event

2. Flood Damage Works

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

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

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

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are completed. Emergency works submission Draft: 001588 is in MARS portal to be lodged, pending addition of financial information and supporting evidence. REPA pickup has been completed on Donohue Highway only. REPA submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field Assessment completed on 8th May. Submission has been approved by QRA for value of \$450,999.46. Scope of works transfer into Asset Edge Recover system in progress.

3. Other

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 – Stage 6)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Works sealed to the Georgina Bridge.

2	206.5 – 213.5 (Kellys Ck end – Stage 5)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Pegging early May. CH clearance pending.
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete.
4	233-238,6 (Ridges – Stage 4)	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 and Pituri to Kellys Ck).

Work has commenced on Stage 6 (Package 2). Double/Double seals on this section were completed in early December 2019. Works from the Georgina Bridge to CH 116.5 to commence in July to August.

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

Request for Tender for Concrete Works (Concrete Culverts and Grids), All Services Bitumen (Vendor Panel) and Cover Aggregate were released in early September 2019. All tenders closed on 27th September and 4th of October (Concrete) 2019. Tenders awarded to Central Hire and Contracting Pty Ltd (Concrete), Boral Resources (QLD) Pty Ltd (All Services Bitumen) and PE & GC Harris (Aggregate). Extension of time granted to Central Hire extending practical completion date to the end of December 2020.

Concrete works on Outback Way to commence July 2020. Prestart meeting held on 26th June 2020.

Reseals on Outback Way CH 36-46, Urandangi North Rd CH 0-9.1 and CH 86.95 – 93.0 have been completed in late November - Early December 2019. Urandangi Truck pad and the Urandangi airport entrance were also resealed. Remaining truck pads and Mulligan Street were resealed in June 2020.

Works has commenced on Outback Way stage 5 Ch 206.45 – 211.45(5 Km), estimated completion mid/late of July 2020, with bitumen seal to follow. CH Assessment in progress.

4. DTMR Contracts

CN-13210 has been received for pavement rehabilitation and widening on the Boulia – Dajarra Rd (93E). Works include pulverising the existing seal and widening the seal to 6m from Chainage 2.880 to 5.070. Estimate amended. Job Management Plan completed.

Top Limestone Creek CN - 12317 estimate completed. Works include upgrading Top Limestone Creek Floodway (CH 45.56 – 45.732Km Boulia Dajarra 93E) from 3 cell x 750mm concrete pipes to 5 cell (2400x1800) concrete box culverts. Works also include pavement works on approaches/departures, bitumen sealing and concrete batter protection. Job Management Plan completed. Survey set out completed. Works commenced, sealing late July 2020.

Batter slope management works estimate completed. Slope at chainage 122.94 – 123.11 on Dajarra – Mt Isa Rd 93F requires some rock removed as identified by a DTMR slope survey. Job Management Plan completed. Traffic Guidance Schemes completed. Works completed.

CN-13645 Disaster Recovery Funding Arrangements 19J flood damage delivery contract draft estimate completed (Bedourie – Boulia Rd). Job Management Plan completed.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated, pickup of Marion Downs on Boulia - Bedourie Rd completed. RADAR assessment and additional photo upload completed.

CN-13750 (Bedourie - Boulia Rd, Marion Downs) Supply of Type 4, WQ35 Compliant Pavement Material and Supply of Concrete estimate and tender return completed.

5. Asset Mapping/Register

Templates for pickup of grids and signs details in progress. Site inspections commencing late 13th July, approximately 2 weeks will be required.

6. Depot Drainage

Design drawings in progress.

7. Industrial Subdivision

Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting response and Works Request Number to progress underground electrical connect design plans. Sewer Designs in progress.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News brief for June 2020 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Acting Chief Executive Officer

Mr Ray Geraghty

Boulia Shire Council

Flood Damage Events - Detailed Summary (09/07/2020)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Total Expenditure to Date	Comments
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works completed. Acquittal in progress.
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Approved, works commenced.
DRAFT: 001588	Jan/Feb 2020	Emergency Works				Works completed. EW submission In MARS, pending financial info/supporting evidence and lodgement.
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Grants Work Status Summary – June 2020	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 08/07/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

COVID W4Q - COVID Works for Queensland

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program

(Dept of Infrastructure and Regional Development – Federal funding)

DCP Ext. - Drought Communities Programme - Extension

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

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

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

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Acting Chief Executive Officer

Mr Ray Geraghty

Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at 8 July 2020

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1	Urandangi clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -		\$50,000	30-Jun-19	New list received for the maintenance.
2	Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought \$572,900		\$7,200	\$580,100	30-Dec-19	Skirting to be installed on entrance side with the landscaping.
3	Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will commence after Industrial subdivision completed. Early 2021.
4	Boulia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	\$ 994,800		\$ 994,800	3-May-21	Approval received for the extension of time. Earthworks will resume towards end of the year (December 2020).
5	Urandangi Water Tanks Relining & Hydrosmart Installation	Urandangi Water Tanks Relining and Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ 253,000.00	30-Jun-21	Contractor will commence work on July 20th 2020.
6	Security Cameras & Installation	Upgrade the security systems at Library, Sports Centre, Administration Office. New system installation at Heritage Complex and Dump.	LGGSP	\$ 77,467	\$ -	\$ 77,467.00	30-Jun-21	Yet to commence.
Boulia Town Infrastructure Upgrade								
	W4QR301	2019-21	W4Q R3	\$ 520,000	-	\$ 520,000.00	30-Jun-21	
7	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$ 100,000				New certificate received. New trough has been delivered. Hay feeders will be purchased.
8	Cement Shed and fencing @ Industrial Precent	Install new cement shed and fencing at the new industrial yard.		\$ 100,000				Yet to commence.
9	Earth Bund around the General Waste Pit	Construct earth bund around general waste pit.		\$ 20,000				Variation approved. Project yet to commence.
10	Amenities Refurbishment (Sports Centre)	Male and Female Toilets Refurbishment		\$ 170,000				In progress to ordering material.
11	Depot upgrade	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 60,000				Design commenced.
12	Double Garages	Install new Garages at 56 Moonah St and 35 Wills St		\$ 60,000				90% work completed.
13	Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$ 10,000				Jail house has been relocated. Concrete slab completed and relocated wool wagon. Landscape to be completed.

Boulia Shire Council Projects / Grants Update Register

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
	Boulia Town Water Infrastructure Upgrade	W4QR302 2019-21	W4Q R3	\$ 180,000	-	\$ 180,000.00	30-Jun-21	
14	Hydrosmart @ SES Bore	Install water softener to the water main.		\$ 30,000				Order yet to be sent.
15	Water Meter	Install new smart water meters for the businesses.		\$ 30,000				Working through RAPADWSA group.
16	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, drainage system, cover the pump for the water splashing, electronic key system to use.		\$ 120,000				Yet to commence.
	Urundangi Town Infrastructure Upgrade	W4QR303 2019-21	W4Q R3	\$ 130,000	-	\$ 130,000.00	30-Jun-21	
17	Urundangi Park Upgrade	Install new play equipment.		\$ 50,000				Procurement commenced.
18	Fuel setup for Urundangi	New self bunded fuel storage and fuel management system. Current setup does not comply with WHS and EPA standards.		\$ 80,000				In-progress. Procurement commenced.
	Boulia Shire Road Network Upgrade Signage & Weed Control	W4QR304 2019-21	W4Q R3	\$ 200,000	-	\$ 200,000.00	30-Jun-21	
19	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$ 100,000				Field audit has commenced. Report will be completed by end of August 2020.
20	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding.		\$ 100,000				80% work completed.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Request to Commence an Approved Inspection Program under the Animal Management (Cats and Dogs) Act 2008	DOC REF: Item DWO2
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 14/07/2020
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.1: Well managed

4.1.3: Provide a safe and pleasant environment for families to live and work

PURPOSE:

This report seeks Council's support in commencing an Approved Inspection Program under the *Animal Management (Cats and Dogs) Act 2008*, to monitor compliance in regards to outstanding dog registrations.

CONTENT:

Responsible pet ownership lies in the best interests of the animal, the owner, the community and the environment in general. The registration of dogs is part of this process.

Under the *Animal Management (Cats and Dogs) Act 2008*, dogs must be registered with a relevant local government authority from 12 weeks of age. Within the Boulia Shire, following initial registration, annual dog registration notices are then issued in July each year (unless the owner has opted for lifetime registration), with fees being payable in accordance with Council's fees and charges and subject to the number and type of animal the resident owns.

To aid with the registration process, it is proposed that an annual Systematic Inspection Program (an approved inspection program) be implemented within the Boulia Shire. Council approval of an inspection program will enable an authorised person to enter a place to monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* or an aspect of this Act.

Upon commencement of the Program, Council's authorised Officer/s will undertake regular inspections of properties where outstanding registration is payable. Where the customer pays the outstanding registration, no Infringement Notice will be issued however failure to pay outstanding registration will result in an Infringement.

Should Council support the recommendation, it is proposed that the Approved Inspection Program start on the 3rd August 2020 and finish on the 30th October 2020. Relevant advertising, in accordance with the requirements of the *Animal Management (Cats and Dogs) Act 2008*, will be carried out prior to the program commencement.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

The Approved Inspection Program will be carried out in accordance with Sections 113 and 114 of the *Animal Management (Cats and Dogs) Act 2008*.

RECOMMENDATION:

That Council, under Section 113 of the *Animal Management (Cats and Dogs) Act 2008*, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.

ATTACHMENTS: Nil

Reviewed and Approved by Acting Chief Executive Officer

Mr Ray Geraghty

BOULIA SHIRE COUNCIL
Report for Ordinary Meeting held on 21st July 2020

TITLE:	NDRRA Flood Damage Works Department June 2020 Report	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 06/07/2020
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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 Boulia Shire Council Contractors.

CONTENT:

New Road Construction - (Toby Harris Crew) Outback Way Pave/Seal, Ch 206.44 to Ch 211.50 (five kilometres). Project consists of five major components:

No 1. Sidetrack Construction (completed for entire 5 kms)

No 2. Ground Surface Treatment (Subgrade, also fully completed for 5 kms)

No 3. Gravel Haulage (2.5 kms, hauled to site, balance to be delivered between 7/7/2020 to 12/7/2020, this will finalise all gravel to site)

No 4. Unbound Pavement (commenced work on Tuesday 7th July 2020. Expected duration 15 working days, finish around 25/7/2020)

No 5. Sealing Date - tentative date 31/7/2020

Mixed Crew - Our Mixed Crew are currently working on March 2019 Flood Damage Event on the Donohue Highway sealed section (from the Boomerang to Georgina River Bridge Ch 114.0). We are also incorporating the Jan 2020 REPA works onto our Works Schedule. Works are progressing well, both REPA events are within budget allocations.

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 June 2020 report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Acting Chief Executive Officer	Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Foreman, Road Maintenance and Utility Services June 2020 report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 14/07/2020
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<p>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</p>

<p>PURPOSE: To inform Council of the current utilisation and activities of the Town Department.</p>

<p>CONTENT: All Shire roads were open for the month of June with the COVID-19 Restrictions of Essential Travel only in place.</p>

<u>June 2020</u>	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	30			30
DAJARRA - MT ISA RD	30			30
BOULIA - WINTON RD	30			30
BOULIA - BEDOURIE RD	30			30
BOULIA - QLD BORDER RD	30			30
QLD BORDER - ALICE SPRINGS RD	30			30
URANDANGI SOUTH RD	30			30
URANDANGI NORTH RD	30			30
TOOLEBUC RD	30			30
COORABULKA RD	30			30
SLASHERS CREEK RD	30			30
SPRINGVALE RD	30			30
SELWYN RD	30			30

Race Course:

Arena and grounds	<p>All bookings for the Racecourse have been cancelled for the foreseeable future this will be reviewed in September however general maintenance of the grounds will be kept ongoing as per usual.</p> <p>The Organic Certified Spelling Facilities have been used locally this month.</p>
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Town water testing and Depot maintenance:

Chlorine level testing	Chlorine levels are low due to reduced water usage.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.
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Signage	RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently still working on the Boulia – Dajarra section completing signage, edge repair and heavy shoulder grading.
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> <ul style="list-style-type: none"> • 1st June – Town Entrances & Footpath • 2nd June – Clinic & Sports Centre • 3rd June – Footpaths • 9th June – Sports Centre & Post Office • 10th June – Community Resident Yard (Work Camp Approved Assistance) & Footpaths • 11th June – Oval & SES • 12th June – Church & Footpaths • 15th June – Robinson Park & Medium Strips • 16th June – Stonehouse • 18th June – Footpaths & Robinson Park • 23rd June – Sports Centre & Footpaths • 24th June – Airport & Footpaths • 29th June – Main Office, Post Office, Airport & Footpaths • 20th June – Medium Strip & Robinson Park

Town Entrances:

Three Mile Campground	The area has been maintained with general maintenance with regular slashing and whipper snipping. There has been an increase in campers this month.
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RMPC/Works crew:

Due to time limits we have utilised the Contractors along with our Council staff to complete urgent RMPC tasks before the end of June.

Jim's Crew and the RMPC Crew are still working on the Boulia – Mount Isa Road in the Barcardine section (93E) working towards completing Heavy Shoulder Grading, Edge Repairs and Signage. Anthony Britton is currently working on Dajarra/Mount Isa Road cleaning and repairing grids with Peter Hindom.

This month 1 operator, 2 trucks, bobcat, trailer and attachments were hired by Diamantina Shire Council to complete surface correction on their roads.

RMPC Budget	Boulia Shire RMPC Defects			
	June 2020 Total Defects 566			
	Road	Funded	Safety Defects (Unfunded)	Total
	93D Bedourie - Boulia	13	50	63
	93E Boulia - Dajarra	48	51	99
93F Dajarra - Mount Isa	216	116	332	
99D Winton - Boulia	29	43	72	

Urandangi:

Urandangi	<p>Regular Council services continued over the month of June (mowing, whipper snipping, rubbish collection etc.)</p> <p>Border Control was still in place at Urandangi with the Police and Australian Defence Force located in the township throughout June. The Australian Defence Force have now vacated. Town is being policed by two Officers from Dajarra.</p>
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Water and Sewerage:

Boulia Township

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

Urandangi Township

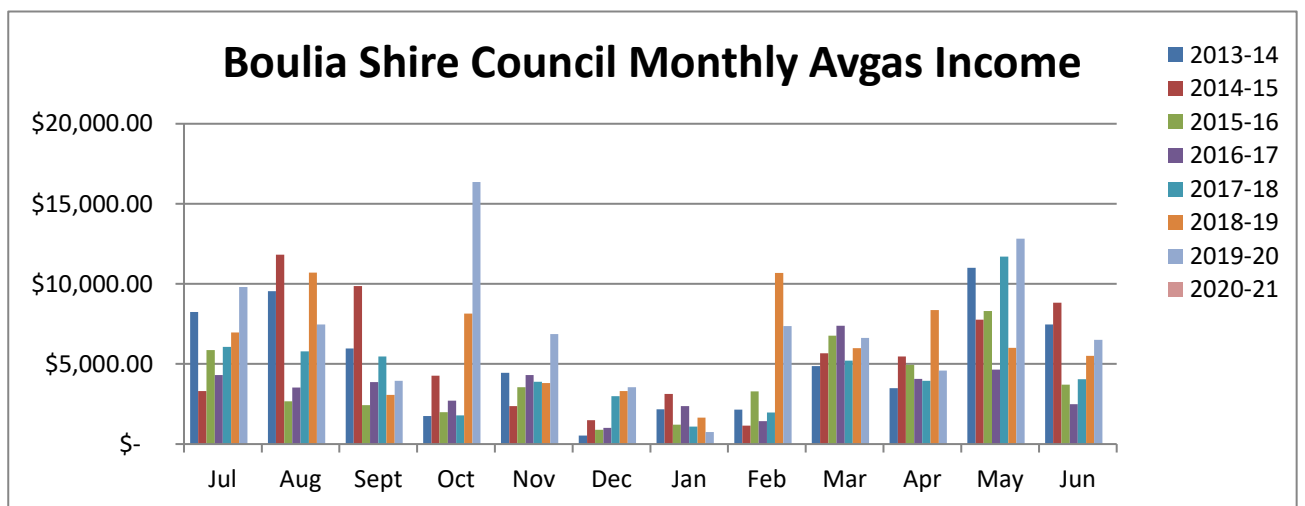
Call outs – water	1 – Solar bore pump replaced 7 th June.
Call outs – sewer	Nil
Broken mains	Nil

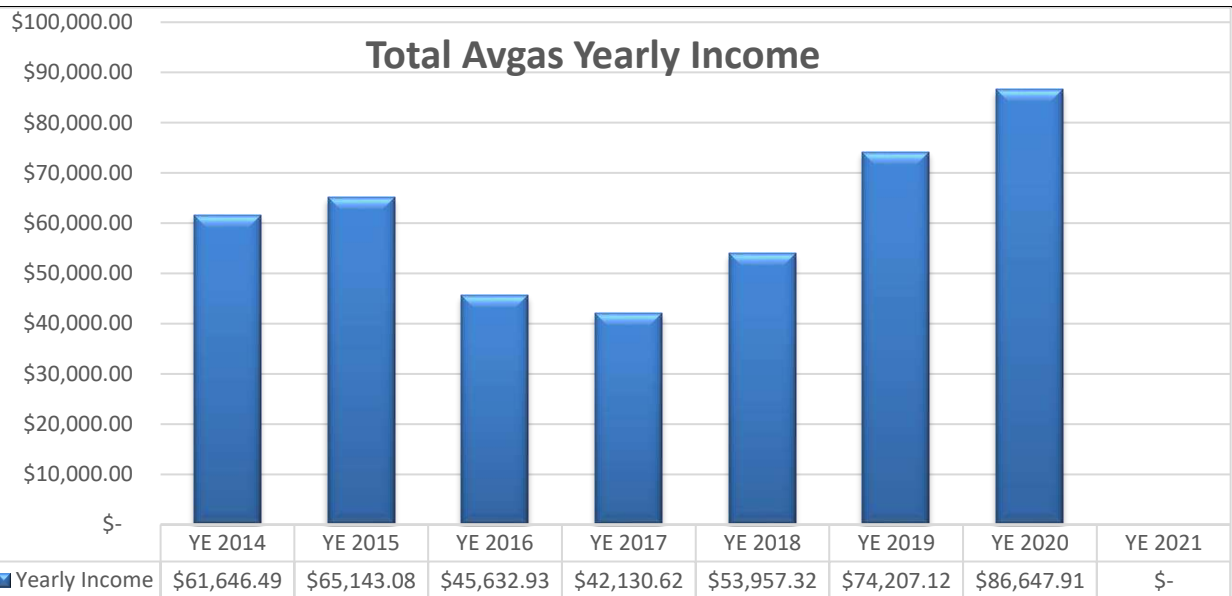
Boulia Airport activity:

Number of call outs: RFDS	Nil
Fuel re-supply	13 in total, 6 of which were after hours

Concrete Usage: 268.6 m³ (Feb to end June)

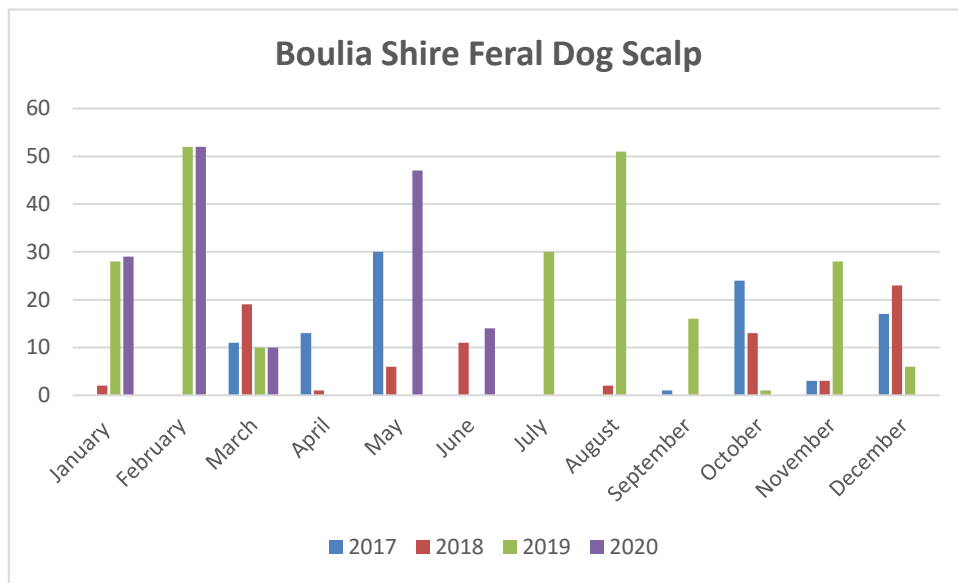
Concrete used on Council Jobs	158.7 m ³
Concrete used on Private Jobs	109.9 m ³

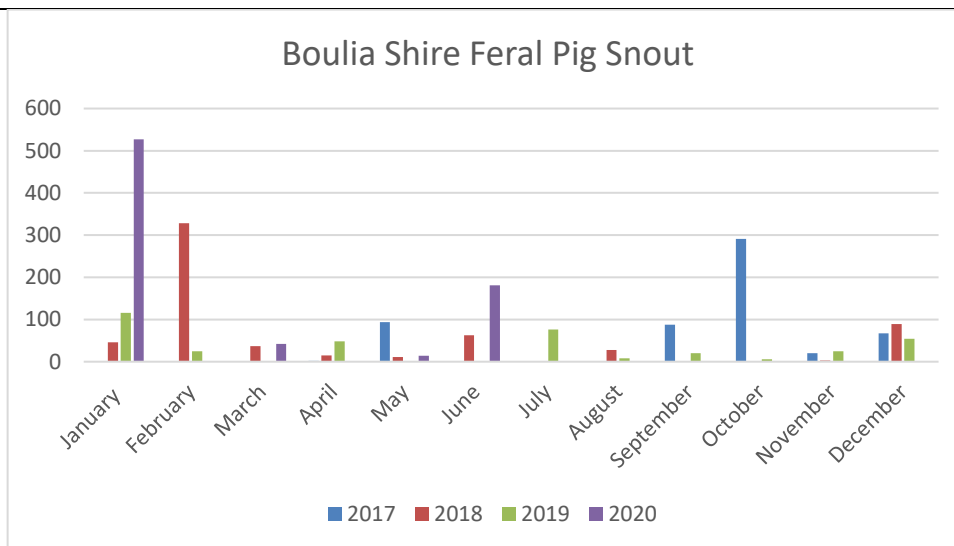




Boulia Feral Animal Bounty Claims:

Feral Pigs	181
Feral Dogs	14





Metro Count Data:

June 2020 and Year 2019/2020 Metro Count Data						
Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
June 2020	Burke St (Pool)	Bouliia	88	2546	94	3.7
	Coorabulka Rd	Ch 1.20km	18	510	59	11.6
	Donohue Hwy	Ch 2.50km	32	931	201	21.6
	Donohue Hwy	Ch 201.00km (Kelley's Ck)	13	380	56	14.7
	Headingly Rd	Ch 24.64km (Toby Ck)	14	393	63	16.0
	Selwyn Rd	Ch 2.50km	19	559	68	12.2
	Toolebuc Rd	Ch 0.10km	5	139	15	10.8
	Urandangi North Rd	Ch 0.04km	17	491	53	10.8
<i>Faulty unit</i>	Urandangi Border Rd	Ch 9.22km				
	Urandangi South Rd					

Year	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
2019/2020	Burke St (Pool)	Bouliia	108	39592	857	2.2
	Coorabulka Rd	Ch 1.20km	16	5998	581	9.7
	Donohue Hwy	Ch 2.50km	35	12609	1935	15.3
	Donohue Hwy	Ch 201.00km (Kelley's Ck)	14	5128	686	13.4
	Headingly Rd	Ch 24.64km (Toby Ck)	10	3646	341	9.4
	Selwyn Rd	Ch 2.50km	19	6877	457	6.6
	Toolebuc Rd	Ch 0.10km	6	2320	319	13.8
	Urandangi North Rd	Ch 0.04km	16	5948	389	6.5
Faulty Unit	Urandangi Border Rd	Ch 9.22km	4	1438	56	3.9
	Urandangi South Rd			0	0	

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Acting Chief Executive Officer

Mr Ray Geraghty

BOULIA SHIRE COUNCIL





Report for Ordinary Meeting held on 21st July 2020

TITLE:	Foreman Roads Maintenance and Construction June 2020 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 06/07/2020
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<p>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</p>

<p>PURPOSE: 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>CONTENT: Current and upcoming projects are as follows:</p> <ul style="list-style-type: none"> • Crew at present are continuing working towards completing RMPC defects on the Boulia – Mount Isa Road. They are currently working in the Boulia – Barcardine section doing heavy shoulder grading, this project has been ongoing whilst working on other tasks. • Completed the pouring of the base slabs for the culverts on the lower Limestone Project. Next task will be the placing of the culverts and to continue pouring margins and batter slopes. When this is completed Council Crew will do stabilisation on top course ready for seal. • With the crew working at completing outstanding RMPC tasks, the Upper Limestone Project works and other various tasks, the work on the Donohue Highway is yet to commence but still planned for later in the year. • Currently in the final stages of employing a MC Truck driver & Plant Operator. These 2 positions will be filled and new staff commence work by end of June. <div style="display: flex; justify-content: space-around; margin-top: 10px;">     </div> <p style="text-align: center; margin-top: 10px;"><i>Roadworks being carried out on Upper Limestone Crossing.</i></p>
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<p>CONSULTATION: DWO as required. GBA as Project Officers on RMPC work.</p>
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<p>GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.</p>

<p>RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction June 2020 Report for information.</p>
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Reviewed by Director of Works and Operations	Mr Harin Karra
Approved by Acting Chief Executive Officer	Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Rural Lands Protection Officer June 2020 Report	DOC REF: Item D
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 06/07/2020
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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:**

The month was spent doing weed spraying and animal control.

TOWN COMMON:

The feed and what stock there is, are all looking good.

PONY CLUB PADDOCK:

Replacement/realignment of the road fence: waiting for Work Camp to return so they can do the job.

DOMESTIC ANIMAL CONTROL:

There were five dogs in the pound at the start of the month. Three were reclaimed by their owner. The other two were taken to Mt Isa and a group called Eavings Rescue will be taking the dogs to Brisbane for rehoming.

CWRPM (TECH GROUP)

There has been no news about when the spraying of the Sticky Florestina will take place once the restrictions to do with COVID-19 are finished.

WEED SPRAYING SHIRE ROADS:

I have done some weed spraying along the Donohue Highway, approx 75k both sides of the road.

RMPC:

RMPC weed spraying: I have finished spraying both sides of the Boulia to Mt Isa Rd from Ardmore Boundary to the Mt Isa Boundary.

GRAVEL/BURROW PITS:

I will be doing more weed control on pits that I have already done, some poisoning of pest weeds and some spraying in other pits.

STOCK ROUTE:

There have been no inquires for travel permits and no news about any Capital Funding for the 2020/2021 financial year.

1080 BAITING:

There has been some feedback from property owners/managers that baited in the first round. They have noticed a lack of fresh dog tracks since they baited.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Acting Chief Executive Officer

Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	CEO Briefing for June 2020	DOC REF: Item CEO1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 02/07/2020
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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:**Regional Community Precinct (Hub)**

Project design is being finalised however this project will be handled as a 'shovel ready' project until further funding opportunities become available.

Town Planning Scheme

The Town Planning Scheme approval has been received from Minister Cameron Dick and the report for Council to adopt is included in this months meeting. Formal notification and advertising of the commencement date will occur after the adoption.

CEO Meetings

I have deliberately not listed these as many are COVID-19 related. However, the regular ManEx meetings are still taking place as these are a vehicle to progress our other projects of which there are many still moving forward. Local Disaster Management meetings have been cancelled from the weekly meetings until further notice. The status has now been changed to 'Lean Forward'. District Disaster meetings are still being held weekly along with meetings with COW's, and LGMA CEO groups.

Disaster Management - Review of capability at district and local level

Council recently received correspondence (letter attached to this report) from the Inspector-General Emergency Management regarding the completed *Review of capability at district and local level* within the Mount Isa Disaster District. A copy of the review report titled *Review of capability at a local and district level - Mount Isa disaster district: Boulia* has been provided to Council and, in accordance with the 'sensitive' status issued on the document, has been loaded into the Councillor Bigtinan Hub for Councillor viewing. Overall, we are said to be 'well placed' in terms of the district's capability to deliver key outcomes and fulfil functions of the *Standard for Disaster Management in Queensland* and the *Disaster Management Act 2003*.

CEO Annual Leave

I will be taking leave from 6th July up to and including 27th July then attending a meeting in Longreach in relation to RAPAD projects for water infrastructure. Ray Geraghty will be Acting CEO during this period as both the Director of Works and Operations and the Director of Corporate Services have very high workloads during this period which is not expected to ease any time soon.

ATTACHMENTS: Letter from Inspector-General Emergency Management

RECOMMENDATION:

That the June 2020 CEO report is received for information

Chief Executive Officer

Ms Lynn Moore

File No:
Ref No: 01993-2020
Your Ref:



25 June 2020

**Inspector-General
Emergency Management**

Councillor Eric Britton
Mayor
Boulia Shire Council
18 Herbert Street
BOULIA QLD 4829

Dear Mayor Britton,

Eric

The Office of the Inspector-General Emergency Management has completed the *Review of capability at district and local level* within the Mount Isa Disaster District following recent engagement with Ms Lynn Moore. I attach a copy of the review report relating to your local government and disaster management group. Overall, the review found the district's capability to deliver key outcomes of the *Standard for Disaster Management in Queensland* and to fulfil functions under the *Disaster Management Act 2003* is 'well placed'.

I have also written to the District Disaster Coordinator with a district report, with a copy of the report for your local disaster management group. I encourage the district disaster management group and the local disaster management group to work together in considering these reports and implementing any continuous improvement strategy.

Separately, I am writing to all local disaster management group chairs about this year's disaster management plan assessment process. In view of this capability review, I am not including local governments in the Mount Isa Disaster District and the district group itself in this process.

If you or your team would like to discuss any aspects of the review further, please contact Mike Shapland, Executive Director, Assurance and Evaluation by telephone on (07) 3029 8805 or email Michael.Shapland@igem.qld.gov.au.

Yours sincerely



Alistair Dawson APM
Inspector-General Emergency Management

CC: Ms Lynn Moore, CEO/LDC, Boulia Shire Council

Boulia Shire Council Action List				
DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 18th April 2018				
22/8/2018		Cllr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	23/06/2020 This has been finalised. 05/05/2020 Pedestals and signs are at yard ready to be installed. 05/03/2020 Pedestals have now been ordered for the signs. 15/01/2020 Signage received ready for installation
Wednesday 17th April 2019				
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	10/7/2020 Media officer is collating this video. 23/06/2020 Many video clips have been uploaded to social media in 2020 - further clips promoting Boulia to potential employees is being constructed.
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirriyerna – check if repairs finished	RLPO/DWO CEO _ Ltr	24/06/2020 Reminder letter sent now travel intrastate is allowed. & 05/03/2020 Nothing will happen until weather improves and COVID-19 abates. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Wednesday 24th July 2019				
24/07/2019		Cllr Rick Britton: Meeting to be set up with TMR Cloncurry and Cloncurry Council regarding Ardmore mine	CEO	24/06/2020 Emailed TMR re- potential zoom meeting. **Councillor request at April Council meeting – look at setting up the meeting via zoom. Consider doing annual Boulia Shire/Cloncurry Shire/TMR meeting ** 30/1/2020 Eric Denham confirmed meeting for later in the year. -disruption now due to COVID-19
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	10/7/2020 Tourism officer has finished the first trial of finding out how to proceed as this company is in Canada time delays are a problem. A new trial period should see the booking system up and running. 23/06/2020 Tourism staff have started talks with this company re a free 21 day trial. 05/05/2020 New Tourism Officer to look into this in future.

Item CEO2

				07/04/2020 Will be completed, COVID-19 restrictions - no tourists. 07/02/2020 Requiring staff to implement. 15/01/2020 To be progressed further when new Min Min Encounter staff begin. 02/12/2019 Request to proceed completed.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers e.g. ramp access in order to prepare for future possibilities in line with Council's organic spelling yard.	DWO	10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	2. That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting. CEO 05/03/2020 Further info sought from DNRME (email). 14/01/2020 (CEO) DNRME request for information done.
Monday 17th February 2020				
17/02/2020		Flyer to be sent out to the community about how one of squash courts could be repurposed/general suggestions for Sports Centre use	CSM	30/06/2020 Quote received for Motion Magix system for further Council consideration. 08/06/2020 Suggestion from last Council meeting are being investigated. 25/05/2020 Councillors have reviewed the ideas put forward by the community. The virtual games screen (Motion Magix) to be costed and looked into further. 05/05/2020 Collation of ideas for May meeting. 27/02/2020 Notice sent out to the community with a closing date of 24/3/20. CSM to collate responses.
17/02/2020	2020/2.24	That Council replace the old Pony Club paddock fence with a new fence not including a floodgate.	RLPO	13/05/2020 Works to recommence when COVID-19 restrictions are lifted/eased and Work Camp are able to travel to Boulia again. Obtaining fencing quotes as a possible alternative to Work Camp completing due to unknown return date. 05/03/2020 To be attended to after rain events.
Monday 25th May 2020				
25/05/2020		Cllr Britton: Council to consider making a resolution for the \$30 dog scalp levy to remain and for the rural graziers to match the existing	CEO	06/07/2020 Letter sent to CWRPMG. 08/06/2020 Noted in fees and charges

Item CEO2

		levy rather than burden the rate payer with the regional proposal to raise the bounty payable to \$60.		
25/05/2020		Cllr Norton: consider changing the display on rates notices to more clearly identify the pre-discount, discount and post-discount totals applicable.	FM	30/06/2020 The system has been fixed 30th June 2020, notices now issue correctly. 08/06/2020 Query lodged with IT Vision.
25/05/2020		'BO' km signage between Boulia and Winton to be replaced	DWO	13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
25/05/2020		Urandangi Playground – Councillors to attend an official opening following the completion of this W4Q Round 3 funded project	DWO	10/06/2020 Await completion of works. Combined opening to be done with Urandangi Water Tanks project once both are completed.
25/05/2020	2020/5.28	<ol style="list-style-type: none"> 1. That Council re-allocate \$60K from the community grants program fund which would have been allocated to community events to support the business community of Boulia for the financial assistance for the payment of services (water, garbage and sewerage) for the periods 1st January 2020 to 31st December 2020 and 1st January 2021 to 30th June 2021. 2. That business must apply to Council in writing for the assistance so that it can be recorded for probity. 3. That Council include the COVID-19 Pandemic Emergency Rates Relief category for 2020-2021 in the community grants program. 	CEO/FM	<p>10/07/2020 All identified businesses have applied and the Finance Team has subsequently processed the rates relief for the rating period issued to date.</p> <p>24/06/2020 Letters prepared to applicants detailing the implications of the Council's financial assistance for COVID-19 services charges relief.</p> <p>28/05/2020 Rates relief information/application details sent to identified businesses.</p>
25/05/2020	2020/5.30	<ol style="list-style-type: none"> 1. That a condition report be completed on the Boomerang sign to determine its current condition. 2. That, providing the sign is in good condition, the design of the repaint be reviewed to include the towns of the Outback Way and an information sign be put alongside the Boomerang sign. An updated design is to be brought back to the Council meeting for further consideration. 	DWO / CSM	<p>Councillor suggestions:</p> <ul style="list-style-type: none"> - a corrugated iron version in colourbond or a steel version - turn area into information bay, Boomerang concept to stay - design new sign so that it creates a photo opportunity with sunset background <p>24/06/2020 Boomerang is not salvageable. Is in VERY poor condition and should be removed for safety purposes prior to the storm season. Requests sent to Councillors for suggestions, will seek community input on the entire intersection signage etc.</p> <p>10/06/2020 In progress – condition assessment to be completed.</p>

Item CEO2

Friday 19 th June 2020				
19/06/2020		Lobbying – Pursue lobbying Lachlan Millar, Minister Crisafulli etc	MAYOR	Meeting with Lachlan Millar on 21 st July.
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO/EA	25/06/2020 – Email from Rainbow Gateway – they are adding the ‘frames’ for the bags as a project to her budget for participants 2020-2021. 24/06/2020 Letter of support sent to the container scheme and email for potential projects sent to Gay George - Rainbow Gateway.
19/06/2020		Cllr Edgar: Electrical Design Plan for the Industrial Estate	DWO	19/06/2020 Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting response and Works Request Number to progress underground electrical connect design plans – refer to GBA news brief in Ordinary Meeting agenda
19/06/2020	2020/6.18	2. That CEO advise the Chair of the Tribunal of the new remuneration for 2020-21, via enquiries@lg.remunerationtribunal.qld.gov.au	CEO	24/06/2020 Adopted remuneration rates emailed to the Chair of the Tribunal.
19/06/2020	2020/6.19	1. That Council donate the amount of \$4,401.92 to the Boulia Golf Club as a donation towards the General Rates plus garbage services paid and payable for the 2019-2020 financial year on the basis that the association is a volunteer association responsible for providing a recreational facility. 2. That the CEO write to the Golf Club and advise them of the outcome. 3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2019/2020 financial year. Notation to be made in the rates system for future records.	CEO	24/06/2020 Letter sent to Golf Club.
19/06/2020	2020/6.32	That Council subject to the following changes - the Workplace Health and Safety and Risk Management Officer to report directly to the Chief Executive Officer - the Community Services Manager to report directly to the Chief Executive Officer the proposed organisational structure for 2020-2021, which incorporates the changes as	CEO	24/06/2020 Organisation chart reporting structures corrected from printing issue to reflect the correct structure.

Item CEO2

		listed in the Organisation Chart and the associated changes to the reporting structure, be adopted.		
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaella to 'interview' locals on a video for the web?	CSM/Michaella	10/07/2020 Michaella to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		STAFF ATTRACTION – Make a video of the highlights and services available in Boulia for prospective employees. To be available on the web.	CSM/ Michaella	10/07/2020 Michaella to start compiling a new video encompassing footage done recently.
19/6/2020		Flyer to be done about the APP – First responder (Lets people know where they are?) Then send out to community/web, Facebook etc.	CSM	10/07/2020 In progress. Information to be included in July CCC also.
4/7/2020		Racecourse User Committee follow up from meeting on 3 rd July. Send 'wish' list out and ask for further thoughts and ideas.	EA - Nicole	07/07/2020 Notes from meeting distributed to attendees with request that thoughts/ideas from each committee be returned by 31st July.
03/07/2020		Cllr Britton: Budget Meeting figures – what would they be if Council didn't have to take into account depreciation amounts?	FM	13/07/2020 In progress, doing up a spreadsheet to show details.
03/07/2020		Cllr Britton: Sports Centre insurance – what would premiums be if insurance was based on m ² replacement cost rather than building value?	FM	13/07/2020 In progress, awaiting information from consulting contact.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	
11/05/2020	Harin	Cllr Edgar: Resealing of Mulligan Street/ Pituri Street/Wills Street	To be included in the listing of future projects for funding. Costings to be done on potential surfacing options e.g. bitumen, polycom
25/05/2020	Julie	Cllr Norton: Once State COVID-19 restrictions allow for it, consider hosting a COVID-19 Community Recovery Party	Perhaps a recovery party could be held in conjunction with other organisations towards the end of the year.
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.

Item CEO2

19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull’ya	
19/6/2020	CEO	Mayor Britton: LGAQ has a Town Planning app – can we have one?	
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter. Tablets could have photos of historical items from the Heritage Complex or of other areas in the shire to encourage visitors to go to these places also	The hut/office will be repurposed once the Min Min encounter remodelling starts.
19/06/2020	Julie	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town	This will be researched in conjunction with the DWO.
19/06/2020	Julie	Cllr Neilson: Consider putting promotional signs on the back of toilet doors (e.g. at MME, BHC, Parks, Hamilton Rest Stop, Peak Creek) to encourage visitors to go to other areas within the shire	Staff to investigate and implement.
19/06/2020	Harin	Tyre Shredder – Council to investigate possibility of purchasing a tyre shredder, business case to be done: costs, potential to hire out to other Councils, community members ability to dispose of tyres, what to do with the end product, should this be a whole of RAPAD consideration, etc.	
04/07/2020	CEO	Cllr Edgar: Has drawn up a potential configuration of blocks for the new residential estate.	04/07/2020 – Will send this to the surveyor for his comments.

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

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Adoption of the Boulia Shire Council Town Planning Scheme	DOC REF: Item CEO3
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 03/07/2020

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

2.3.5 Ensure Town Planning Scheme accommodates appropriate land/zonings for future commercial/industrial establishment and growth.

PURPOSE:

The purpose of this report is to seek Council's approval to adopt the Boulia Shire Council Planning Scheme in accordance with the notice issued under section 18(3) of the *Planning Act 2016* and dated 11 April 2018 prescribing the plan-making process. Should the Boulia Shire Council Planning Scheme be adopted, Council will be required to publish a public notice in accordance with the *Planning Act 2016* and the requirements prescribed in *Attachment B*.

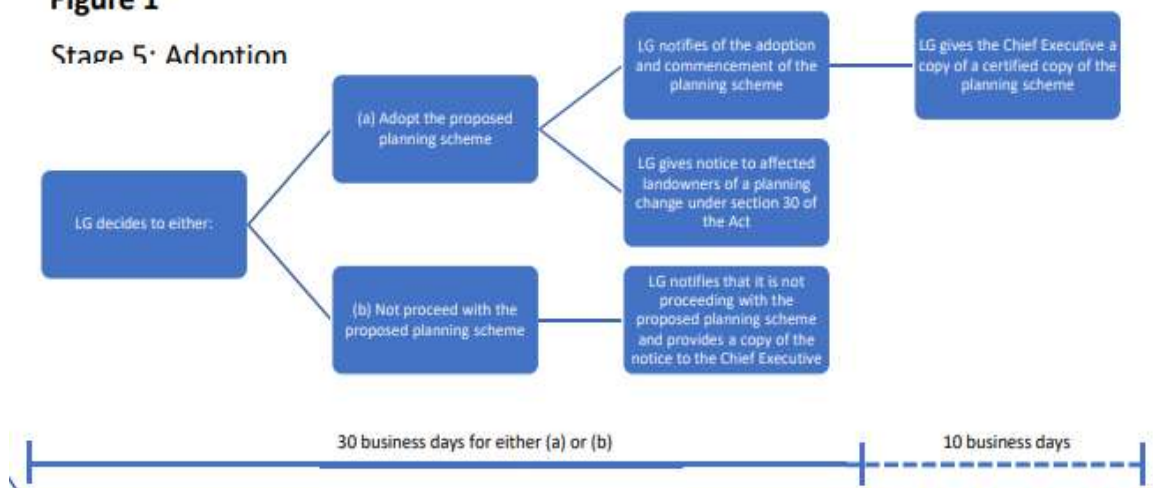
CONTENT:

The Boulia Shire Council Planning Scheme has been prepared in accordance with the State Government legislative framework and mandatory guidelines. On 29/06/2020, the Treasurer and Minister for Infrastructure and Planning for Queensland Treasury, Planning Group (formally State Development, Manufacturing, Infrastructure and Planning (DSDMIP) advised the review of the proposed planning scheme had been completed and Council may now adopt the Boulia Shire Council Planning Scheme.

A copy of the Minister's letter of consent dated 29/06/2020 is attached for information. The Boulia Shire Council resolved to join other rural and remote local governments in preparing a new planning scheme via a Template Planning Scheme with the assistance of the now Queensland Treasury, Planning Group (formally DSDMIP). Since 2018, the Queensland Treasury, Planning Group has assisted Council to prepare the proposed planning scheme. The most recent action taken by Council was the submission of the proposed Boulia Shire Council Planning Scheme for final Ministerial review on 28/05/2020. The proposed Boulia Shire Council Planning Scheme is now in *Stage 5 – Adoption* of the plan making process set out in the 11 April 2018 notice issued to Council under section 18(3) of the *Planning Act 2016*. Figure 1 below summarises the steps for this legislative process.

Figure 1

Stage 5: Adoption



In accordance with step 18 of stage 5 of the prescribed plan making process set out in the 11 April 2018 notice issued to Council under Section 18(3) of the *Planning Act 2016*, Council must resolve whether to:

1. adopt the proposed planning scheme; or
2. decide not to proceed with the proposed planning scheme.

Adopt the Boulia Shire Council Planning Scheme (recommended option)

The Council should proceed with the gazettal process for the following reasons:

- i. The Boulia Shire Planning Scheme has been developed in consultation with State Government agencies and complies with current legislation;
- ii. The State Government has supported Council with resources to prepare the proposed planning scheme;
- iii. The Boulia Shire Council Planning Scheme has been publicly notified and the general public are aware of its content.

Should Council decide to proceed with the adoption of the Boulia Shire Council Planning Scheme, then it is required to give notification of its decision in the Government Gazette, local newspaper and by making the Planning Scheme available on the Council's website.

Council must also provide copies of these notifications and a certified electronic copy of the Boulia Shire Council Planning Scheme to the Chief Executive of the Queensland Treasury, Planning Group.

Not Proceed with the Planning Scheme

There are no foreseeable reasons not to proceed with the proposed planning scheme. Notwithstanding, if Council were of a mind to not proceed with the proposed planning scheme, this decision must be notified in the Government Gazette, local newspaper and on Council's website. A copy of the notices is required to be sent to the Chief Executive of the Queensland Treasury, Planning Group.

Conclusion

The State Government has given approval for Council to adopt the Boulia Shire Council Planning Scheme. It is important the required statutory steps are completed prior to commencement of the new planning scheme. Commencement of the new planning scheme is therefore proposed on 03/08/2020. The adoption of the Boulia Shire Council Planning Scheme is the final stage of a protracted legislative process set out in the 11 April 2018 notice issued to Council under Section 18(3) of the *Planning Act 2016*.

CONSULTATION:

Queensland Treasury, Planning Group (formally Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP))

GOVERNANCE IMPLICATIONS: Nil cost to Council.

RECOMMENDATION:

1. That the report be received.
2. That Council adopt the proposed Boulia Shire Council Planning Scheme in accordance with Step 18 of Stage 5 of the prescribed plan making process set out in the 11 April 2018 notice issued to Council under Section 18(3) of the *Planning Act 2016*.
3. That Council set 3rd August 2020 as the commencement date for the Boulia Shire Council Planning Scheme.
4. That Council authorise the Chief Executive Officer to do all matters specified to complete Steps 18 and 19 of Stage 5 of the prescribed plan-making process set out in the 11 April 2018 notice issued to Council under section 18(3) of the *Planning Act 2016*.

ATTACHMENTS:

- CEO 3.1 Permission to proceed to adopt the Planning Scheme.pdf
- CEO 3.2 Notice about the process for making a planning scheme under section 18(3) of the Planning Act 2016.pdf
- CEO 3.3 Letter of request to adopt the Town Planning Scheme

Chief Executive Officer

Ms Lynn Moore



The Hon. Cameron Dick MP
Treasurer
Minister for Infrastructure and Planning

1 William St Brisbane
GPO Box 611 Brisbane
Queensland 4001 Australia
Telephone 07 3719 7200
Email treasurer@ministerial.qld.gov.au
Website www.treasury.qld.gov.au

Our Ref: MC20/2932

ABN 90 856 020 239

Councillor Eric Britton
Mayor
Boulia Shire Council
18 Herbert Street
BOULIA QLD 4829

Email: mayor@boulia.qld.gov.au

Dear Councillor Britton

Eric

Thank you for the letter of 28 May 2020 from the Boulia Shire Council (the council) requesting approval to adopt the proposed Boulia Shire Planning Scheme (the proposed planning scheme).

The proposed planning scheme has been assessed against the requirements of the *Planning Act 2016* (the Planning Act) and the notice issued by the chief executive under section 18(3) of the Planning Act (the section 18 notice) on 11 April 2018.

I am pleased to advise that, in accordance with step 17 of the section 18 notice, the council may proceed to adopt the proposed planning scheme, without conditions.

I congratulate the council on reaching this major milestone. I would like to thank the council for participating in this important initiative established by the former Department of State Development, Manufacturing, Infrastructure and Planning, now Queensland Treasury, to assist rural and remote local governments to update their planning schemes. The collaboration to prepare the new Boulia planning scheme has been an important and successful partnership between the council and my department.

If you have any questions about my advice to you, please contact my office on (07) 3719 7200 or email treasurer@ministerial.qld.gov.au.

Yours sincerely

CAMERON DICK MP
Treasurer
Minister for Infrastructure and Planning

29 106 / 2020



Our ref: DGBN17/1285

11 APR 2018

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

Email: ceo@boulia.qld.gov.au

Department of
**State Development,
Manufacturing,
Infrastructure and Planning**

Dear Ms Moore

Notice about the process for making a planning scheme under section 18(3) of the *Planning Act 2016*

I write to you in relation to the template planning scheme initiative the Department of State Development, Manufacturing, Infrastructure and Planning (the department) is undertaking to assist rural and remote local governments update their planning schemes. I am advised that your council is participating in this initiative.

As you are aware, the *Planning Act 2016* (Planning Act), replaced the *Sustainable Planning Act 2009* on 3 July 2017. Under the Planning Act, a local government preparing a new planning scheme must follow the process I give in a notice under section 18(3).

I have considered the Minister's Guidelines and Rules when preparing this notice to ensure that the process for making the planning scheme is proportionate to the level of risk associated with making a scheme in a local government area like yours.

Under section 18(6) of the Planning Act, Boulia Shire Council must make its planning scheme by following the process in this notice, which comprises of this letter and enclosures A, B and C.

The process described in Enclosure A of this notice is to be undertaken in the order in which it is prescribed. A communications strategy that the local government must implement about the instrument is also enclosed as Enclosure C.

If you require further information, I encourage you to contact Mr Stephen Smith, Manager, Statutory and Policy Planning, in the department, on (07) 3452 7628 or stephen.smith@dsmip.qld.gov.au, who will be pleased to assist.

Yours sincerely

Rachel Hunter
Director-General

Enc (3)

1 William Street
Brisbane QLD 4000
PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3452 7100
www.statedevelopment.qld.gov.au
ABN 29 230 178 530

Enclosure A - Process for making a template planning scheme under section 18 of the *Planning Act 2016*

Stage	Step	Type of action	Summary of action	Specific actions	Commentary	Entity responsible for task	Estimated timeframe
Local government resolves to make a planning scheme in accordance with the approved section 18 notice for making a template scheme.							
Stage 1	Step 1	Planning and preparation	Local government prepares a draft planning scheme	The local government must prepare a draft planning scheme.		Local Government	4 months
	Step 2	Planning and preparation	Local government consults with state agencies	The local government must consult with the relevant state agencies while preparing the draft planning scheme.		Local Government	
Local government resolves to progress its proposed planning scheme for state interest review and public consultation.							
Stage 2	Step 3	State interest review	Local government provides notice to commence the state interest review (SIR) process	<p>The local government must give a notice to the Chief Executive to request a state interest review of the proposed planning scheme that includes:</p> <ol style="list-style-type: none"> 1. An electronic copy of the proposed planning scheme in the format identified by the department. 2. A written statement addressing the state interests in the relevant regional plan and SPP which includes: <ol style="list-style-type: none"> a) how the state interests are integrated in the planning scheme b) reasons why any state interests have not been not integrated in the planning scheme c) any state interests that are not relevant. 3. A written statement about how the key elements of a planning scheme mentioned in section 16(1) of the Act have been addressed and if the planning scheme is consistent with the regulated requirements. 4. A communications strategy. 5. Any background studies or reports that informed the preparation of the planning scheme, including any strategic study or report, or review required under section 25(1) of the Act. 6. Any natural hazards, risk and resilience evaluation report prepared having regard to the SPP. 7. If the proposed planning scheme includes a planning change under section 30 of the Act – any draft feasible alternatives report prepared for a planning change made to reduce the risk of natural hazards, including details of the potentially affected premises and any relevant supporting information. (Refer to chapter 4 of the Minister’s Guidelines and Rules for information on how to prepare the report). 8. A summary of consultation with state agencies and the outcome of the consultation. 9. Any other information considered relevant by the local government. 		Local Government	10 business days

Stage 2	Step 4	State interest review	Chief Executive commences the SIR	<p>Within 5 days of receiving the notice from the local government under step 3, the Chief Executive must:</p> <ol style="list-style-type: none"> 1. commence the state interest review 2. give the proposed planning scheme to other relevant state agencies for consideration of the effect of the amendment on state interests, including those identified in legislation, the State Planning Policy (SPP), or a regional plan 3. inform the Minister of the proposed planning scheme 		Chief Executive	40 business days
	Step 5	State interest review	Chief Executive undertakes the SIR	<p>As part of the state interest review, the Chief Executive must consider if the proposed amendment:</p> <ol style="list-style-type: none"> 1. advances the purpose of the Act 2. is consistent with section 16(1) of the Act 3. is consistent with the regulated requirements prescribed in the Planning Regulation 4. is well drafted and clearly articulated 5. accords with the result of any relevant study or report, or review required under section 25(1) of the Act. 		Chief Executive	
	Step 6	State interest review	Chief Executive advises of changes required	<p>The Chief Executive may give notice to the local government advising of any changes:</p> <ol style="list-style-type: none"> 1. to the proposed planning scheme required to address state interests 2. to the proposed communications strategy as a result of the state interest review. 	<p>If required, DSDMIP can decide to use the stop the clock mechanism or the Chief Executive may issue a notice to advise the local government of any changes.</p> <p>If the local government decides to change the proposed planning scheme in response to the notice given by the Chief Executive, the local government must resubmit the proposed amendment for state interest review and thus restarting the timeframe.</p>	Chief Executive	
	Step 7	State interest review	Chief Executive provides outcomes of SIR	The Chief Executive must give notice to the local government of the outcome of the state interest review.		Chief Executive	
	Step 8	Public consultation	Local government commences public consultation of the proposed planning scheme	<p>The local government must undertake public consultation:</p> <ol style="list-style-type: none"> 1. for a period of at least 40 business days; and 2. in accordance with: <ol style="list-style-type: none"> a. the public notice requirements prescribed in the Act b. the public notice requirement prescribed in Attachment B c. the communications strategy given to the Chief Executive under step 3. 		Local Government	


Stage 3	Step 9	Considering submissions	Local government considers all properly made submissions	The local government must consider all properly made submissions about the proposed planning scheme and may consider other submissions.		Local Government	20 business days
	Step 10	Considering submissions	Local government prepares consultation report	The local government must prepare a consultation report about how the local government has dealt with properly made submissions, which is: <ul style="list-style-type: none"> 1. provided to each person who made a properly made submission; and 2. available to view and download on the local government's website; or 3. available to inspect and purchase in each of the local government's offices. 		Local Government	
	Step 11	Changing the proposed planning scheme	Local government makes changes to the proposed planning scheme	<p><i>After considering the submissions, the local government:</i></p> <ul style="list-style-type: none"> 1. may make changes to the proposed planning scheme to: <ul style="list-style-type: none"> a. address issues raised in submissions; b. amend a drafting error; or c. address new or changed planning circumstances or information. 2. must ensure any changes made to the proposed planning scheme continue to appropriately integrate and address relevant state interests, including those identified in a state interest review. 	Only if required.	Local Government	20 business days
	Step 12	Changing the proposed planning scheme	Local government considers if changes made results in the proposed scheme being significantly different	<p><i>If the local government changes the proposed planning scheme and the change results in the proposed scheme being significantly different to the version released for public consultation, the local government:</i></p> <ul style="list-style-type: none"> 1. must repeat the public consultation required for the proposed planning scheme 2. may limit the public consultation to only those aspects of the proposed planning scheme that have changed. 	Only if required.	Local Government	
	Step 13	Changing the proposed planning scheme	Local government repeats public consultation actions	<i>If public consultation has been repeated, the local government must take actions required under steps 8, 9, and 10 for the repeated consultation.</i>	Only if required.	Local Government	
Local government resolves to progress its proposed planning scheme for the Minister's endorsement.							
Stage 4	Step 14	Endorsement	Local government requests adoption of scheme	The local government must give the Minister a notice to request to adopt the proposed planning scheme that includes: <ul style="list-style-type: none"> 1. an electronic copy of the amended planning scheme, clearly identifying any change that has been made to the proposed planning scheme since the state interest review 2. a written consultation report containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters 3. the reasons why the local government doesn't consider the proposed planning scheme amendment to be significantly different from the version for which public consultation has been undertaken. 		Local Government	10 business days

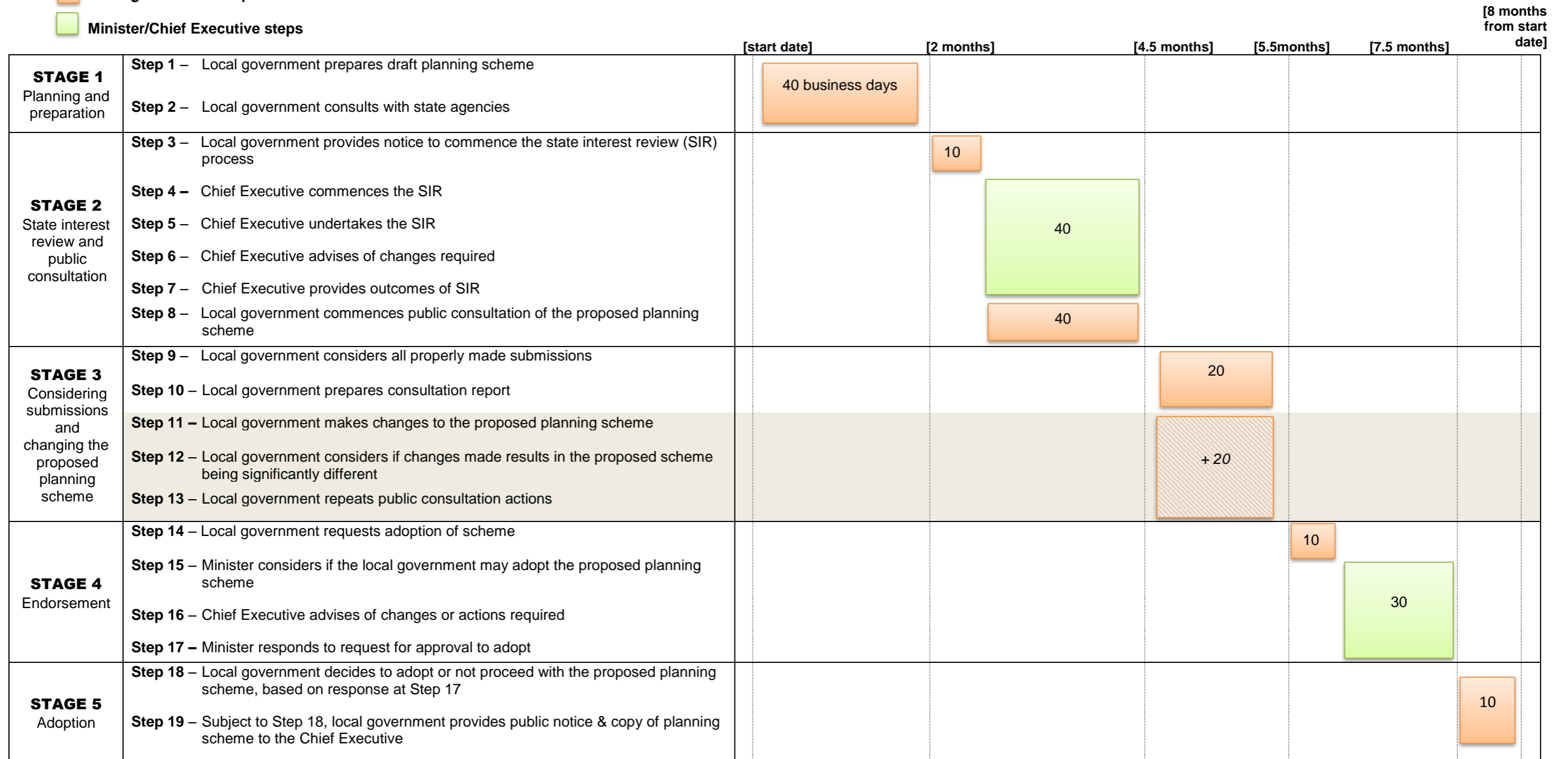
	Step 15	Endorsement	Minister considers if the local government may adopt the proposed planning scheme	<p>The Minister must consider if the local government may adopt the proposed planning scheme by considering:</p> <ol style="list-style-type: none"> 1. if the adoption version of the proposed planning scheme is significantly different to the version released for public consultation 2. if the proposed planning scheme: <ol style="list-style-type: none"> a. advances the purpose of the Act b. is consistent with section 16(1) of the Act c. is consistent with the regulated requirements prescribed in the Planning Regulation d. is well drafted and clearly articulated e. accords with the result of any relevant study or report, or review required under section 25(1) of the Act. 		Minister	30 business days
	Step 16	Endorsement	Chief Executive advises of changes or actions required	<p>The Chief Executive may give notice to the local government advising:</p> <ol style="list-style-type: none"> 1. any changes to the proposed planning scheme to address state interests 2. any actions the local government must take. 	Only if required	Chief Executive	
	Step 17	Endorsement	Minister's decision on request for approval to adopt	<p>The state must give the local government a notice stating:</p> <ol style="list-style-type: none"> 1. if the local government may adopt the proposed planning scheme; and 2. the Minister's conditions, if any, that apply to the proposed planning scheme; or 3. if the proposed planning scheme may not be adopted, and the reasons why it may not be adopted. 		Minister	

Local government resolves to adopt or not proceed with the proposed planning scheme.

Stage 5	Step 18	Adoption	Local government decides to adopt or not proceed with the proposed planning scheme	<p>If the Minister has notified the local government that it may adopt the proposed planning scheme, the local government must:</p> <ol style="list-style-type: none"> 1. decide: <ol style="list-style-type: none"> a. to adopt the proposed planning scheme; or b. not to proceed with the proposed planning scheme; and 2. publish a public notice in accordance with the Act and requirements prescribed in Attachment B; and 3. if the proposed planning scheme includes a planning change under section 30 of the Act, give notice as required under Chapter 4, Part 1, section 3.13 of the MGR. 		Local Government	10 business days
	Step 19	Adoption	Local government provides public notice & copy of planning scheme to the Chief Executive	<p>The local government must, within 10 business days of giving public notice under this stage, give the Chief Executive:</p> <ol style="list-style-type: none"> 1. a copy of the public notice 2. if adopted, a certified copy and an electronic copy of the planning scheme. 		Local Government	

Gantt chart showing the section 18 process for making a template scheme with indicative timeframes

KEY
 Local government steps
 Minister/Chief Executive steps



Dated this 10th day of April 2018



Rachel Hunter
 Director-General
 Department of State Development, Manufacturing, Infrastructure and Planning

Enclosure B - General requirements for the process

Managing timeframes

1. Any party may pause a timeframe (provided it is not during public consultation), for an action for which they are responsible, by giving notice to any other party in the relevant step of the process, stating how long the timeframe will be paused and a date upon which the timeframe will restart.
2. If a notice to pause a timeframe is issued, the process is paused from the day after the notice is given until the date stated in the notice, unless the notice is withdrawn by the party that gave the notice.
3. If the timeframe pause notice is withdrawn, the process restarts from the day after the party gives the notice to withdraw the notice.

Requesting information

4. The chief executive may, at any time, give the local government a notice requesting further information.

Public consultation

5. In accordance with the *Planning Act 2016*, the local government is required to:
 - a. publish at least one public notice about the proposal to make the planning scheme, and
 - b. keep the instrument available for inspection and purchase for a period (the consultation period) stated in the public notice of at least 40 business days after the day the public notice is published in a newspaper circulating in the local government area.
6. The public notice published under step 8 must state:
 - a. the name of the local government
 - b. the title of the proposed planning scheme
 - c. the purpose and general effect of the proposed planning scheme
 - d. the location details of the area where the proposed planning scheme applies, if it only relates to part of the local government area
 - e. where the proposed planning scheme may be inspected and purchased
 - f. that submissions about any aspect of the proposed planning scheme may be made to the local government by any person
 - g. the consultation period during which a submission may be made
 - h. the requirements for making a properly made submission
 - i. a contact telephone number for information about the proposed amendment.
7. The public notice published under step 19 must state:
 - j. the name of the local government
 - k. the decision made by the local government about the planning scheme
 - l. the date the planning scheme was adopted
 - m. the commencement date for the planning scheme (if different to the adoption date)
 - n. the title of the planning scheme
 - o. if the planning scheme only applies to part of the local government area, a description of the location of that area
 - p. the purpose and general effect of the planning scheme
 - q. where a copy of the planning scheme may be inspected and purchased

Enclosure C – Communications Strategy

Pursuant to section 18(5)(d) of the Planning Act, a local government following the process for making a template scheme (in Attachment A) must implement the following communications strategy.

Communications Strategy – [insert name of proposed planning scheme]

1. Purpose

The purpose of this communications strategy is to outline how council will engage with key stakeholders and its local community in a relevant and appropriate way.

Council will undertake its engagement process detailed below in line with the following principles (detailed in part 1 of the Department of State Development, Manufacturing, Infrastructure and Planning’s (DSDMIP) [community engagement toolkit for planning](#)):

1. Engagement focuses on the best interests of the community.
2. Engagement is open, honest and meaningful.
3. Approaches to engagement are inclusive and appropriate.
4. Information is timely and relevant.
5. Information is accurate, easy to understand and accessible.
6. Decision-making is transparent.

2. Objectives

The following are the outcomes sought by the proposed communications strategy:

- The community (i.e. residents, ratepayers, community groups and developers) is aware that the council is drafting a new planning scheme for its local government area and that the community can participate in/contribute to the plan-making process.
- The community is informed that the draft scheme will be released for public consultation, and understand how and when to make a properly-made submission.
- The community has adequate opportunities to provide input through widespread communication and, where appropriate, targeted consultation activities.
- The council and community have confidence that the planning scheme will achieve its desired strategic intent.

3. Engagement process

NOTE – The following table provides a suite of engagement techniques for council to choose from. These techniques are additional to the consultation requirements outlined in the ‘general requirements for the process’. Only select the techniques suitable to your council. [delete this note]

Stage in the process	Stakeholder	Engagement techniques
Planning and preparation	Broader community	<p><i>These techniques seek to raise awareness and capture community input for drafting the scheme:</i></p> <ul style="list-style-type: none"> • Prepare a letter that outlines the commencement of the planning scheme and the consultation period. Council to distribute the letter to all ratepayers. • Place advertisements in local newspaper and book community service announcements. • Establish a page for the proposed planning scheme on council’s current website to provide information supplied in the letter to ratepayers and any other relevant information. • Create a project email address and project telephone hotline.

		<ul style="list-style-type: none"> Establish Facebook page and/or Instagram account (create a hashtag #mytown). Launch Instagram campaign #mytown to encourage people to share images of the things that are important to them in town. Conduct 'talk to a planner' sessions in the main street where community members can talk to a planner about the future of the town and the planning concepts that are being considered as part of the plan-making process.
	Identified stakeholder groups	<ul style="list-style-type: none"> Send direct emails to representatives of identified stakeholder groups (i.e. state agencies with specific interests) outlining the plan-making process. Establish a Community Reference Group. Conduct workshop with Community Reference Group and any other interested community groups.
SIR & public consultation	Broader community	<p><i>These techniques seek to capture community input on the proposed planning scheme:</i></p> <ul style="list-style-type: none"> Prepare print materials such as factsheets, brochure, and a guide to making a 'properly made submission'. Place advertisements in local newspaper and book community service announcements. Place public consultation information and how to view the proposed planning scheme on council's website, Chamber of Commerce website, [and Facebook page and/or Instagram] Conduct 'talk to a planner' sessions in the main street where community members can talk to a planner about the proposed planning scheme and how to make a submission.
	Identified stakeholder groups	<ul style="list-style-type: none"> A targeted mail out to property owners affected by zone changes Conduct workshop with Community Reference Group and any other interested community groups. The delivery of briefings to the Chamber of Commerce and RAPAD Board [and other peak bodies on request].
Review of submissions	Broader community	<ul style="list-style-type: none"> Prepare and distribute consultation report as detailed in Step 10 of the plan-making process.
Endorsement	N/A	N/A
Adoption	Broader community	<ul style="list-style-type: none"> Place advertisements in local newspaper, council's website and social media. Release planning scheme on council's website.

4. Community engagement action/implementation plan

A schedule of how and when council has/will undertake the above engagement process will be provided to DSDMIP at the state interest review stage.

All correspondence to be addressed to :
The Chief Executive Officer
Boulia Shire Council
18 Herbert St BOULIA QLD 4829



Telephone: (07) 4746 3188
Facsimile: (07) 4746 3136
Email: admin@boulia.qld.gov.au
ABN: 20 492 088 398

BOULIA SHIRE COUNCIL

28th May 2020

The Honourable Cameron Dick
Minister for Infrastructure and Planning
PO Box 15009
CITY EAST QLD 4002
Email: statedevelopment@ministerial.qld.gov.au

Dear Minister Dick

RE: Request for approval to adopt the Boulia Shire Planning Scheme – Stage 4, Step 14 of Section 18(3) Notice

I refer to the notice issued by the Chief Executive under section 18(3) of the *Planning Act 2016*, dated 11 April 2018, which prescribes the process for Council to make a new planning scheme.

Boulia Shire Council is pleased to advise that at its ordinary meeting of 25th May 2020 it resolved to progress towards adoption of the proposed new Boulia Shire Planning Scheme. I now request, in accordance with Stage 4, Step 14 of the section 18(3) notice, your approval to adopt the proposed planning scheme.

This request is supported by the following:

1. An extract of the Boulia Shire Council unconfirmed minutes of the ordinary meeting of 25th May 2020 (**Attachment 1**).
2. An electronic copy of the proposed Boulia Shire Planning Scheme document and mapping (**Attachment 2, 2.1 and 2.2**), marked-up to identify any changes made since the version which was both submitted to the Chief Executive for state interest review and released for public consultation.
3. Council has determined the proposed planning scheme submitted here for approval to adopt is not significantly different from the version released for public consultation (**Attachment 3**).
4. Public consultation was undertaken for in excess of the required period of 40 business days between 21 January 2020 to 23 April 2020.
5. A Consultation Report confirming the public consultation activities undertaken, a summary of properly made submissions and a statement as to how matters raised during public consultation have been dealt with (**Attachment 4**). In summary, zero (0) properly made submissions were received by Council during the consultation period.

Planning officers from the Mackay Isaac Whitsunday Regional office of the Department of State Development, Infrastructure and Planning (DSDMIP) have assisted Council with the drafting and consultation of the proposed planning scheme, maps and supporting materials under the Rural and Remote Local Government Planning Scheme initiative. We also received correspondence from the

Chief Executive of the *Planning Act 2016*, dated 16 March 2020, confirming that the State interest review of the proposed planning scheme had been undertaken and that matters of State interests has been appropriately integrated into the proposed planning scheme.

Council looks forward to receiving your response to this request and to progressing this planning scheme project. If you have any queries, please do not hesitate to contact me via phone on (07) 4746 3188 or via email at ceo@boulia.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynn Moore', written in a cursive style.

Lynn Moore
Chief Executive Officer

Enc.

Attachment 1 – Extract of Unconfirmed Minutes of Ordinary Meeting of 25th May 2020

Attachment 2, 2.1, 2.2 – Electronic copy of proposed Boulia Shire Planning Scheme

Attachment 3 – Statement regarding 'significantly different' determination

Attachment 4 – Consultation Report

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Boulia Camel Races event proposal	DOC REF: Item CEO4
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REPORT BY:	Mr Ray Geraghty Acting Chief Executive Officer	DATE: 09/07/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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 notify Council of an event proposal received by the Boulia Camel Races and to seek Council's instructions regarding the possible recommencement of events in the Boulia Shire.

CONTENT:

In response to the COVID-19 pandemic and in accordance with State and Federal directives, Council made the announcement in late March 2020 that all shire events moving forward were cancelled until further notice. Council's focus throughout these difficult times has, and continues to be, the health and safety of the community.

The recent easing of restrictions by the State Government has, to a small extent, seen some normality return to the shire and local community organisations are again in a position where they can begin to consider the possibility of hosting events.

Council has subsequently received a proposal from the Boulia Camel Races to host a Bikesports event at the Racecourse Reserve on 26th September 2020. Attached to this report is the letter of request containing further details regarding the proposed event.

This report seeks Council's direction as to whether or not Council facilities should be again opened up for event use (subject to any Federal or State restrictions imposed at the time of the event).

In accordance with the State Government's *Roadmap to easing Queensland's restrictions* (attached to this report), larger gatherings of people are now allowable with social distancing measures (ie. keeping at least 1.5 metres away from those you do not live with) still continuing to apply.

Whilst there had been discussions at higher levels that Councils may be responsible for the enforcement of social distancing at events, it was argued that there is no feasible way this can be policed in reality and subsequently, to date, there has been no further indication that social distancing enforcement is to be the responsibility of Council.

If Council is happy to reopen Council venues for community run events, then the Committee/organisation hosting the function will have to follow all event rules as issued by the Queensland government at the time. At present for under 500 people, this entails following the *COVID Safe Event Checklist*. For events expecting to attract more than 500 people, the host will have to send in a *COVID Safe Event Plan* to Council for approval.

ATTACHMENTS: Event proposal letter from the Boulia Camel Races, current *Roadmap to easing Queensland's restrictions*

RECOMMENDATION:

That Council reopen all Council venues for community run events on the provision that the event host must follow all event rules, as issued by the State Government, applicable at the time of the event.

Acting Chief Executive Officer

Mr Ray Geraghty



Boulia Camel Races

P.O Box 70 , Boulia Qld 4829

www.bouliacamelraces.com.au

Find us on Facebook, Twitter and Instagram

ABN 63 480 793 784



6th July 2020.

Mrs Lynn Moore
Chief Executive Officer
Boulia Shire Council
Herbert Street
Boulia Qld 4829

Dear Lynn,

The Boulia Camel Races would like to respectfully ask if we could please host an event at the Boulia Racecourse Reserve on 26th September 2020. Boulia Camel Races would like to hold our annual family friendly bikesports event and have consulted with the Boulia Rodeo Association regarding the possibility of integrating a bull/bronc ride.

We would also like to utilise the funding we have received to host a free concert for the community that evening.

There would be possibly 150 pax and we would ensure that we comply with COVID safe regulations with guidance from government departments.

We would be wanting to have food available for purchase in the shed for the duration of the day (approx. 9am – 12am) and a bar from 4pm – 12am.

We would be asking for the use of:

- one eftpos machine
- use of entire facility including camping grounds & amenities (cleaned)
- kitchen area to be entirely cleaned prior to Friday 25/9/20
- cold room and freezer to be unlocked/turned on by Wednesday 23/9/20
- contact details for caretaker/person in charge for any issues
- Work Camp to be available if possible for assistance

We thank you for your ongoing assistance with our events and look forward to your response.

Kind regards

Boulia Camel Races Committee
Rebecka Britton Shelley Norton
President Secretary/Treasurer

Roadmap to easing Queensland's restrictions

Unite against COVID-19



A step-down approach to COVID-19

CONTINUING CONDITIONS • Social distancing, 1.5 metres and hygiene • Stay at home if you're sick • Tracking, tracing, rapid response • Frequent cleaning and disinfection

from 11:59pm STAGE 1: 15 MAY 2020 (2 weeks)	commencing from 12 noon STAGE 2: 1 JUNE 2020 (5 weeks)
<p>Family, friends and community</p> <ul style="list-style-type: none">› Gatherings in homes (household plus max 5 visitors, allowed from separate households)› Gatherings of up to 10 people:<ul style="list-style-type: none">› outdoor, non-contact activity› personal training and pools (indoor and outdoor)› public spaces and lagoons (e.g. South Bank Parklands, Cairns, Airlie Beach etc.)› libraries, parks, playground equipment, skate parks and outdoor gyms› weddings and places of worship› hiking and other recreational activities in national and state parks› Funerals (max 20 indoors or 30 outdoors)› Recreational travel (max 150 kms within your region for day trips). <p>Businesses and economy</p> <ul style="list-style-type: none">› Retail shopping› 10 people permitted at any one time for:<ul style="list-style-type: none">› dining in (with COVID Safe Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels – no bars or gaming› open homes and auctions› beauty therapy and nail salons (with COVID Safe Checklist)› All students back at school from 25 May 2020. <p>Outback*</p> <ul style="list-style-type: none">› Dining in (with COVID Safe Checklist): restaurants, cafés, pubs, registered and licensed clubs, RSL clubs and hotels (max 20 at any one time) for locals only (must show proof of residence) – no bars or gaming› Recreational travel including overnight accommodation max 500 kms within the outback only if you live in the outback.	<p>Family, friends and community</p> <ul style="list-style-type: none">› Gatherings of up to 20 people:<ul style="list-style-type: none">› homes› public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc.)› non-contact indoor and outdoor community sport*› personal training, gyms*, health clubs*, yoga studios*, pools* (indoor and outdoor) and community sports clubs*› museums*, art galleries* and historic sites*› weddings and places of worship*› libraries*, parks, playground equipment, skate parks and outdoor gyms› hiking, camping and other recreational activities in national and state parks› Funerals§ (max 100 people)› Recreational travel, camping and accommodation, including caravan parks (anywhere in Queensland#). <p>Businesses and economy</p> <ul style="list-style-type: none">› Unlimited travel and overnight stays for all of Queensland# (including for school holidays)› Dining in or seated drinks in restaurants, cafés, pubs, registered or licensed clubs, RSL Clubs, hotels and casinos (no gaming) – up to 20 patrons per room or defined area (indoors or outdoors) for a venue (when following a COVID Safe Industry Plan)› 20 people permitted at any one time for:<ul style="list-style-type: none">› indoor cinemas*› open homes* and auctions*› outdoor amusement parks*, tourism experiences*, zoos* and arcades*› concert venues*, theatres*, arenas*, auditoriums* and stadiums*› beauty therapy, nail salons, tanning, tattoo parlours and spas (with COVID Safe Checklist).

commencing from 12 noon **STAGE 3: 3 JULY 2020**

Family, friends and community

- › Private, non-commercial (e.g. home) gatherings of up to 100 with friends and family
- › Weddings and funerals (max 100 people)§
- › Maximum number of persons at museums, art galleries, libraries and historic sites determined by the one person per 4 square metre rule
- › Sport, recreation and fitness organisations when following a COVID Safe Industry Plan:
 - › resumption of activity including competition and physical contact is permitted on the field of play
 - › indoor sports facilities can open with one person per 4 square metres (off the field of play)§
 - › outdoor sports facilities can open with physical distancing (off the field of play).

Businesses and economy

- › Maximum number of customers for a business at any one time is determined by the 4 square metre rule^{€^}
- › For smaller venues below 200 square metres, businesses can have one person per 2 square metres up to 50 persons at a time^{§¥}
- › The following businesses and areas may re-open with a COVID Safe Plan:
 - › casinos, gaming and gambling venues (including electronic gaming machines)
 - › non-therapeutic massage[^]
 - › saunas and bathhouses[^]
 - › nightclubs
 - › food courts
- › Office-based workers can return to their place of work
- › Up to 25,000 spectators or 50% of capacity (whichever is the lesser) at Queensland's Major Sports Facilities, with a COVID Safe Plan
- › Concert venues, theatres and auditoriums can open and have up to 50% capacity or one person per 4 square metres (whichever is the greater), with a COVID Safe Plan
- › More events allowed:
 - › fewer than 500 people – no approval needed when following a COVID Safe Event Checklist
 - › 500 to 10,000 people – need a COVID Safe Event Plan approved by local public health units
 - › over 10,000 people – need a COVID Safe Event Plan approved by the Queensland Chief Health Officer
- › COVID Safe Industry Plans continue to apply with revisions to reflect changes in Stage 3. COVID Safe Checklists continue to apply.

BORDERS

From 12 noon 3 July 2020

- › Due to the current community transmission levels, the border with Victoria will remain closed and be strengthened.
- › Any person (whether a Queensland resident or non-Queensland resident) who has been in any local government area within the State of Victoria within the last 14 days should not come to Queensland. If they do, they must undergo mandatory quarantine in a hotel at their own expense for a minimum of 14 days.
- › Queensland residents must not travel to any local government area in Victoria.
- › The Queensland Government will implement enhanced border control measures, including border passes and identification screening.

From 12 noon 10 July 2020

- › From 10 July 2020, any person from New South Wales, Western Australia, South Australia, Tasmania, the Australian Capital Territory and the Northern Territory may enter Queensland subject to completing and signing a border declaration.
- › If any person entering Queensland from whatever place has spent time in any local government area in Victoria during the past 14 days, they will be subject to mandatory hotel quarantine.

Offences and quarantine measures

- › All persons entering Queensland must complete and sign a border declaration stating they have not been to any local government area in Victoria in the past 14 days. Penalties apply for false statements.
- › All flights will be checked and road vehicle borders will be enforced.
- › Police will enforce quarantine.
- › A person who refuses testing in quarantine will be subject to a further 10-day period at cost.

Review

- › The Queensland Chief Health Officer will review levels of community transmission and may impose additional restrictions should new hot spots occur.

Ongoing review

- Ongoing review of state-based restrictions will be undertaken based on levels of community transmission. This includes:
- › Density requirements, including consideration of moving from 4 to 2 square metres per person for all venues
 - › Remaining restrictions on high-risk businesses and activities.

* More with COVID Safe Plan or Site Specific Plan approved by health authorities

[^] Max 50 with a COVID Safe Checklist when not complying with the COVID Safe Industry Plan

[‡] Outback areas as defined by Local Government Area

[#] Except Biosecurity Areas or Restricted Areas

[§] Provided contact details are kept for at least 56 days

[¥] Defined areas no longer required.

Remote community restricted areas:

- › The restrictions on access to Declared Travel Zones will continue under the CHO Direction: Restricted Access to Remote Communities
- › Under the Remote Communities Roadmap, any easing of restrictions in those areas will occur following an assessment of public health advice, response capability and community consultation.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Director of Corporate Services June 2020 Report	DOC REF: Item DCS1
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REPORT BY:	Kaylene Sloman	DATE: 10/07/2020
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<p>CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council’s financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>

PURPOSE: Financial Summary as at 30 th June 2020.

Cash Position:

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

	30th June 2020	31st May 2020
Cash at Hand	21,508,640	20,877,717
Net Cash Equivalent (Debtors-Creditors)	85,108	166,604
Total	\$21,593,748	\$21,044,321

Income

- Total revenues 30th June 2020 are \$14,291,710. This equates to approx. 97% of this year’s budget.

Expenditure

- Operating expenses to 30th June 2020 are \$10,855,213. This equates to approx. 79% of this year’s budget.

Liquidity

• CBA		\$216,468
• Floats		\$ 1,300
• Investments		
CBA At Call 0.1%	\$11,637,425	
QTC .88%	\$ 9,653,447	
		\$21,290,872
	Total	\$21,508,640

Additional Information on Cash Position

Cash Balance as at 30th June 2020 21,508,640

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	199,875
Flood Damage Restoration Works – March 2019 (paid in advance)	4,269,179
Working Capital Cash	1,500,000
Capital Grants	10,732,788
Operating Results for 2019/2020	3,417,551
Less Capital Expenditure 2019/2020	(-6,777,277)
	19,437,621

Uncommitted Cash 30 June 2020 **\$ 3,461,944**

Aged Debtors 30th June 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	56,594.18	0.00	9,231.74	188,406.05	(2,331.60)	251,900.37

90+ Days Outstanding

Of the \$56,594.18, \$32,448.26 are currently under a payment arrangement, \$6,285.14 have been referred to Council's external Collection Agency, the balance outstanding is being followed up by the Manager.

RATES 30th June 2020

Total Outstanding \$73,354.50

RATES	3 Years +	2 Years	1 Year (18-19)	Current Year (19-20)	In Credit (pre- paid OR Water & Gravel Compensation)	Total Outstanding
Urban	0.00	33,440.11	43,554.96	39,498.81	(32,197.52)	84,296.00
Rural	0.00	2,338.36	1,838.00	14,443.70	(34,792.06)	(16,172.00)
Mining	0.00	0.00	0.00	5,230.50	0.00	5,230.50
	0.00	35,778.47	45,392.96	59,173.01	(66,989.58)	73,354.50

Creditors 30th June 2020

\$ 59.67

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 June 2020

2020 Actual

Income		
Revenue		
Recurrent Revenue		
	Net rate and utility charges	1,359,973
	Fees and charges	174,044
	Rental income	283,044
	Interest received	180,578
	Sales - contract and recoverable works	4,995,684
	Other Income	189,637
	Grants, subsidies, contributions and donations	3,585,639
Total Recurrent Revenue		<u>10,768,599</u>
Capital Revenue		
	Grants, subsidies, contributions and donations	10,567,413
Total Capital Revenue		<u>10,567,413</u>
Total Revenue		<u>21,336,012</u>
Total Income		<u>21,336,012</u>
Expenses		
Recurrent Expenses		
	Employee benefits	(3,205,835)
	Materials & Services	(6,579,189)
	Finance Costs	(44,778)
	Depreciation	(3,766,955)
Total Recurrent Expenses		<u>(13,596,758)</u>
Total Expenses		<u>(13,596,758)</u>
Net Result Attributable to Council		<u>7,739,254</u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30 June 2020

	<i>2020 Actual</i>
Current Assets	
Cash and cash equivalents	21,508,640
Trade and other receivables	86,832
Inventories	328,235
Total Current Assets	<u>21,923,707</u>
Non-current Assets	
Property, plant and equipment	<u>177,756,813</u>
Total Non-current Assets	177,756,813
TOTAL ASSETS	<u>199,680,519</u>
Current Liabilities	
Trade and other payables	✔ (136,323)
Borrowings	✔ (2,163)
Provisions	(595,414)
Total Current Liabilities	<u>(733,900)</u>
Non-current Liabilities	
Borrowings	(1,061,743)
Provisions	(199,875)
Total Non-current Liabilities	<u>(1,261,618)</u>
TOTAL LIABILITIES	<u>(1,995,518)</u>
NET COMMUNITY ASSETS	<u>✔ 197,685,001</u>
Community Equity	
Asset revaluation reserve	103,845,174
Retained surplus	✔ 93,839,827
TOTAL COMMUNITY EQUITY	<u>✔ 197,685,001</u>

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 June 2020

2020 Actual

Cash Flows from Operating activities:

Receipts from customers	✔	7,208,270
Payments to suppliers and employees		<u>(10,313,335)</u>
		(3,105,065)
Interest received		186,512
Rental income		283,044
Non-capital grants and contributions		3,585,639
Borrowing costs		<u>(33,774)</u>
Net Cash Inflow (Outflow) from Operating Activities		916,355

Cash Flows from Investing activities:

Payments for property, plant and equipment		(6,777,277)
Proceeds from sale of property, plant and equipment		323,057
Grants, subsidies, contributions and donations	✔	<u>10,732,788</u>
Net Cash Inflow (Outflow) from Investing activities		4,278,568

Cash Flows from Financing activities

Repayment of borrowings	✔	<u>(94,897)</u>
Net Cash Inflow (Outflow) from Financing activities		(94,897)

Net Increase (Decrease) in Cash and Cash Equivalents held		<u>5,100,026</u>
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Cash and Cash Equivalents at beginning of Reporting period		16,408,614
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Cash and Cash Equivalents at end of Reporting period		<u>\$ 21,508,640</u>
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

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

Reviewed and Approved by Acting Chief Executive Officer

Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Stock to be Written Off	DOC REF: Item DCS2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 13/7/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.4: Sustainability

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

PURPOSE:

To advise Council of the write off of stock that has been damaged or expired its use by date.

CONTENT:

During the stock take as at 30th June 2020 it was discovered that some stock has been damaged and or is past its useful life, as listed below.

Radiator Stop Leak x 1 \$6.88 – done off in the heat

Brake Cleaner Aerosol x 5 \$ 385.30 – tins are empty from the heat

Cement – 20kg bags Rapid Set x 53 \$527.88 – wet in rain, no roof

Avgas – 200 litres \$346.00 – Used for fuel testing

RECOMMENDATION:

That approval be granted for the write off of \$1,266.06 of Stores stock.

Reviewed and Approved by Acting Chief Executive Officer | Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Community Services June 2020 Report	DOC REF: Item CSM1
REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 30/06/2020

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 currently	2
Total units available (includes 2 pensioner units)	3
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	0
Applications for rental for June	0

Housing:

At present all three vacant houses and one unit are being kept for prospective employees for positions advertised in June.

A letter has been sent to tenants in a one bedroom unit giving them two months to leave as the unit may be needed for the vacant Library Officers position.

Housing policy has been reviewed for Council perusal in July.

Housing inspections will take place in August 2020.

Tourism:

Tourism staff have started a 21 day free trial for online booking from Checkpoint which is a Canadian based Facebook affiliated system. *See attached report by Tourism.*

Library:

The new furniture has been ordered for the Library thanks to the First Five Forever funding of \$5,000.

The position of Library Officer has been readvertised. Operating hours are currently being reviewed to attract more applicants.

Grants:

- A funding amount of **\$47,586** from the FNQ and NQ Monsoon Trough program to purchase 2 VMS trailers was approved in June.
- Funding has also been approved for the amount of **\$47,000** from the Community Support Drought Programme to allow the circus to come to town and for 12 months of movies to be shown in the hall every month.
- The Get Ready funding which comes in annually will be used to purchase touch free floor hand sanitisers for several buildings and departments and the Racecourse ready for events.

Community:

- Father's Day on the 6th September will once again be celebrated with the same concept as 2019 with the Man with a Pram walk and breakfast in the shire hall free to all families.
- When confirmation comes from Arts Queensland as to the travelling circus skills workshop, this will then be able to resume during the school holiday in September.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

- Grant Funding Register – Approved items
- Grant Funding Register – Pending items
- Checkfront - Online Bookings Update

Approved by Acting Chief Executive Officer

Mr Ray Geraghty

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	Additional funding received	\$ 125,310.91	30/09/2020	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Bouliia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Bouliia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Bouliia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Toddler reading corner	Qld State Library - First 5 Forever Innovation Micro Grant	\$ 5,000	\$ -		\$ 5,000		\$ 5,000		
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Bouliia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000				
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Zoom Room Set up	RAPAD			\$ 10,000	\$ 10,000		\$ 10,000		
W4Q COVID -19	Department of Local Government Racing and Multicultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 3,812,714

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
Boullia Airport Resurfacing and Security Fencing Upgrade	Building our Regions Round 5 - EOI	\$ 996,325	\$ -	\$ -	\$ 996,325	30/8/19	DWO	
Springvale Road realignment	Department of Transport and Main Roads Black Spot Program	\$ 414,916	\$ -	\$ -	\$ 414,916		DWO	
Qld Health	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	13/11/2019	CSM	community projects as per TRAIC workshop
Min Min mini birthday party	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Garden seating	Veterans Memorial Funding	\$ 30,000	\$ 15,000		\$ 45,000		CSM	covered seating memorial garden
Tennis court lights	Gambling community benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	30/04/2020	CSM	new tennis court lights
Total Amount of Funding applied for		\$ 1,537,241						

During the last 2 weeks in between other duties, I have started the process of setting up the 21-day Trial of this system for taking online bookings.

This is a Canadian based company which has a 24/7 help setup. However, with time differences, there is a delay.

In my first attempt to set up, I ran into several areas where I have limited knowledge so I have sought their help.

I have managed to have a half hour ZOOM meeting on 19 June at 8am which was very helpful. Amy, my contact in Canada is available for more help through the next bit as we progress this project.

Some items of note so far:

- The present set up can be reviewed prior to going live so it can be edited.
- The booking policy still needs to be added.
- I have included 4 photos, prices and available times/numbers
 - The photos can be changed and the order can be changed.
 - The wording of the summary can be altered – this was set up as a dummy run.
 - The opening times can be changed – if this is to proceed past the trial stage, we can set up: high, low and closed seasons.
 - The prices can be changed/altered as we go along.
 - Packages such as groups (when we are allowed more than 4 visitors & bus groups start up again).
- I have set up at present so that payment is to be made on arrival (this was questioned in the zoom session, but as I explained, with distances etc, a booking may not show up and if it is prepaid, the issue of refunds can be a problem area.) Also, if there is a no show, there is then an option to resell that space with a walk-in and the loss of possible revenue would be minimised.
- Once a booking is made, a confirmation email is automatically sent to the person booking. We have an opportunity to edit the default wording before this trial is launched. I have attached a sample of the trial from the zoom session.
- There is also an opportunity to set up the sale of gift certificates.



Min Min Encounter <minminencounter@bookings.checkfront.com> |
Booking for Mon Jun 22, 2020 (LPPP-190620)

Veronica Harris

i If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello,
 Thank you, your booking at **Min Min Encounter** has been created. For future reference, your booking id is: LPPP-190620.

Booking Invoice

RESERVED

Addison Hayden
modim@mailinator.com
 0011 1 798-552-2498
 Aperiam laboris dolo
 Placeat Est Aspern, 44511
 Honduras

Min Min Encounter

Booking ID:	LPPP-190620
Created:	June 19, 2020
Booking Date:	June 22, 2020
Total (AUD):	\$60.00

Item	Rate	Amount
Min Min Encounter - Family 2 Adult 2 Child (4) Mon Jun 22, 2020 09:00 AM - 10:00 AM	Adult: 2 @ \$60.00 Child: 2	\$60.00
Total:		\$60.00
Amount Paid:		\$0.00
Balance Due:		\$60.00

Edit PDF (Print) Pay Now

i Right-click or tap and hold here to downlo...

This is your **sample booking policy**. It's included in customer emails, your booking receipt page and in PDF print outs. You can edit this policy by logging into your Checkfront account, and navigating to Manage / Layout / Invoice.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Policy Review	DOC REF: Item CSM2
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 26/06/2020
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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 an existing policy which does not have any material effect on the intent of the document.

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 policy as listed be adopted and the term for review be to reflect a one year review, unless changes to legislation require the policy to be reviewed earlier.

The listed policy has had the following changes made:

Changes to policy – 138 Housing Policy	Page No	Paragraph
Updated the Service Demand for housing – added a new section for <i>Furnished Staff Housing</i>	3	6
Updated Residential Housing requirements – added the word <i>pensioner</i> and removed the words <i>special purpose</i> in reference to aged care accommodation, as this is not practicable for Council to manage.	4	1
Updated 3. Reserve Housing – added examples of reserve housing (e.g: <i>Caretaker houses or CEO dwelling</i>)	6	3
Updated Reserve Housing: - added <i>Sports Centre</i> as an example - removed the words <i>disabled or infirm and</i> from Priority for one bed sitter type units	7	7
Inserted <i>furniture</i> under Payment of Rent	8	5
Updated due notice requirements under Termination of Tenancy Agreement (inserted the amount of notice time allowed when asking a tenant to leave)	9	4

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

The policy is consistent with the guidelines and legislation as issued.

RECOMMENDATION:

1. That policy 138, Council Housing Policy, be adopted as presented.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

ATTACHMENTS: Housing policy 138

Reviewed and Approved by Acting Chief Executive Officer

Mr Ray Geraghty



BOULIA SHIRE COUNCIL

COUNCIL HOUSING POLICY

Category:	POLICY
Policy Number:	138
Document Version:	2
Obsolete Version:	1 (21 st June 2017)
Keyword Classification:	Housing Policy
Summary:	To provide a framework for the management of Council owned residential accommodation
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	21 st July 2021
Date revoked:	n/a
Related documents:	
Responsible Section:	Community Services
Responsible Officer:	Community Services Manager
Legislation:	Local Government Act 2009 Residential Tenancies and Rooming Accommodation Act 2008 Residential Tenancies and Rooming Accommodation Regulation 2009

Contents

BACKGROUND	3
OBJECTIVE.....	3
SERVICE DEMAND.....	3
SCOPE	4
ELIGIBILITY	4
HOUSING COMMITTEE	5
ALLOCATION PROCEDURE	5
ALLOCATION POLICY	6
ALLOCATION PRIORITY	6
ACCEPTANCE OF OFFER OF HOUSING	7
TENANCY AGREEMENT	7
TERM OF TENANCY AGREEMENT	8
BOND	8
RENT	8
PAYMENT OF RENT	8
RENT REVIEWS.....	8
UTILITIES.....	8
MAINTENANCE AND INSPECTIONS.....	8
CO-TENANCIES.....	9
VACANCY PROCEDURE	9
TERMINATION OF TENANCY AGREEMENT	9
CHANGE OF CIRCUMSTANCES.....	9
RESIGNATION, RETIREMENT OR TERMINATION OF EMPLOYMENT.....	10
PETS	10
RELATED POLICIES AND LEGISLATION	10

BACKGROUND

Boulia Shire Council is primarily responsible for the provision of housing that is required to support the delivery of Council services. Council currently manages over 36 units of residential accommodation in Boulia ranging from three and four bedroom family homes, to aged care single bed units. This Policy provides a framework for the allocation of those residential properties to staff, contractors and members of the community.

OBJECTIVE

Council aims to provide the best possible accommodation to meet the demand for rental accommodation relative to the provision of Council services. Irrespective of the nature of that demand, the reality is that Council has limited resources and there are other levels of Government working in the public housing sector as well as private investors providing housing. Therefore, housing for staff and contractors required to enable the Council to function, is implicitly a higher priority than other demands.

SERVICE DEMAND

There are different demands for housing that support the delivery of Council services and they are:

- **Executive Staff Housing:** This is core housing that has been identified as being essential to attract and retain executive staff. Whilst not all Councils provide housing for executive staff, it is expected that rural and remote Councils would include quality housing as part of an employment package to attract and retain executive staff. Depending on circumstances and personal preferences, there may be high expectations in the market place as to the type and quality of housing provided for executive staff.
- **Key Staff Housing:** This is core housing that has been identified as being essential to attract and retain key staff who, in most circumstances, have skills, qualifications and experience that is highly sought after and who are likely to be recruited from outside of the commute distance, to the place of work.
- **Furnished Staff Housing:** A basic furnished house could be available for certain key staff positions if required. This would incur a higher rent if applicable or a furniture rental agreement as per the fees and charges appropriate.
- **Other Staff Housing:** This is housing that has been identified as being necessary to provide accommodation for employees of the Council, who may otherwise be unable to purchase or rent a suitable property from private sources.

- **Contractor Accommodation:** Council may need to provide accommodation to meet short or long term needs of contractors and consultants engaged by Council or to facilitate economic or business development in the community.
- **Residential Housing:** This is housing that has been identified as being necessary to meet demand for rental accommodation in the community and may include special purpose aged care pensioner accommodation.

SCOPE

This Policy applies to all employees, contractors and other residents of the Shire residing or seeking to reside in Council owned housing.

ELIGIBILITY

Staff: To be eligible for Council housing, employees must be of good character and understand that the provision of housing is not an industrial right, but offered as an incentive to attract and retain competent staff for specific roles with the Council.

They must also meet the following criteria:

- Be a full time and or permanent part time employee of the Bouliia Shire Council;
- Be appointed to or transferred to the location from another location to meet a need;
- Required to live on site or close to the work site as caretaker or other specific role or requirement of the Council.
- Be offered housing as part of an employment package.
- Have not breached conditions of use of housing or behaved in a manner that constitutes grounds for eviction.
- Do not own or lease housing that is within a reasonable distance of the Council housing being offered.

Contractors: To be eligible for Council housing, Contractors must be engaged on the basis of housing being provided as part of a contract and/or for short term use whilst undertaking work within the Shire. There is no requirement for Council to offer or provide long term accommodation for contractors. Therefore, the provision of accommodation for contractors shall be at the discretion of the Chief Executive Officer, in order to meet the service needs of the Council.

Residential Accommodation: Where a property is required to be retained for future use by Council and there is no current staffing demand for that property, consideration will be given to leasing the property to members of the community in accordance with this policy.

HOUSING COMMITTEE

The Housing Committee is a committee of Council comprising two Councillors, one independent community member (appointed by Council following advertising), a Senior Staff member and a nominated representative of the Boulia Interagency Group. The Committee shall meet as required to determine applications for rental from community members. The Community Services Manager shall prepare the agenda and coordinate meetings of the committee.

ALLOCATION PROCEDURE

Staff Housing: The demand and requirements for Staff Housing shall be determined by the Housing Committee as recommended by relevant Department head or the CEO.

Contractor Housing: Any request for short term contractor housing shall be assessed by the Housing Committee. The term of any lease shall be no longer than 3 months per term.

Residential Housing:

All persons applying for residential housing will be required to complete the appropriate Application for Housing form and subject to all conditions under the Residential Tenancies Authority.

On receipt of the Application for Housing form, the Housing Committee will consider the application. If housing is available then Council will check referees and past rental history, apply the allocation policy and make a recommendation regarding an offer for housing to the Housing Committee for consideration.

All of the applicant's personal details and the discussions of the Housing Committee are confidential and members of the Committee have a duty to ensure that any information provided by the applicants, or discussed at committee meetings remains confidential.

The Housing Committee will consider the application and make an offer with respect to the allocation or non-allocation of housing in accordance with this policy. In the event that the Housing Committee is unwilling or unable to make a decision, then the application shall be determined by the CEO.

The Council will then then communicate an offer to the applicant,

including rent charges, furniture rental, bond payable etc. and if accepted, process the application and give the tenant permission to collect a key and occupy the allocated dwelling.

ALLOCATION POLICY

Categories of Housing

Accommodation is divided into a number of categories. These are as follows:

1. **Family Housing**

Generally three or four bedroom housing containing necessary living and bedroom accommodation for family living.

2. **Without Dependent Housing**

Generally include flats, units and smaller houses suitable in size to meet the living requirements of employees without dependents or partners.

3. **Reserve Housing**

Housing that is associated with a specific employment or facility. This housing can only be allocated to an employee who holds a particular position with the Council, to which the facility is associated, unless the CEO agrees to allow another employee to occupy the dwelling **e.g: Caretaker houses or CEO dwelling.** Unoccupied reserve accommodation will only be re-allocated on a short term, conditional tenancy basis.

ALLOCATION PRIORITY

The Housing Committee will consider past rental references and character references for not only the applicant, but all adult persons seeking to live in Council rental accommodation. If the applicant or any adult living with the applicant is unable to provide a good character reference and/or evidence of past good rental history, the Committee may refuse the application.

Family Housing (two, three and four bedroom homes)

Priorities for allocation of accommodation to this group will be determined by the following factors including:

1. Number, age and gender distribution of dependents. Consideration will be given to only those dependents residing in the home on a permanent basis.
2. Specific location and employment requirements associated with Council operations. i.e. working for a contractor to Council.
3. Suitability of the housing to the applicants needs. i.e. location, childproof fencing, etc. may assist in determining allocation.

4. Custody arrangements of children will be considered, and may be taken into account when making allocations.
5. Specific individual requests, for example pets, hobbies, etc. which depending on circumstances may or may not be considered.

Without Dependent Housing (one and two bedroom units)

Priority for this housing will be given to persons without dependents. Priority will be determined by:

1. Specific location and employment requirements associated with Council operations. i.e. working for a contractor to Council.
2. Specific physical requirements of applicants, i.e. disabilities, etc.
3. Specific individual requests, for example pets, hobbies, etc. which depending on circumstances may or may not be considered.

Reserve Housing

Priority for caretaker housing will be allocated to employees of the Council with which the particular facility is associated, for example Racecourse Reserve, or Sports Centre.

Priority for furnished units will be given to temporary relief staff or short term contractors.

Priority for one bed sitter type units, shall be given to persons who are disabled or infirm and in receipt of a disability or aged pension.

Nothing in this policy prevents the Committee or the CEO from allocating a particular type of housing or reserve housing for other purposes on a short term basis, if no suitable applicants are available.

ACCEPTANCE OF OFFER OF HOUSING

Persons are expected to accept the offer of housing available at the time. A refusal of a reasonable offer in the view of the Housing Committee will place the applicant at the bottom of the waiting list. The person has the right to appeal any decision by applying in writing to the Chief Executive Officer.

TENANCY AGREEMENT

All persons, other than contracted staff, occupying Council housing are required to sign a General Tenancy Agreement and abide by the standard terms of the General Tenancy Agreement within the guidelines of the *Residential Tenancies and Rooming Accommodation Act 2008*. Any additional special terms written into the General Tenancy Agreement need to be adhered to.

TERM OF TENANCY AGREEMENT

To encourage persons to seek home ownership and allow for flexibility in housing allocation, tenants will be offered tenancy agreements up to a maximum term of 12 months with the ability to renew the General Tenancy Agreement, if mutually suitable to both parties.

BOND

All tenants, other than contracted staff, will be required to pay a four (4) week bond at the commencement of a tenancy.

RENT

Council's permanent employees, who reside in a Council residence will, as part of a salary sacrificing agreement, be charged the employee discount rental rate as set by Council in the annual budget.

All other tenants will be required to pay the scheduled fee as adopted by Council that is applicable to the housing being offered.

PAYMENT OF RENT/FURNITURE

Rent is to be paid fortnightly in advance by one of the following methods:

- Deduction from wage/salary of employee
- Direct debit/bank deposit
- EFT at the Council office

RENT REVIEWS

Rental reviews will be carried out on an annual basis as part of the annual Council budget process and market rent figures for each residence will be adjusted annually.

UTILITIES

Tenants are required to meet the full costs of gas, electricity and telephone unless, in the case of staff, it has been agreed by Council, as part of a salary sacrifice arrangements. Tenants are also required to meet the cost of all yard maintenance services.

MAINTENANCE AND INSPECTIONS

Tenants are expected to maintain the property in a clean and tidy state which will be subject to regular inspections by the Council's housing inspection representative. Council has a schedule of maintenance which will capture normal wear and tear issues however any damage to the property must be reported to the Council immediately and any damage not deemed to be normal wear and tear will be repaired at the tenant's expense.

CO-TENANCIES

When two or more persons share occupancy of any residence, a co-tenancy agreement under the *Residential Tenancies and Rooming Accommodation Act 2008* will apply. In the case of a co-tenancy all parties would be responsible for the tenancy agreement. Co-tenants are considered jointly and severally liable for the tenancy. In other words any money owed to the lessor is recoverable by a claim against all the tenants or one tenant for the whole amount.

VACANCY PROCEDURE

In the event that a person vacates the premises under the terms of the *Residential Tenancies and Rooming Accommodation Act 2008*, the person must:

- As soon as the person is aware of the pending vacancy, notify Council of their intention to leave by the appropriate RTA Form; and
- Promptly hand over vacant possession including return of keys to the appropriate Council Officer. Failure to return keys will result in rent being charged until such time as the keys are returned; and
- Clean the premises (the premises should be in the same condition as when the tenant moved in - fair wear and tear excepted); and
- Notify the Council of the person's forwarding address.

A house is defined as vacant when a person has physically moved out of the house, including removal of furniture and personal property, cleaned the residence and yard, and keys for the property have been handed back to the Council.

TERMINATION OF TENANCY AGREEMENT

Under the terms of the *Residential Tenancies and Rooming Accommodation Act 2008* notice may be given to terminate the rental agreement if:

- The person has not paid rent for 14 days;
- Council or the tenant breaks the agreement; including exceeding the occupancy limit on the housing form.
- Council or the tenant wish to give vacant possession at the end of the fixed term set out in the Agreement;
- Where an employee voluntarily resigns from their position with Council or abandons their employment or under Council's Counselling and Disciplinary Policy the employee's employment relationship with Council is terminated.
- Council may give due notice if the residence is required for staff or contractor housing. According to the *Residential Tenancies and Rooming Accommodation Act 2008* the tenant has 2 months in which to comply.

CHANGE OF CIRCUMSTANCES

A person undergoing a change of circumstances which influences the type of housing appropriate to that person's new circumstance may be required to move to accommodation in keeping with these new circumstances. A change

involving the number of occupants will only be considered if the change involves full time occupants.

RESIGNATION, RETIREMENT OR TERMINATION OF EMPLOYMENT

Employees will be required to vacate a Council residence within four weeks where employment ceases either by resignation or retirement or where they have provided four weeks notice.

Application may be made to the Housing Committee for unallocated Council housing and will be considered in the normal process.

Employees who are terminated by Council will be deemed no longer to qualify for a rental subsidy and will commence payment of normal market rent as per the schedule in the Fees and Charges.

PETS

The Bouliia Shire Council recognises the role of pets in providing companionship and security and in contributing to the health and well-being of residents. The Council supports tenants who own pets where the style of housing is suitable for that type of pet. The keeping of pets in any Council property must comply with Local Government local laws.

Tenants must seek permission to house pets on the property and will only be permitted to keep a pet if:

- The property is suitable for keeping a pet, e.g. appropriate fencing, suitable area or style of housing;
- The tenant accepts all responsibility for damage done by pets.
- The pet does not interfere with the reasonable peace, comfort and privacy of neighbours;
- The pet is registered with Council as required and secured within the boundaries of the property.

Unless specifically agreed by the CEO, pets are not be permitted inside the residence.

RELATED POLICIES AND LEGISLATION

This Policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government Act 2009
- Residential Tenancies and Rooming Accommodation Act 2008
- Residential Tenancies and Rooming Accommodation Regulation 2009

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Min Min Encounter June 2020 Report	DOC REF: Item E
REPORT BY:	Roni Harris	DATE: 07/07/2020

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 Bouliia 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: June 2020

Daily Sales for June 2020	\$3985.95
MME Visitor Stats for June 2020	243
MME Show Stats for June 2020	88
BHC Stats for June 2020	30

Social Media Statistics for June 2020:

Page	Page Likes	Reached	Shares
Bouliia Shire Council	1845	12,071	307
Min Min Encounter	1051	8156	3114

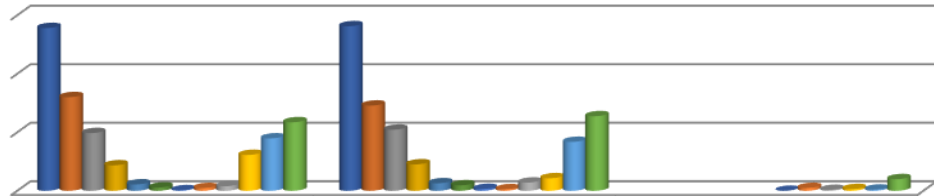
REPORT ON ACTIVITIES HELD FOR JUNE 2020

Opening: Unfortunately, due to the COVID-19 shutdown, the Min Min Encounter only opened to the public on 12 June. A COVID-19 Safe Plan, Risk Assessments, Training and COVID-19 procedures were put in place to comply with regulations. The Min Min Encounter has seen encouraging attendance including weekends and with the Qld School holidays we are seeing increasing numbers of families. The Bouliia Heritage Complex has seen encouraging numbers with restricted hours. To date all visitors have happily complied with sanitizing and registering requests. Details are being kept in the safe for 28 days as per current requirements.

Training: As staff having completed the Australian Government Department of Health Infection Control Training – COVID-19, we are able to display the Certificate of Acknowledgement which was a requirement prior to opening.

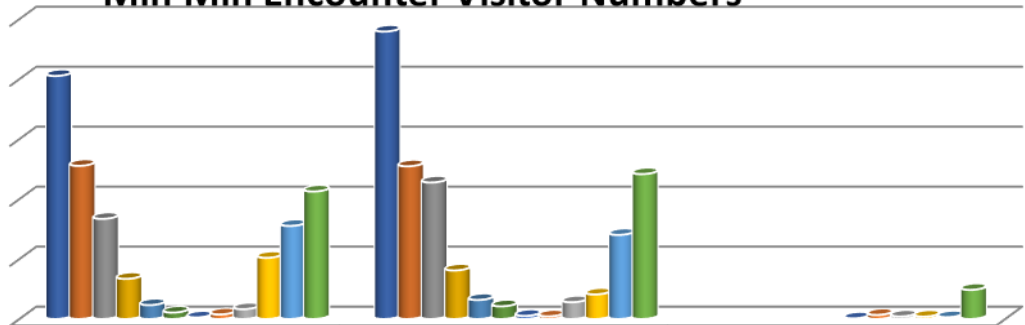
Checkfront (Online Booking): This project has progressed with the set up of information and requires a little more tweaking prior to running the trial. This is a Canadian based company and sourcing help is subject to around a 24-hour delay. In a Zoom session their representative rendered some help but when we sought a second session, we were informed they only give one, although their introduction advised 24/7 support. They also advise that the booking cannot be done through Facebook as first indicated but we can show a link on Facebook to the Checkfront site. The next step is to make the changes and run the trial.

Min Min Encounter & BHC Tickets & Merchandise Sales



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

Min Min Encounter Visitor Numbers



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

RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Acting Chief Executive Officer

Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Library June 2020 Report	DOC REF: Item F
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REPORT BY:	Sandra Capewell	DATE: 02/07/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

1.2: 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:

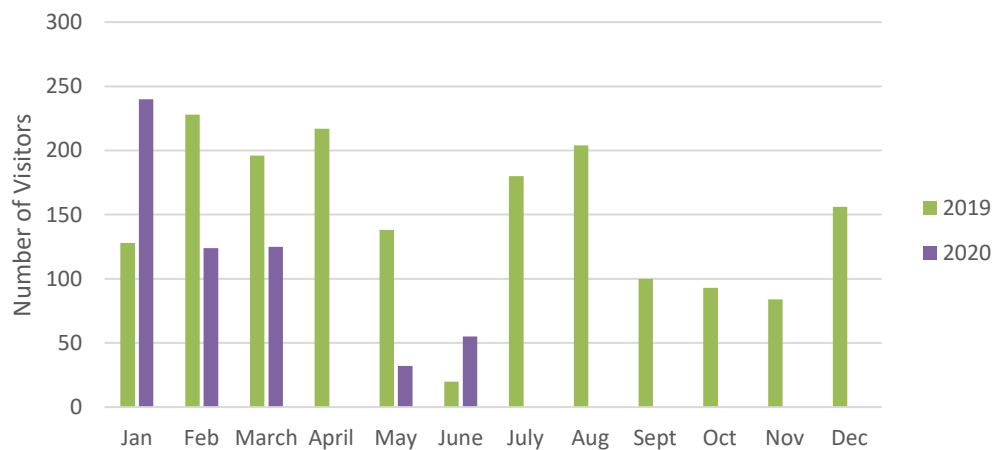
Boulia Shire Council provides a well-appointed Library facility which is open 5 days per week from 1pm to 5pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	55
Wi Fi	2
Number of new members - local	4
Tourist Member	0

LIBRARY ACTIVITIES

With travel restrictions now being eased in Queensland we have seen a slight increase in visitor numbers. Re COVID-19, appropriate arrangements remain in place keeping with Queensland Health Regulations.

Visitors to the Library



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

RECOMMENDATION:

That Council receive the Library June 2020 Report for information.

Reviewed by Community Services Manager	Mrs Julie Woodhouse
Approved by Acting Chief Executive Officer	Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Boulia Sports and Aquatic Centre June 2020 Report	DOC REF: Item G
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 09/07/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

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

PURPOSE:

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

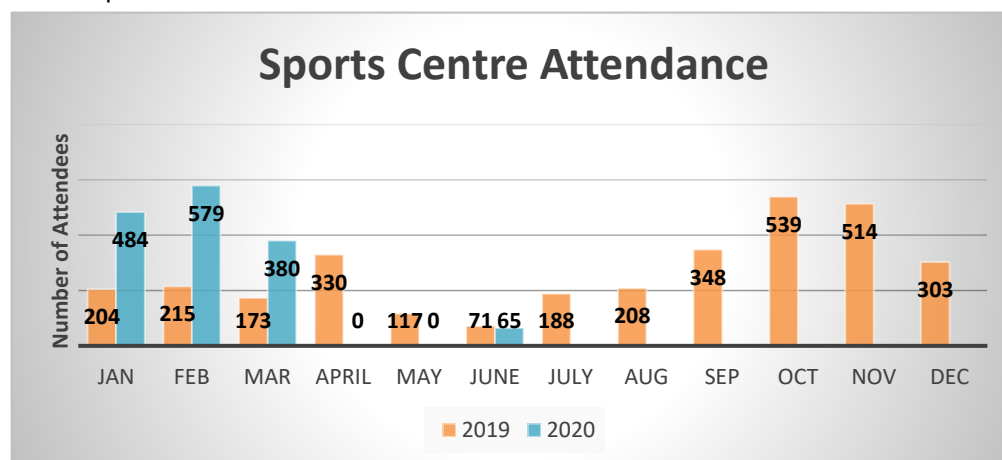
CONTENT:

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 49 After Hours: 0
• Squash	0
• Casual entry usage	17
• Kids usage	12
• Membership usage	36
• Merchandise sales	\$65.00
• Admission	\$0.00
• Refreshment sales	\$10.00

Activities held this month:

Please note: The Boulia Sports and Aquatic Centre reopened the Pool only on the 18th May 2020 due to the restrictions in place.



RECOMMENDATION:

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

Reviewed by Community Services Manager	Mrs Julie Woodhouse
Approved by Acting Chief Executive Officer	Mr Ray Geraghty

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 21st July 2020

TITLE:	Work Health and Safety June 2020 Report	DOC REF: Item H
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REPORT BY:	James Greer Work Health and Safety Advisor	DATE: 03/07/2020
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CORPORATE PLAN REFERENCES:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

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

7.2: A great place to work

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

COMPLETED TASKS and/or ACHEIVEMENTS:

- Audit on site Donohue Highway road works, all audit requirement shortfalls have been addressed with Corrective Action Plans assigned.
- SafePlan documentation uploading with hyperlinks tested to enable security, document control and ease of access by Council Staff.
- Workers have been trained in the use of the new SafePlan accessibility system rollout.
- 2020-2022 WHS Safety Management System Plan has been developed through consultation, ready for endorsement by ManEx committee prior to communication to Staff.
- Weekly Toolbox meetings/talks held with Council workforce to present and discuss any identified safety issues and implemented improvements.
- WHS Safety Policy Statement has been reviewed, re-signed by the CEO, rolled out and communicated to Council workforce.

ACCIDENT, INCIDENT and NEAR MISS REPORTING:

- No incidents recorded.

WORKS IN PROGRESS:

- Ongoing monitoring and audit on site Donohue Highway road works, to identify potential hazards and any audit requirement shortfalls.
- Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.
- Ongoing improvement of the Hazard Risk Register (this is a live document).
- Ongoing development of the iAuditor system templates, designed to streamline checklists for the continued user friendly access, accountability and monitoring.

IDENTIFIED FUTURE WORK REQUIRED and/or IMPROVEMENT AREAS:

- Submission of the Site Audit Evidence to LGW to meet the required Audit criteria requirements.
- Submission of the Boulia Shire Council's Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards.
- Achieving the LGW and TMR compliance standard requirements for compliance re-certification.
- 2020-2022 WHS Safety Management System Plan to be tabled for endorsement by ManEx committee prior to being communicated to Staff/Workforce.

TRAINING REQUIRED:

- Traffic Control for the implementation of Traffic Control Plans and Traffic Guidance Systems.
- Workers to be trained in the Implementation and rollout of the new Hazard Risk Register.
- First Aid and CPR training and/or refresher training
- iAuditor rollout training for Supervisors and Managers.
- Verification of Competency "VOC" training and certification of plant/equipment operators.

RECOMMENDATION:

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

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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