

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Thursday 15 July 2021



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

9th July 2021

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Thursday 15 July 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Mr Ray Geraghty (Acting Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Harin Karra (Director of Works and Operations)
Mrs Nicole Tonkies (Executive Assistant)
Ms Estelle van Tonder (Relief Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Deputations

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

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

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

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

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

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

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

9 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 18 June 2021
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Due to Councillor Britton being required to attend a RAPAD teleconference at 9 am and Councillor Beauchamp being an apology to the meeting, Councillor Neilson took the chair.

Councillor Neilson opened the meeting at 09:09 am.

Councillor Neilson 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.

Councillor Neilson also acknowledged past and present service personnel.

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

2 Present

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

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

Absent: Councillor Sam Beauchamp

Mr Gordon Stumbris entered the meeting at 9.09 am.

3 Apologies / Leave of Absence

Moved: Cr Neilson

Seconded: Cr Edgar

That the apology from Councillor Beauchamp be accepted and that he be granted leave of absence from the 18th June 2021 Council meeting.

Resolution No.: 2021/6.1

Carried

4 Declaration of Interests

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Deputations

There were no deputations made to Council.

9 Confirmation of Minutes from Previous Meetings

Moved: Cr Edgar

Seconded: Cr Neilson

That the minutes of the Ordinary Meeting held on 21st May 2021 be accepted.

Resolution No.: 2021/6.2

Carried

10 Reports

10.1 Works and Operations

TITLE:	NDRRA Flood Damage Works Department May 2021 Report	DOC REF: 10.1.5
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program.

Moved: Cr Edgar

Seconded: Cr Neilson

That the NDRRA Flood Damage Works Department May 2021 Report be received for information.

Resolution No.: 2021/6.3

Carried

Mr Stumbris left the meeting at 9.26 am.

TITLE:	Engineering Services Report – Newsbrief for May 2021	DOC REF: 10.1.1
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PURPOSE: To inform Council on the progress of various items through an information update.
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Moved: Cr Edgar

Seconded: Cr Norton

That the Engineering Services Report – News brief May 2021 be noted.

Resolution No.: 2021/6.4

Carried

TITLE:	Grants Work Status Summary – May 2021	DOC REF: 10.1.2
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PURPOSE: To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.
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Moved: Cr Edgar

Seconded: Cr Norton

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

Resolution No.: 2021/6.5

Carried

TITLE:	Statements of Intent - Review	DOC REF: 10.1.3
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PURPOSE: To review the Statements of Intent (SOI) for Council's Local Roads of Regional Significance (LRRS).
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Moved: Cr Neilson

Seconded: Cr Norton

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

Resolution No.: 2021/6.6

Carried

TITLE:	Local Roads and Community Infrastructure Program Phase 2	DOC REF: 10.1.4
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PURPOSE: To advise Council of funding received under the Local Roads and Community Infrastructure Program Phase 2.
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Moved: Cr Neilson

Seconded: Cr Edgar

1. That Council accept funding under the Local Roads and Community Infrastructure Program Phase 2 and enable the CEO to execute the necessary paperwork to accept the grant.
2. That the full amount of funding be allocated to the installation of services at the Boulia Industrial Estate.

Resolution No.: 2021/6.7

Carried

TITLE:	Foreman, Road Maintenance and Utility Services May 2021 Report	DOC REF: 10.1.6
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2021/6.8

Carried

TITLE:	Foreman Roads Maintenance and Construction May 2021 Report	DOC REF: 10.1.7
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2021/6.9

Carried

TITLE:	Rural Lands Protection Officer May 2021 Report	DOC REF: 10.1.8
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Neilson

That the Rural Lands Protection Officer's May 2021 Report be received for information.

Resolution No.: 2021/6.10

Carried

The meeting was adjourned for morning tea at 10:21 am.
The meeting resumed at 10:38 am.

10.2 Office of the Chief Executive

TITLE:	Chief Executives Report for May 2021	DOC REF: 10.2.1
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PURPOSE: To advise Council of the activities of the Chief Executive Office.

Moved: Cr Edgar

Seconded: Cr Norton

That the Chief Executive Officer May 2021 report is received for information.

Resolution No.: 2021/6.11

Carried

TITLE:	Marmanya - request for shade structures	DOC REF: 10.2.2
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PURPOSE: To advise Council of a request for the repurposing of shade structures at Marmanya facility in Urandangi.
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Moved: Cr Neilson

Seconded: Cr Edgar

1. That Council approve to donate two identified shade structures to Ms Pam Forster for her continued use for community benefit.
2. Considering the intended purpose of the structures being of a benefit to the community in the long term it is not proposed to advertise to a wider audience.

Resolution No.: 2021/6.12

Carried

TITLE:	Workplace Health and Safety Policy Statement Review	DOC REF: 10.2.4
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PURPOSE: To review Council's Workplace Health and Safety Policy Statement.
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Moved: Cr Neilson

Seconded: Cr Edgar

That Council adopt the Workplace Health and Safety Policy Statement as presented.

Resolution No.: 2021/6.13

Carried

TITLE:	Policy Review - Workplace Health, Safety, Environment and Quality	DOC REF: 10.2.5
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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 a review of the Workplace Health, Safety, Environment and Quality policy.

Moved: Cr Norton

Seconded: Cr Edgar

1. That policy 116 Workplace Health, Safety, Environment and Quality Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

Resolution No.: 2021/6.14

Carried

TITLE:	Workplace Health and Safety May 2021 Report	DOC REF: 10.2.6
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Edgar

That Council receive the Work Health and Safety May 2021 report for information.

Resolution No.: 2021/6.15

Carried

10.3 Corporate Services

TITLE:	Director of Corporate Services May 2021 Report	DOC REF: 10.3.1
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Neilson

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

Resolution No.: 2021/6.16

Carried

TITLE:	Asset Management Plan Buildings and Structures	DOC REF: 10.3.2
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PURPOSE:

Council has commenced developing strong planning coordination through the business from the strategic to the operational level, including Asset Management Plans (AMPs) for tactical asset management planning. The AMPs provide the means for driving Council's corporate

strategic and operational objectives and long-term financial sustainability focus through to the day to day activities of Council in managing its assets.

- Demonstrating responsible financial and strategic asset management
- Clearly outlining the measurable service levels
- Communicating and justify funding requirements for the future
- Complying with regulatory requirements

Moved: Cr Neilson

Seconded: Cr Edgar

That the Asset Management Plan Buildings and Structures Report and attachments are received for information purposes.

Resolution No.: 2021/6.17

Carried

Councillor Britton joined the meeting at 11.36 am and resumed the chair.

TITLE:	Finance Manager May 2021 Report	DOC REF: 10.3.3
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PURPOSE:

Financial Summary as at 31st May 2021.

Moved: Cr Neilson

Seconded: Cr Norton

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

Resolution No.: 2021/6.18

Carried

10.4 Community Services

TITLE:	Community Services May 2021 Report	DOC REF: 10.4.1
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

That the Community Services May 2021 Report be received for information.

Resolution No.: 2021/6.19

Carried

TITLE:	Min Min Encounter May 2021 Report	DOC REF: 10.4.2
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Norton

That the Min Min Encounter May 2021 Report be received for information.

Resolution No.: 2021/6.20

Carried

TITLE:	May Library Report 2021	DOC REF: 10.4.3
PURPOSE: To update Council on the visitations and activities in the Library.		

Moved: Cr Edgar

Seconded: Cr Neilson

That Council receive the Library May 2021 Report for information.

Resolution No.: 2021/6.21

Carried

TITLE:	May Sports Centre Report 2021	DOC REF: 10.4.4
PURPOSE: To inform Council of the current utilisation and activities of the centre.		

Moved: Cr Edgar

Seconded: Cr Neilson

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

Resolution No.: 2021/6.22

Carried

11 Late Reports

TITLE:	Action List - May 2021 Update	DOC REF: 11.1
PURPOSE: To present to Council an updated Action List.		

Moved: Cr Edgar

Seconded: Cr Neilson

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

Resolution No.: 2021/6.23

Carried

The meeting was adjourned for lunch at 12:16 pm.
The meeting resumed at 12:41 pm.

TITLE:	Stores Write Offs	DOC REF: 11.2
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

That approval be granted for the write off of \$1,419.11 of Stores stock.

Resolution No.: 2021/6.24

Carried

12 Closed Session

CLOSED MEETING AT 12.43 PM

Moved: Cr Edgar

Seconded: Cr Norton

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

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

Resolution No.: 2021/6.25

Carried

OUT OF CLOSED SESSION AT 1.00 PM

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2021/6.26

Carried

The following recommendations were resolved from the closed session: 2021/6.27, 2021/6.28, 2021/6.29.

TITLE:	George Bourne & Associates Hourly Rates and Expenses 2021-2022	DOC REF: 14.1.1
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PURPOSE:

The purpose of this report is to seek approval to accept George Bourne & Associates hourly rates and expenses for the financial year 2021-22.

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

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

Moved: Cr Edgar

Seconded: Cr Neilson

That Boulia Shire Council accepts the George Bourne & Associates Hourly Rates, Expenses & Capability Statement 2021/2022 as attached to the George Bourne & Associates Hourly Rates and Expenses Report for the 2021/2022 Financial Year.

Resolution No.: 2021/6.27

Carried

TITLE:	Tender T2020/21.13 Supply and Installation of Concrete Works	DOC REF: 14.1.2
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PURPOSE:

To endorse the awarding of Tender T2020-21.13 Supply and Installation of Concrete Works.

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

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

Moved: Cr Norton

Seconded: Cr Britton

That tender T2020-21.13 Supply and Installation of Concrete Works be awarded to Central Hire & Contracting Pty Ltd.

Resolution No.: 2021/6.28

Carried

TITLE:	Flood Warning Infrastructure Collaborative Tender	DOC REF: 15.1
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PURPOSE:

The commissioning of further flood warning infrastructure (eight [8] new sites with fourteen [14] assets) within the Boulia Shire Council in collaboration with North West Queensland Regional Organisations of Council and the Queensland Reconstruction Authority - Resilience.

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

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

Moved: Cr Britton

Seconded: Cr Edgar

- 1. The Director of Works and Operations recommendation is to receive and note the Tender Recommendation report prepared for the full scope of the project, which includes 12 Councils, and flood warning infrastructure (95 assets at 65 sites) across the North West Queensland Region.*
- 2. The Director of Works and Operations recommendation is to authorise the CEO to negotiate the terms and enter a contract with Qteq Pty Ltd to supply and install flood warning infrastructure within Boulia Shire and advise Council once the final contract amount is confirmed.*

Resolution No.: 2021/6.29

Carried

13 Reports

13.1 Office of the Chief Executive

TITLE:	Draft Operational Plan 2021-2022	DOC REF: 10.2.3
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PURPOSE:

The Operational Plan from 1st July 2021 to 30th June 2022 has been prepared and is supported by the 2021-2022 budget. It reflects Council's objectives in relation to the Corporate Plan and progress towards goals Council aims to achieve.

Moved: Cr Edgar

Seconded: Cr Norton

1. That Council adopt the proposed 2021-2022 Operational Plan.
2. That the report be displayed on the Council website.
3. That the actions and deliverables from 2021-2022 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.

Resolution No.: 2021/6.30

Carried

14 Closed Session

CLOSED MEETING AT 2.21 PM

Moved: Cr Britton

Seconded: Cr Neilson

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

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

Resolution No.: 2021/6.31

Carried

OUT OF CLOSED SESSION AT 2.25 PM

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2021/6.32

Carried

The following recommendations were resolved from the closed session: 2021/6.33.

The CEO discussed with Councillors the possibility of Council looking into the purchase of additional land for the future construction of residential dwellings given the ongoing housing shortage being faced in Boulia at present.

Councillor Norton declared a Declarable Conflict of Interest in accordance with the Local Government Act 2009 section 150EQ(4)(a) and (b) due to her son being an owner of a block of land in the Boulia Shire. Pursuant to section 150ES of the Local Government Act 2009, Councillor Norton was allowed to remain in the meeting but did not vote on the matter.

Moved: Cr Neilson

Seconded: Cr Edgar

That the CEO be authorised to investigate further opportunities to purchase land

Resolution No.: 2021/6.33

Carried

15 General Business

There was no general business to be noted at this meeting.

16 Meeting Closure

The Mayor closed the meeting at 03:59 pm.

17 Confirmed

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

Unconfirmed Minutes



**MINUTES OF THE Budget Meeting
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 25 June 2021
COMMENCING AT 09:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

The Mayor opened the meeting at 09:24 am.

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.

2 Present

Councillors: Councillor Eric (Rick) Britton
Councillor Tim Edgar (via teleconference)
Councillor Jan Norton

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)

Absent: Councillor Sam Beauchamp
Councillor Jack Neilson

3 Reports

3.1 Mayor's Budget Meeting Report

TITLE:	Mayor's Report 2021-2022	DOC REF: 1.1.1
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PURPOSE: To deliver a balanced and long-term financial budget for the Boulia Shire Council.

Moved: Cr Britton

Seconded: Cr Norton

That the Council adopt the proposed 2021/2022 Budget, operational and capital.

Resolution No.: 2021/B6.1

Carried

3.2 Financial Information – Operating Budget

TITLE:	Proposed Budget 2021/2022 Operational & Capital	DOC REF: 1.2.1
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PURPOSE:

Information shown on individual areas of Council and the proposed budget set for 2021/2022.

Moved: Cr Norton

Seconded: Cr Britton

That the Budget be reviewed and reported on back to Council on a quarterly basis as per the Local Government Regulation 2012.

Resolution No.: 2021/B6.2

Carried

TITLE:	Financial Statements 2021/22 - 2023/24	DOC REF: 1.2.2
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PURPOSE:

Presentation of Financial Statements for the following 3 years.

Moved: Cr Edgar

Seconded: Cr Britton

That the Financial Statements 2021/22 - 2023/24 Report as presented be accepted.

Resolution No.: 2021/B6.3

Carried

3.3 Measures of Financial Sustainability

TITLE:	Measures of Financial Sustainability 2021/2022	DOC REF: 1.3.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

That in accordance with Section 169(2)(a) of the Local Government Regulation 2012, the 2021/2022 Boulia Shire Council Long Term Financial Forecast – 2021/2022 be hereby adopted.

Resolution No.: 2021/B6.4

Carried

3.4 Policy Reviews

TITLE:	Policy 101 - Purchasing and Acquisition	DOC REF: 1.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

- 1. That Policy 101 Purchasing and Acquisition as presented be adopted.*
- 2. That a copy of the policy be loaded into the Councillor Hub.*

Resolution No.: 2021/B6.5

Carried

TITLE:	Policy 109 - Revenue Policy 2021/2022	DOC REF: 1.4.2
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Norton

That in accordance with section 169(2)(c) of the Local Government Regulation 2012, the 2021/2022 Boulia Shire Council Revenue Policy – Policy 109 Revenue 2021/2022 be hereby adopted.

Resolution No.: 2021/B6.6

Carried

TITLE:	Policy 110 - Internal Audit Policy	DOC REF: 1.4.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

1. *That Policy 110 Internal Audit be adopted by Council as presented.*
2. *That the updated policy be loaded into the Councillor Hub.*

Resolution No.: 2021/B6.7

Carried

TITLE:	Policy 119 - Investment Policy 2021/22	DOC REF: 1.4.4
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Edgar

1. *That this Investment Policy 119 be accepted as presented.*
2. *That the Councillor Hub be updated with this policy.*

Resolution No.: 2021/B6.8

Carried

TITLE:	Policy 124 - Town Common Policy	DOC REF: 1.4.5
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PURPOSE:

The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves and Council Controlled land (except for leased areas).

It is to be noted that Cr Norton was in agreeance with eligible applicants for agistment being granted their first two stock free to agist. Cr Norton was not in agreeance with stock incurring charges for agistment on Council controlled land (except leased areas) other than the Town Common (ie. the 'Pony Paddock') and therefore abstained from voting.

Moved: Cr Britton

Seconded: Cr Edgar

1. That the Town Common Policy 124 be accepted as presented.
2. That the Councillor Hub be updated with this policy.

Resolution No.: 2021/B6.9

Carried

TITLE:	Policy 145 - Community Facilities Hire Policy 21-22	DOC REF: 1.4.6
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

1. That Policy 145 Community Facilities Hire 21/22 as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

Resolution No.: 2021/B6.10

Carried

3.5 Revenue Statement

TITLE:	Revenue Statement 2021-22	DOC REF: 1.5.1
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PURPOSE:

This Revenue Statement is based on the principles set out in Council's Revenue Policy and has been formulated in accordance with section 172 of the *Local Government Regulation 2012*.

Moved: Cr Britton

Seconded: Cr Norton

1. That in accordance with section 172 (2)(b) of the *Local Government Regulation 2012*, the 2021/2022 **Bouliia Shire Council Revenue Statement** be hereby adopted.
2. 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 2021/2022 financial year as set out in Council's Revenue Statement 2021/2022.
3. In accordance with s99 *Local Government Regulations 2012*, Council resolves to levy a **Cleansing** charge for the 2021/2022 year for the purposes of providing for removal of refuse from all occupied premises (domestic and commercial) according to Council's Revenue Statement 2021/2022.

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.

4. In accordance with s94 of the Local Government Act 2009 and s99 Local Government Regulations 2012, Council resolves to levy a **Sewerage** charge according to Council's Revenue Statement 2021/2022.

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, dependent on its size, use and impact on these services.

5. 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 both Boulia and Urandangi for the Financial Year 2021/2022 according to Council's Revenue Statement 2021/2022.

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, dependent on its size, use and impact on these services.

6. That in accordance with s133 of the Local Government Regulation 2012 a charge of 8.03 percent compounding **Interest** calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue.
7. That in accordance with s130 of the Local Government Regulation 2012 a **Discount** of 8% 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.
8. 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 **Pensioner Rate Remission** of 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.
9. That in accordance with s116 of the Local Government Regulation 2012 Council will apply a **Capping** to rate increases on general rates levied of 6% from the previous rate notice period Jan – June 2021 for the financial year 2021/2022 according to Council's Revenue Statement 2021/2022.

Resolution No.: 2021/B6.11

Carried

3.6 Fees and Charges

TITLE:	2021/2022 Fees and Charges	DOC REF: 1.6.1
PURPOSE: To review and update Council's register of cost-recovery fees for the new financial year, 2021/2022, in accordance with the <i>Local Government Act</i> s97 and s98.		

Moved: Cr Britton

Seconded: Cr Edgar

That in accordance with s97 of the Local Government Act 2009, the 2021/2022 Fees and Charges as presented in the Bouliā Shire Council Budget Agenda 2021/2022 be hereby adopted.

Resolution No.: 2021/B6.12

Carried

4 Meeting Closure

The Mayor closed the meeting at 10:00 am.

5 Confirmed

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

Unconfirmed Minutes

10 Reports

10.1 Works and Operations

TITLE:	Engineering Services Report – Newsbrief for June 2021	DOC REF: 10.1.1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment 2.3: Well planned - land, open spaces and assets
2.3.1: Develop and implement a robust Asset Management Strategy to support effective long-term asset management

Key Priority 3: Economic Development 3.2: Advocate for the region through regional networks

3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment 4.2: Resilient management plans which support the community in times of crisis

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

22 nd June	Stu Bourne Nathan Raasch	Inspect Donohue
20 th - 23 rd July	Nathan Raasch	Donohue Highway and Golf Links prime
25 th - 28 th July	Nathan Raasch	Donohue Highway and Golf Links seal

2. Flood Damage Works

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

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 Risk assessment complete. CH Site inspections Feb 2021. The completion Date of the event has been extended by 12 months. Completion due June 2022.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are complete and submission has been uploaded to MARS for acquittal with submission value of \$494,438.07 (BoSC.0011.1920E.EWK). Emergency works submission is approved for a value of \$494,154.85. 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. The submission has been approved by QRA for \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system. Works has not commenced on this event.

3. Other
Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Complete
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					Complete
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Works complete from CH 206.45-211.5
	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					
3	211.6-220.3 (Emergency Airstrip end – Stage 5)	8.7	\$2.97m	\$2.376m	\$0.594m	20/21	Seal works scheduled late June
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	complete
		26.26	\$10.475m	\$8.38m	\$2.095m		

There will be 76.1 km left to seal after the above is complete which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

Design is complete for Stage 7 and 8.

Concrete works under contract T2019/20-1 is underway (Central Hire), completion May 2021.

Cultural Heritage inspections July/August 2021 for stage 7 – negotiating with the CH traditional owners.

4. Industrial Subdivision

Purchase order submitted to Ergon for the power reticulation. Pending Ergon detailed design and prestart meeting with Ergon. Sewer Design now complete. NBN Communications design has commenced – pending NBN quote. Central Hire have installed the 3 culverts.

5. Wills Street Drain

Survey of Wills St and adjacent streets completed, options analysis and design in progress.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Flood Damage Summary [10.1.1.1 - 1 page]

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (5/07/2021)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	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
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07	\$ 494,154.58	\$ 494,438.07	Approved/ Works Complete
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved - Donohue only

TITLE:	Grants Work Status Summary – June 2021	DOC REF: 10.1.2
REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 16/07/2021
CORPORATE PLAN REFERENCE:		
<p>Key Priority 2: Built Environment 2.2: Sustainable - housing, buildings and community infrastructure 2.2.2: Provide and maintain well planned community assets to meet the needs of our community</p> <p>Key Priority 6: Lifestyle and Community 6.1: Facilitate opportunities for community development 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>		
RISK MANAGEMENT:		
Information Report only - not applicable.		
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:		
<p>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:</p> <p>W4Q - Work for Queensland Three (DILGP - Department of Infrastructure, Local Government and Planning - State funding)</p> <p>COVID W4Q - COVID Works for Queensland (DLGRMA - Department of Local Government, Racing and Multicultural Affairs – State funding)</p> <p>LGGSP - Local Government Grants and Subsidies Program (DILGP - Department of Infrastructure, Local Government and Planning - State funding)</p> <p>DCP - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)</p> <p>DCP Ext. - Drought Communities Programme - Extension (Department of Infrastructure, Transport, Cities & Regional Development – Federal funding)</p> <p>BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)</p> <p>LRCI - Local Roads and Community Infrastructure Program (Department of Infrastructure, Transport, Regional Development and Communications – Federal funding)</p> <p>Current Project status –</p> <p>All projects under the LGGSP, LRCI, Works for Queensland Round 3 and COVID Works for Queensland Program have been completed with the exception of the Construction of New Residential Building (Caretaker's house at the Racecourse Reserve) which has been granted an extension of time until the 30th September 2021 and the Heritage Complex Fencing Upgrade which has been granted an extension of time until the 30th December 2021.</p> <p>BOR R4 - Boulia Industrial Estate – Sewerage in progress. Materials for water connections have arrived.</p>		

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 2021 report on the progress of the funded projects be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Construction of New Residential Building - Racecourse Reserve	DOC REF: 10.1.3
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.2: Sustainable - housing, buildings and community infrastructure
 2.2.2: Provide and maintain well planned community assets to meet the needs of our community

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2**.

PURPOSE:

To seek Council approval to call for Expressions of Interest for the removal of the existing Racecourse Reserve house and approval for the location of the new house.

CONTENT:

Council is in the process of constructing a new Caretaker's house at the Racecourse Reserve with funding received under the COVID Works for Queensland program.

Previous discussions with Council had earmarked a new site for the house within the Racecourse Reserve grounds rather than rebuild on the existing site, however, after further assessment of the proposed site, it is deemed to be too high risk to flooding and in order to be built in accordance with the adopted Town Planning Scheme requirements, would incur a large amount of extra costs. It is therefore proposed to Council that the new building be constructed on the existing site.

It is suggested that an Expression of Interest to sell and remove the existing house be issued, with the CEO being delegated authority to negotiate the terms of the purchase and removal.

CONSULTATION:

CEO

GOVERNANCE IMPLICATIONS:

The 'Construction of New Residential Building in Boulia Town' Works for Queensland Project has a budget of \$425,000.

RECOMMENDATION:

1. That the location of the new residential building at the Racecourse Reserve be in the same location as the present Racecourse Reserve house.
2. That an Expression of Interest to sell and remove the existing house be released and the CEO be delegated authority to negotiate the terms of the purchase and removal of the existing house.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Local Roads and Community Infrastructure Program Phase 2 - Project Acceptance	DOC REF: 10.1.4
REPORT BY:	Harin Karra Director of Works and Operations	DATE: 16/07/2021
CORPORATE PLAN REFERENCE:		
<p>Key Priority 2: Built Environment 2.2: Sustainable - housing, buildings and community infrastructure 2.2.2: Provide and maintain well planned community assets to meet the needs of our community</p> <p>Key Priority 6: Lifestyle and Community 6.1: Facilitate opportunities for community development 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>		
RISK MANAGEMENT:		
The risk associated with the recommendations of the report have been assessed as Moderate (Consequence) and Rare (Likelihood) giving an overall assessment as Medium M-3 .		
PURPOSE:		
To seek Council's endorsement of the project earmarked for completion with funding received under the Local Roads and Community Infrastructure Program Phase 3.		
CONTENT:		
<p>Council has received \$1.3 million in grant funding under the Local Roads and Community Infrastructure (LRCI) Program Phase 3.</p> <p>The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19 and there is no requirement for Council to match funding.</p> <p>All projects under this phase of funding must commence by 1st January 2022.</p> <p>In assessing the possible projects that could be completed with this funding, the further development of the Boulia Industrial Estate has been identified as a beneficial project to complete.</p> <p>At present, the Boulia Industrial Estate has been able to be developed into 11 sites with water and power access. This project would entail the pave and seal of the estate. It is proposed that the entire funding amount of \$1.3 million be allocated to the pave and seal.</p>		
CONSULTATION:		
CEO		
GOVERNANCE IMPLICATIONS:		
Grant funding to be included in the 2021/22 Budget.		
RECOMMENDATION:		
That Council allocate all funding under the Local Roads and Community Infrastructure Program Phase 3 to the pave and seal of the Boulia Industrial Estate.		
ATTACHMENTS: Nil		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

TITLE:	ORRTG Regional Route Hierarchy and Investment Priority	DOC REF: 10.1.5
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REPORT BY:	Harin Karra Director of Works and Operations	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

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 outcomes on all roads (Shire and State) within quality assurance guidelines

2.1.3: Lobby for appropriate State and Federal government funding to upgrade the quality of major access roads within the shire and also accessing the region

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Insignificant

(Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-1**.

PURPOSE:

To present to Council the latest Outback Regional Roads and Transport Group (ORRTG) Regional Route Hierarchy and Investment Priority maps.

CONTENT:

In 2018 the ORRTG adopted a Regional Investment Strategy to allow the ORRTG to maintain and enhance a safe transport network accessible to everyone. The plan provides local government members of the ORRTG with an investment strategy and prioritisation plan to support applications and proposals for additional funding within the region.

As a part of the strategy, a Regional Route Hierarchy was adopted to identify routes within the Central West Region that are of significance to all of the ORRTG members. The hierarchy categorised the routes in order of importance.

An Investment Priority Map was also adopted and is used as a guide to strategically assist the ORRTG to allocate funding. The map is monitored and updated annually with new investment priorities being included in the map once current priorities are completed.

New Hierarchy and Regional Investment Maps have been prepared and ORRTG members are being asked to review these maps and provide comment. The maps are attached to this report for Council review.

CONSULTATION:

ORRTG

GOVERNANCE IMPLICATIONS:

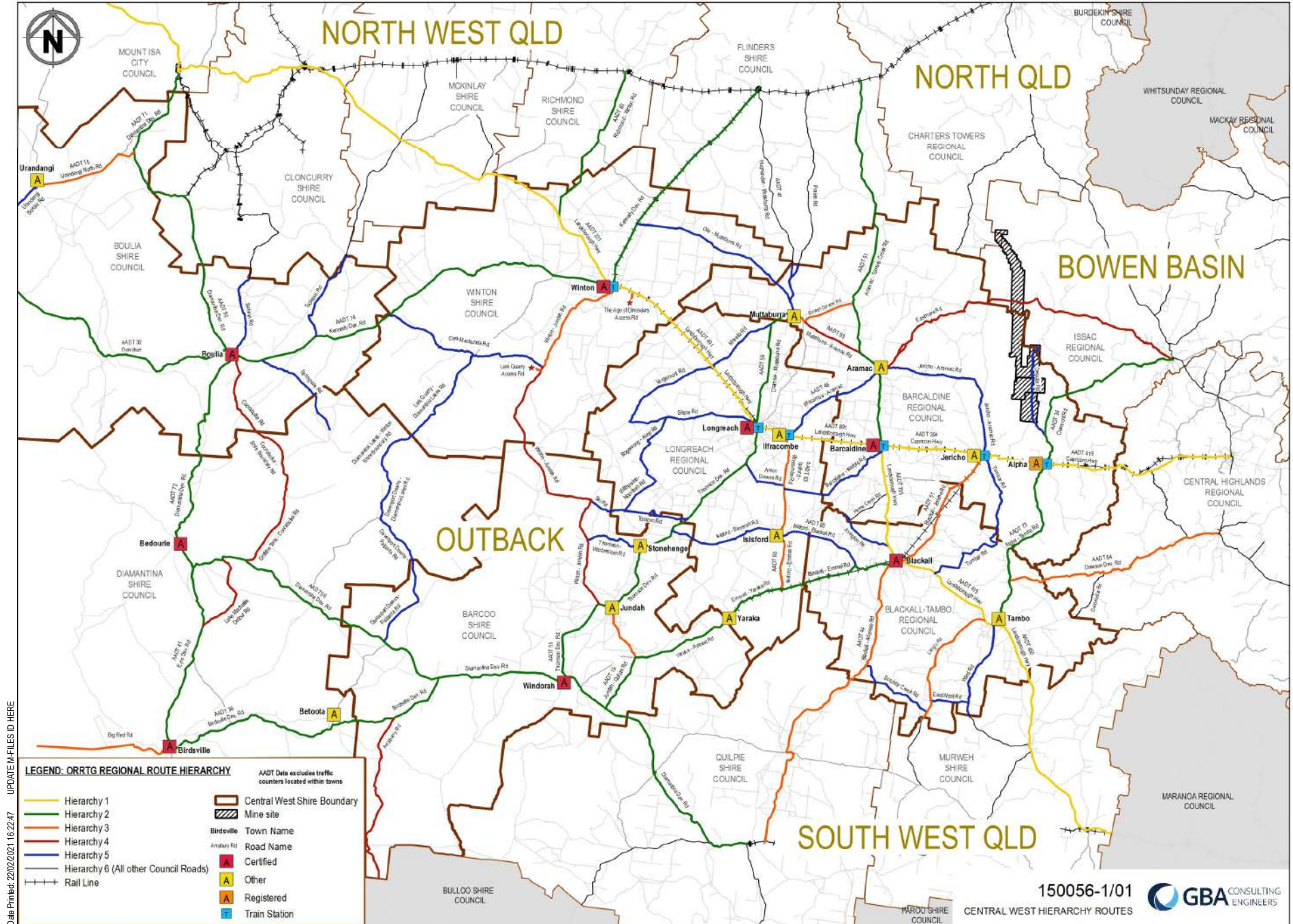
Nil

RECOMMENDATION:

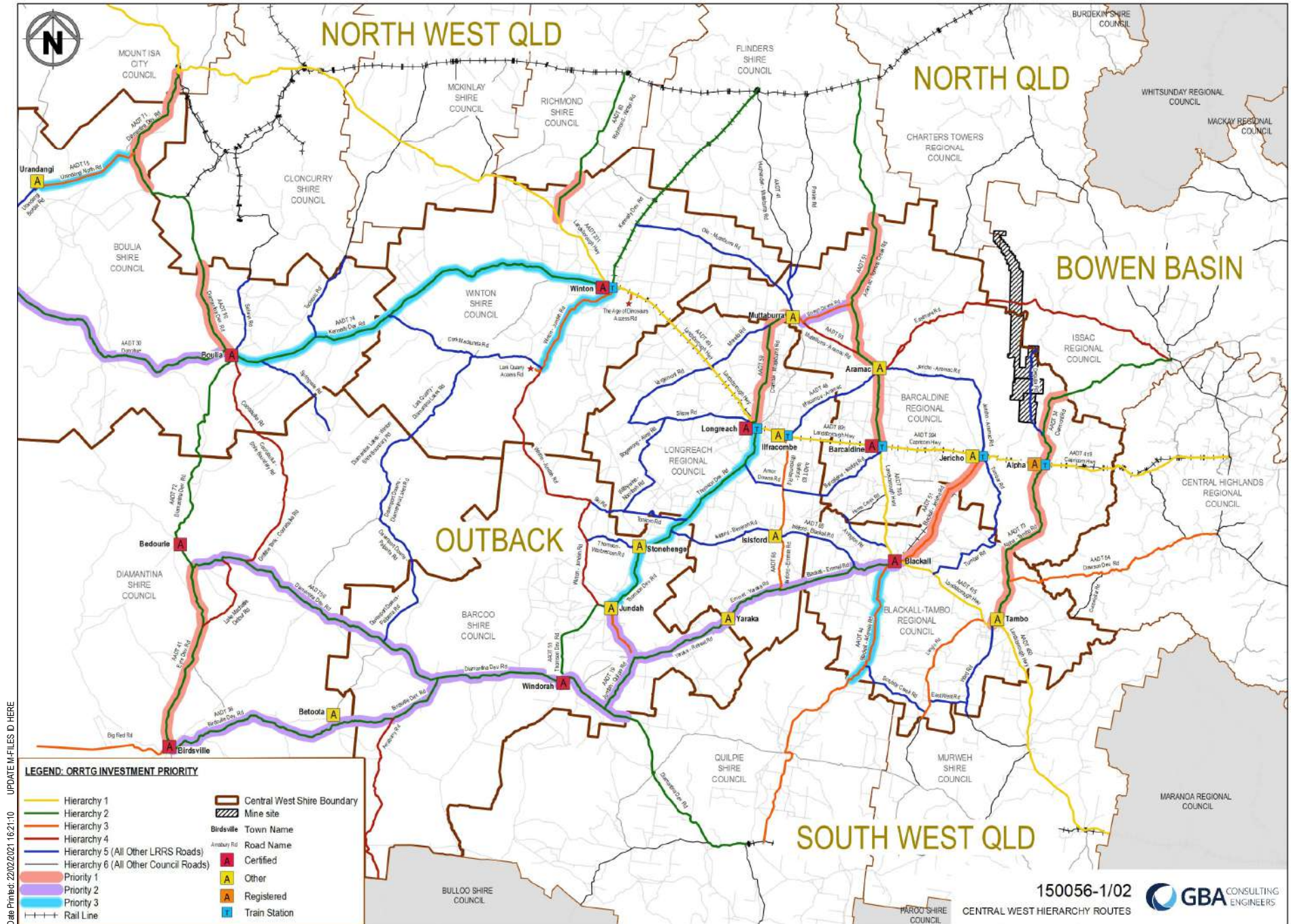
That the Council consider the Outback Regional Roads and Transport Group Hierarchy and Regional Investment Maps.

ATTACHMENTS:

1. DRAFT Hierarchy and Regional Investment Maps [10.1.5.1 - 2 pages]



Date Printed: 22/02/2021 16:22:47 UPDATE: M-FILES ID HERE



Date Printed: 22/02/2021 16:21:10 UPDATE M-FILES ID HERE

TITLE:	Foreman, Road Maintenance and Utility Services June 2021 Report	DOC REF: 10.1.6
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 6: Lifestyle and Community
 6.1: Facilitate opportunities for community development
 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Some road closures were experienced towards the end of June due to some rain fall.

<u>June 2021</u>	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	30			30
DAJARRA - MT ISA RD	30			30
BOULIA - WINTON RD	29		1	30
BOULIA - BEDOURIE RD	27	1	2	30
BOULIA - QLD BORDER RD	26	2	2	30
QLD BORDER - ALICE SPRINGS RD		1	29	30
URANDANGI SOUTH RD	23	2	5	30
URANDANGI NORTH RD	23	2	5	30
URANDANGI BORDER RD	23	2	5	30
TOOLEBUC RD		2	28	30
COORABULKA RD	23	2	5	30
SLASHERS CREEK RD		2	28	30
SPRINGVALE RD		2	28	30
SELWYN RD	23	2	5	30

Race Course:

Arena and grounds	General maintenance of the grounds has continued as usual. We are now in the process of preparing for the Camel Races.
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Town water testing and Depot maintenance:

Chlorine level testing	Testing levels in Boulia are sitting at required levels and are continually monitored. Urundangi water testing is currently being completed on a weekly basis.
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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. With the tourist season underway, we are working hard to ensure the town is looking its best.
Signage	RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently on the Cloncurry section and will be doing surface correction and edge repair for the next couple of months.
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 2021:</p> <ul style="list-style-type: none"> • 7th June – Robinson Park, Stonehouse, Herbert Street • 8th June – Median strips • 9th June – Min Min Encounter, School Safety Park • 10th June – Sports Centre • 16th June – Pensioner Units, Moonah Street • 17th June – Main Office • 21st June – Depot • 22nd June – Airport • 23rd June – Oval • 28th June – Sports Centre, Pensioner Units, Fire Station, School Safety Park • 29th June – Median strips, Airport

Town Entrances:

Bouliā–Bedourie–Winton roads intersection	The moon rocks project is still at 98%. We are currently waiting on more moon rocks to arrive to add to the display. Once these rocks are installed the project will be complete.
Three Mile Campground	The area has been maintained with general maintenance including regular slashing and whipper snipping.

RMPC/Works crew:

RMPC/Works crew are concentrating on surface correction and edge repair. The RMPC Budget for the last financial year was fully spent and we are now into the 21/22 Budget. Reflex training has just been completed by relevant staff members. With the software knowledge we now have, this should make the reporting process much easier for everyone involved.

Urandangi:

Urandangi	Regular Council services continued over the month of June (mowing, whipper snipping, rubbish collection etc.). The new fence around the Urandangi park has now been completed.
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Water and Sewerage:

Bouliā Township

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

Urundangi Township

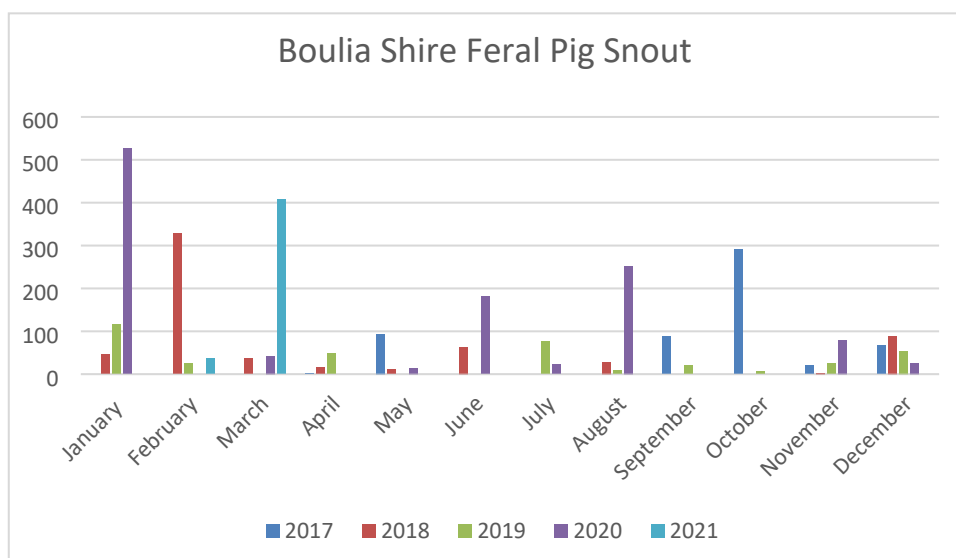
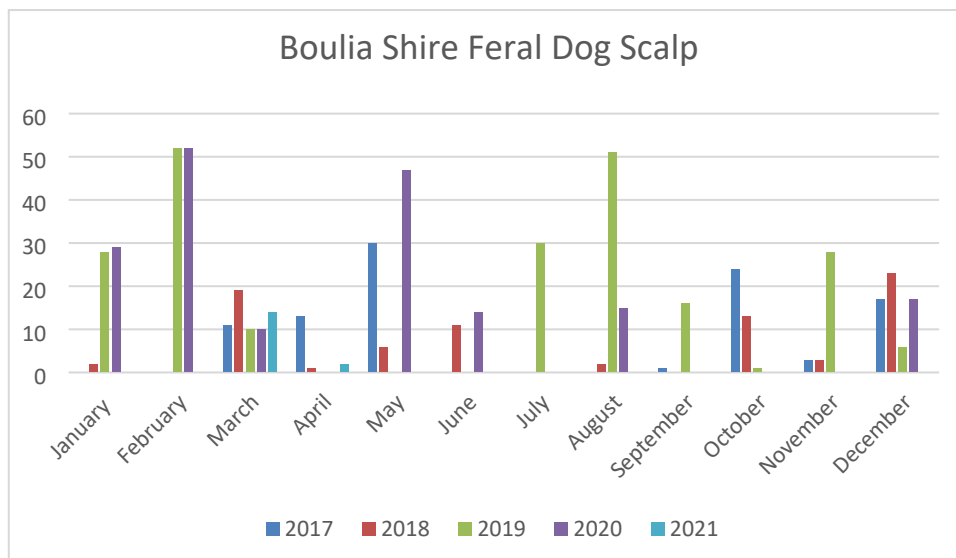
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Boulia Airport activity:

Number of call outs: RFDS	0
Avgas/Jet A1 Refuelling	June statistics to be provided next month

Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	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 2021 report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction June 2021 Report	DOC REF: 10.1.7
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.1: Fit for purpose - roads, airport infrastructure
 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 outcomes on all roads (Shire and State) within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:



Current and upcoming projects are as follows:

- Targets on the Donohue Highway have been completed. Due to unforeseen circumstances sealing on the 27th June had to be delayed and is now scheduled for 27th July.
- The Donohue Hwy status as follows:

Total Unsealed	88.7	Kms
Total Sealed	149.9	Kms
Total Length	238.6	Kms

CONSULTATION:

DWO as required. GBA as Project Officers on RMPC work.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	Rural Lands Protection Officer June 2021 Report	DOC REF: 10.1.8
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 4: Natural Environment

4.3: Sustainable practises are in place to be a good caretaker of our natural resources

4.3.1: Caretake environmental impact areas of pests, weeds, water resources, disasters and natural resources

4.3.2: Ensure all activities conducted by Council meet with environmental guidelines and are sustainable

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

RLPO:

The month was spent impounding stray dogs, doing a fence inspection of the boundary fences and feed on the Town Common and weed control and 1080 baiting.

TOWN COMMON:

I carried out an inspection of the Boulia Town Common fence. See attached report.

I also had a good look at the state of the feed on the common. The feed is holding up in some places where there was some rain last month, in other areas the feed is falling away and numbers may need to be reduced if there is no further rain in the coming months.

DOMESTIC ANIMAL CONTROL:

There were two dogs impounded this month, one was registered and it was returned to its owner, the other one was unregistered. The owner came forward and registered the dog.

CWRPM (TECHGROUP):

There has been no more news this month.

WEED SPRAYING SHIRE ROADS:

I will be checking the roads once it warms up again as there were some good falls of rain over the shire. Where needed I will be doing weed spraying.

RMPC:

I will be keeping a close watch on the state roads now there has been some rain. Once the weather warms up I will once again be doing RMPC weed spraying when needed.

GRAVEL/BURROW PITS:

I am very happy with the kill rate I got from the Graslant pellets that were put around the Parkinsonia bushes in the old burrow pits along North Urandangi Rd with there being a 95% kill or better in 99% of the pits.

The 1% that didn't have the high kill rate the reason I put it down to is when it did rain the pits filled very quickly and this diluted the poisons in the pellets and that is why there was only a 75 to 80% kill rate with these pits. I put more pellets out and will be going back in the next month or so to check I killed the ones that survived as there has been some smaller

falls of rain in that area this month.

Some pits still had water in them so will be going back later this year and putting more pellets out in those pits.

STOCK ROUTE:

I have not had any inquires for travel permits.

No news yet about the capital works funding that I applied for.

1080 BAITING:

There was one property doing some baiting this month. They got 162.5kg of meat treated with pig strength 1080 poison. Another two properties got between them 1000 De-K9 wild dog baits.

Still no more news on the 1080 rules and regulations. Will hopefully know more after the 1st of July 2021.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Rural Lands Protection Officer's June 2021 Report be received for information.

ATTACHMENTS:

1. Boulia Town Common Boundary Fence Report 2021 [10.1.8.2 - 19 pages]

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Town Common Boundary Fence Report

I have just finished carrying out an inspection of the boundary fences that boarder the Boulia Town Common.

I started at the grid on the Wills St/Max Folly Rd. This part of the fence up to the airstrip fence is fair to good with the odd bent or broken post and wire.

The town airstrip fence is good but there will be problems soon with bad erosion along a part of this fence as can be seen in the photos.





The rest of the fence from here to the river crossing on the town side is in good to fair condition.

The river crossing needs to be cleared and the track pushed so it is accessible to all types of vehicles as at the time when I did the inspection it was too dangerous to try and use as the banks were a straight drop in some places of 3+metres.

The fence on the Bedourie Rd side of the river to the Town Common, Clearview/Cooridgee Reserve boundaries is in fair condition with some work needed as there are some broken wires and some of the wooden fence posts are broken /rotten.

From this corner to the Cooridgee Reserve/Montague Downs Town Common boundaries the fence is in good condition with work needing to be done to the corner so it is stock proof so there is no great hurry to get the work done.



From this corner to the Montague Downs/Goodwood boundary corner the fence is in good to fair condition with only the odd broken wire or bent steel picket.

The fence at this corner and the corner itself need some work done as there are large numbers of missing/rotten and broken off wooden posts and broken wires.



There is also a large amount of bushes growing up and other rubbish through the fence.

The crossing of the Sandy Channels needs work done to make it safe to cross. I would not attempt to cross it on the quad or in a 4wheel drive vehicle.



From the Winton side of the Sandy Channels to the gate in the fence near the power line the fence is in very good condition with some of it being replaced in the last 6 to 8 months.

The fence from the gate to the corner where the Town Common ends and the Stock Route begins needs some work done as there are a lot of broken/rotten wooden posts and broken wires.





The Town Common fence on the Old Goodwood side of the Boulia/Winton Rd where the Town Common starts heading back to the Sandy Channels is fair to good with the odd broken wire and bent steel picket and broken wood except for the corner which needs some work/replacing.



The fence from the Sandy Channels to the corner of the Rodeo Paddock/Town Common, Wallaby Springs boundary is fair to good with just the odd broken wire rotten/broken off wood post and bent/rusted off steel picket.

Some of this fence was replaced approx 12+ months ago.

The rodeo paddock/Wallaby boundary fence needs some work as it is in a fair condition with some erosion and quite a few rotten and broken off woods.







The boundary fence between the Rodeo Paddock and Stockport is in good to fair condition all except for the gate in the boundary fence, it is in a sad state and needs something done soon.



The fence from this corner down to the Selwyn Rd is in a fair condition, there is some work/repairs needed as the camels that are in this paddock have knocked the fence around bending steel pickets and breaking wires.



The fence along the Selwyn Rd is in good to fair condition with the odd bent steel picket and broken wire. It is still stock proof.

The fence between the rodeo paddock and camel paddock is the fence you can see in the above photo.

The camel paddock/Kewpie boundary fence could be called fair to poor as there are broken/rotten off woods and broken wires, the fence has been propped up with old steel posts to keep it up right.







The fence between the camel paddock and the Pony Club paddock, see photos below, is in a bad condition as where it hasn't fallen down it has been pulled down so the horses that were in the pony club paddock can get in to the camel paddock.

The gate in the fence and the fence that runs along the Selwyn Rd needs some work done as there are broken/rusted off steel pickets and the wire in the fence is that old when you try to fix a broken wire it just keeps breaking, see the 5 photos below.







The Pony Club paddock/Kewpie boundary fence is in a sad state, it would be a fair to bad condition with broken/rotten off wood posts and broken wires.





The corner where the pony paddock and Kewpie meet the Hartnell boundary and the road boundary fence corner are not too bad.





The fence that runs from the Hartnell boundary down to the Yards near Selwyn Rd is in a fair to good condition with the only work needed being in the gully below the cemetery.



The fence from the river side of the Selwyn Rd grid is fair to good with work needing to be done where the gully runs through the fence at the bottom of Moonah St below the Sewage pumping station.

The fence from there to the bottom of Mulligan St were the young one's were letting the fence down to ride their bikes out onto the common - something needs to be done e.g. a grid put there.

The fence from there to the grid on Wills St/Max Foley Rd is fair to good with the odd broken wire or bent steel post that gets fixed or straightened.

With the Pony Club, camel and rodeo paddocks being made a part of the Town Common I would think that the internal fence between the pony paddock and the camel paddock could be pulled down so that the two becomes one paddock. Leave the Selwyn Rd fence and fix what needs doing which would be the camel paddock road fence and gate. To stop these paddocks from being over grazed from horses and camels being kept in them all of the time.

The stock that is using them could, if the owners agreed, be let out to run on the Town Common, the gates could then be closed to let the paddocks rejuvenate or the gates could be left open for stock to graze when on this side of the river.

The gates could be closed if someone wanted to hold stock for a couple of days while waiting for a truck to come if they were to sell some of their stock instead of holding them in the yards.

They would still be paying agistment or they could use them for free while they were using the paddocks as long as the stock were not kept there for more than 7 days.

10.2 Office of the Chief Executive

TITLE:	Mayor's Report - 27th National General Assembly	DOC REF: 10.2.1
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REPORT BY:	Rick Britton Mayor	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 8: Leadership

8.1: Genuine community engagement

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with a brief on the Mayor's attendance at the Australian Local Government Association (ALGA) 27th National General Assembly.

CONTENT:

I undertook a trip to Canberra last week to attend the ALGA conference and also had a meeting with Assistant Minister for Road Safety & Freight Transport Scott Buchholz and his Chief of Staff Joshua Christian, Senator Susan McDonald and her Office Manager/ Advisor Sarah Jones to discuss the current issue of the funding of the Donohue section of the Outback Way.

I raised the Outback Way in its entirety, a third trans national corridor through the heart of Australia, being an enabler of economic diversity, Closing the gap on Indigenous disadvantage, assisting the health and well-being of Indigenous Australians & residents of Remote Rural Australia. Three economic drivers that the Federal and State governments are looking for are Mining, Ag & Tourism.

Queensland benefits from the ongoing sealing of the Outback Way – Donohue Highway

The Western Australian Government are taking charge of the 750 km State road network & putting their 20% on the road with no contribution from Local Government. They have set a precedent for Queensland State government to follow suit, pointing out the mining potential in WA, NT and QLD; the beef organic trade coming into Queensland creating jobs in South East Queensland, plus the Tourism growth throughout the entire road corridor.

For further funding releases it is imperative that they be channelled onto the un-sealed sections and if there was a possibility for further Beef Road funding releases this would be very viable.

The CEO Boulia Shire and the General Manager Outback Way will work through a workable solution on the funding model that would work in Boulia and the Greater Outback Highway.

I will attend the Mount Isa MITEZ (Mount Isa to Townsville Economic Development Zone) meeting with a view to connect with the mining industry that utilise and need a reliable road network.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Mayor's Report - 27th National General Assembly be received for information.

ATTACHMENTS: Nil

TITLE:	Chief Executives Report for June 2021	DOC REF: 10.2.2
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 24/5/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Sale of Council Housing – 6 Mulligan Street

Contracts for the sale as per Ministerial consent of 6 Mulligan Street have now been signed and returned to the lawyers – settlement has been delayed and is not expected until August as finance clause will likely be extended until end of July. The contract went unconditional on 21st May 2021 with the buyers happy with the pest and building report – they have paid the deposit to the lawyers.

Outback Highway – Donohue Highway

Continued negotiations with the issue of funding for the Outback Way and Council's contribution as required by the Federal Government. Further conversations with the Federal Government have taken place both with the Mayor and the CEO via telephone this week (6/7/21). Transport and Main Roads are being supportive with assistance to produce the documentation required for the submission of any future applications for the release of funding to this project.

FLOOD WARNING – increased exposure sites

Several sites which were the result of community discussion and review via the large map which was displayed on the floor of the shire hall are now coming to fruition. The program has been very successful in the allocation of resources and is in the position of looking at further sites and other funding to improve the coverage in the western shires. We have put suggestions into the group for electronic signage for the North Rd, South Rd and the Donohue Highway. These of course will be at the discretion of Transport and Main Roads.

Queensland Treasury Corporation – Business Improvement Program

The initial data collection process has been carried out followed by the meeting with QTC representatives. The project will then be 'kickstarted' in September on my return.

Meetings coming up...

MONTH	ACCOM DATES REQD (INCL TRVL)	ATTEND	MEETING LOC. AND ACCTUAL DATES
August	2-5 th	Rick and Sam	3 rd to 5 th Bush Councils - Barcaldine
August	19 th to 21 st	Rick/Lynn/Sam/Jan	19 th to 21 st Outback Hwy AGM – Winton
August	23 rd to 25 th	Rick and Lynn	RAPAD F2F meeting, Longreach
October	24 th to 28 th	Lynn/Rick/Sam	LGAQ Annual Conference 25 th to 27 th Mackay

CONSULTATION:

N/A

GOVERNANCE IMPLICATIONS:

N/A

RECOMMENDATION:

That the Chief Executive Officer June 2021 report is received for information.

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Action List - June 2021 Update	DOC REF: 10.2.3
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 16/07/2021
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as Low L-1 .		
PURPOSE: To present to Council an updated Action List.		
CONTENT: Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings. Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information. Once an action has been shown as completed it is removed from the list.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Action List update for June 2021 be received for information.		
ATTACHMENTS: 1. Action List [10.2.3.1 - 5 pages]		
Chief Executive Officer	Ms Lynn Moore	

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna	RLPO/DWO CEO	08/03/2021 Contact from Wirrilyerna - possible solution on fencing by landholder. 11/02/2021 No response has been received from Wirrilyerna landholder on options. I have asked a local contractor to provide a quote on replacement of fence where it is.
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	07/07/2021 Online booking system made live on the 1st July. 14/06/2021 Hiccups being ironed out and will go live again on the 1 st July. 07/05/2021 Done - online. A few hiccups have occurred which the company is ironing out for us.
Wednesday 18th December 2019				
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	11/05/2021 Submitted for 2021/2022 budget. Without leasing in place.
Friday 19th June 2020				
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaella to 'interview' locals on a video for the web?	CSM/ Michaella	07/07/2021 In progress 14/06/2021 Ongoing progress with WH&S Officer photography input. 07/05/2021 Progress still happening with Media Officer. 08/04/2021 Media officer working on this. 04/03/2021 Michaella is progressing with this task.
Friday 25th September 2020				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	11/02/2021 Held off until approx. July to coincide with road works.
Friday 18th December 2020				
18/12/2020	2020/12.21	1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils. 2. That a \$15,000 allocation be made in the annual budget for the project.	CSM	07/07/2021 Meeting to be held on 12/7 to discuss further. 14/06/2021 On hold temporarily as Diamantina being swamped with tourists. Peter Murray has been employed to be the photographer for this tv advertising. 07/05/2021 Still waiting on this confirmation. Talking to Diamantina 11 th May.

Friday 26 th February 2021				
26/02/2021		Clr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	DWO	07/07/2021 No budget allocated for this financial year. Would need to be allocated in future budget or funds obtained through a grant. 19/03/2021 Work in progress.
26/02/2021		Used grid that is on hand with Council to be installed in problem area of town fence. Painting pattern to be implanted on the grid to deter livestock from crossing.	DWO	05/07/2021 Works deferred - looking to complete by end of September. 19/03/2021 Aiming to install by end of June.
26/02/2021		Clr Norton: left over aggregate piles located out of town – expressions of interest to be released advising of piles that are available for use. Identified sites to be clearly marked and notes made in any advertising/signage that aggregate taken from other sites may result in prosecution.	DWO	07/07/2021 Will be actioned when time allows. 19/03/2021 Piles to be identified.
Friday 26 th March 2021				
26/03/2021		Clr Neilson: Council to consider starting an Instagram page to help promote the region	CSM	08/07/2021 In progress. 14/06/2021 She is still working on getting this up and running. Talking to other local govt re implementation. 07/05/2021 Following up with Media Officer. 08/04/2021 Media Officer is instigating this.
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/CSM	08/07/2021 Progress subject to funding. 08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
Friday 23 rd April 2021				
23/04/2021		Clr Edgar: look at the possibility of updating the Tropic of Capricorn signage and pillar and make it a point of interest with a possible undercover table area rest stop. Point of Interest signs around the shire are also fading.	DWO	07/07/2021 Red paint removed. Rest stop will still be a TMR consideration as this is a TMR road but TMR will be installing small cell (mobile) at Tropic of Capricorn. 11/05/2021 This sign has been vandalised with red paint this week. Will have this repaired. Rest stop will be a TMR consideration as this is a TMR road. Will put this forward for consideration by TMR.
23/04/2021		Clr Britton: Consider extra lighting for the back yards at the Rodeo Grounds.	DWO	07/07/2021 Lighting completed. 11/05/2021 Being reviewed in line with budget.
23/04/2021		Clr Britton: Density test to be carried out on the Racecourse track	DWO	07/07/2021 Test carried out and results received. 11/05/2021 To be arranged by DWO- actioned.
23/04/2021		Were floor tiles purchased for the Magix system at the Sports Centre	CSM	14/06/2021 Tiles on order
Friday 21 st May 2021				
21/05/2021	2021/5.4	That Council: (a) Agree to enter into an agreement made under s87A Native Title Act 1993 and consent to the determination	CEO	14/06/2021 Wangkamahdla Native Title Determination to be held on 14 th July at Cravens Peak.

		of the Wangkamahdla People native title claim QUD52/2016 in the terms of the s87A Agreement and Proposed Consent Order (attached to the report presented to Council); and (b) delegate to the CEO the power to agree to any changes that may be required by the Court to the final determination referred to in paragraph (a) and to instruct Holding Redlich to sign the s87A Agreement on Council's behalf.		
21/05/2021		Town Common: concerns regarding stock numbers if it doesn't rain. Letter to be sent to cattle owners advising that if there is no rain event between now and December Council will need to look at destocking Common end of November. They might want to consider selling stock now due to current cattle prices.	CEO/DWO	08/07/2021 Draft letter raised for Council consideration. 14/06/2021 Letters to be issued after the Community Meeting on 16/6.
21/05/2021		Camels in Rodeo paddock: state of paddock deteriorating due to increasing numbers of camels and no rain. Public notice to be raised advising due to lack of rain/condition of paddock, rodeo paddock will be cleared after July and all camels will be removed. No camels to be returned on the common/rodeo paddock without registration. Budget Meeting to include agistment fees for Camels.	CEO/DCS/ DWO	08/07/2021 Draft notice raised for Council consideration. 14/06/2021 Notice to be issued after the Community Meeting on 16/6.
Friday 18th June 2021				
18/06/2021	2021/6.12	1. That Council approve to donate two identified shade structures to Ms Pam Forster for her continued use for community benefit. 2. Considering the intended purpose of the structures being of a benefit to the community in the long term it is not proposed to advertise to a wider audience.	DWO	06/07/2021 Letter sent to Ms Forster advising Council decision.
18/06/2021	2021/6.29	1. The Director of Works and Operations recommendation is to receive and note the Tender Recommendation report prepared for the full scope of the project, which includes 12 Councils, and flood warning infrastructure (95 assets at 65 sites) across the North West Queensland Region. 2. The Director of Works and Operations recommendation is to authorise the CEO to negotiate the terms and enter a contract with Qteq Pty Ltd to supply and install flood warning infrastructure within Boulia Shire and advise Council once the final contract amount is confirmed.	DWO/CEO	08/07/2021 Further details to be advised.

18/06/2021	2021/6.33	That the CEO be authorised to investigate further opportunities to purchase land.	CEO	08/07/2021 In progress.
18/06/2021		Town Common/Golf Club boundary fence – old Golf Club fence to be removed	DWO	07/07/2021 Suggested to be made a Work Camp project subject to Work Camp availability.
18/06/2021		Letter of thanks to be sent to the Work Camp for their assistance in tidying the Golf Club yards	CEO	24/06/2021 Letter of thanks sent to the Work Camp.
18/06/2021		Public Notice to be released regarding notification to Council of any water issues	CEO	05/07/2021 Notice released.
18/06/2021		Water issues: - register to be created for notation of when flushing is done/what line. - Look into getting sample bottles for collection possibly at the Post Office that residents can use to collect samples	DWO	07/07/2021 In progress.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		ClIr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	ClIr Edgar: Dam/recreational water park (boating etc)	26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	ClIr Neilson: Branding idea – pronunciation of Boulia – Bull'ya	14/06/2021 Will talk to Focus (Xzibit in October re branding options). 01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie/Harin	ClIr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (ie. Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	ClIr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	14/06/2021 As funding is available have talked to local Pitta Pitta as to what we could do with river walk. 26/02/2021 – Could be a project for Work Camp? 7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.
23/10/2020	DWO/CSM	ClIr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	14/06/2021 As per March comment. 04/03/2021 No new funding released as yet for shading projects. 7/11/2020 This is a project being looked at when funding is available.

20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	6/4/2021 W4Q4 project allocation in the future. 04/03/2021 No new funding released for Councils to access at this time for solar energy. 20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	17/03/2021 To be actioned after end of financial year due to competing priorities.
26/02/2021	CEO/DWO	Cllr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	17/03/2021 To be actioned after end of financial year due to competing priorities.
23/04/2021	CSM/CEO/DWO	Cllr Edgar and Cllr Neilson: Look at purchasing buggies for visitors to hire to get around town.	11/05/2021 To be reviewed at budget meeting.

TITLE:	Delegations to CEO and CEO to Staff	DOC REF: 10.2.4
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

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

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

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

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

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

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

Furthermore, the Mayor or Council may issue a direction to the CEO that a matter be referred to Council for decision and in such circumstances the CEO must comply with all the lawful directions of the Mayor or Council including those relating to matters subject to a delegation.

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

There are a number of ways in which delegations can be structured, some registers are prescriptive, that is each section of the Act is listed along with a respective delegation. A register of this type can comprise several hundreds of pages and be difficult to manage, update and distribute, particularly when legislation is amended on a regular basis.

The preference in this case, has been to embrace the concept of an empowering delegation, where the CEO is given a broad delegation in relation to each relevant piece of legislation or Local Law with the imposition of limits to that delegation as determined by Council.

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

The proposed delegation from the Council to the CEO has not changed since its last review in 2019. The introduction of the role of the Director of Corporate Services, has resulted in the register of delegations being updated to reflect a new delegation to this role.

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

CONSULTATION:

Legislative database and other Local Authorities

GOVERNANCE IMPLICATIONS:

It is a legislative requirement to review Delegations to the CEO annually (Section 257 (5) Local Government Act 2009)

RECOMMENDATION:

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

ATTACHMENTS:

1. Delegation Council to CEO July 2021 [**10.2.4.1** - 5 pages]
2. Delegations Register (effective until revoked) July 2021 [**10.2.4.2** - 1 page]

Chief Executive Officer

Ms Lynn Moore



**DELEGATION BY THE COUNCIL TO
THE CHIEF EXECUTIVE OFFICER
Local Government Act 2009
Section 257
Instrument of Delegation**

**This delegation is made by the Boulia Shire Council pursuant to a resolution passed on
15TH July 2021**

Boulia Shire Council in order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities hereby delegates pursuant to the provisions of Section 257 of the Local Government Act 2009 to the person specified by resolution of the Council to have the functions of the **Chief Executive Officer** and to the person holding the aforementioned position in an acting capacity the authority to exercise, or to delegate pursuant to Section 259 of the Local Government Act to other employees or contractors of the Council, those delegations referred to in schedule 1 and all the lawfully delegable powers under each of the Local Laws listed in schedule 2 and Acts listed in Schedule 3 including any amendments, subordinate local laws, regulations and any statutory instruments made under those Acts or Local Laws.

SUBJECT TO:

1. The lawful directions of the Mayor and or
2. The policies and resolutions of the Council current at the time of the exercise of the functions herein delegated.

This delegation shall commence on 15TH July 2021 and remain in force until specifically altered or revoked in writing in accordance with a resolution of the Council.

SCHEDULE 1.

General Delegations:

1. To manage the human, physical and financial resources of the Council to ensure that all resolutions of the Council are promptly carried into effect and that all operations and activities of the Council are conducted in accordance with established policies, local laws, State and Commonwealth Legislation.
2. To sign documents, contracts and agreements on behalf of Council including those requiring the affixing of the common seal, that are in accordance with terms and conditions that have been accepted by Council or by Committees or officers under delegated authority.
3. To seek legal advice from Council solicitors, and to complete affidavits and represent the Council in any matter where the Council is a party to legal proceedings.
4. To issue or cause to be published media and other public statements in relation to Council business
5. To exercise and perform any function or statutory duty delegated to other Officers of the Council when required.
6. To enter upon any land including any building, enclosed place or structure for the purposes of performing the Council's functions.
7. To prepare grant submissions, attend deputations and make representations to Members of Parliament, Ministers of the Crown and Government Departments in accordance with the policy and best interests of the Council.
8. To impose fees, taxes rates and charges where not otherwise specified by Council and to remit fees, rates and charges or debts due to the Council where determined appropriate up to a value of \$1,000.00.
9. To remit or excuse the payment of, in accordance with the provisions of the Local Government Act, the whole or any part of any rate or charge, where the amount cannot be collected or where the amount outstanding would be uneconomical to recover up to a value of \$1,000.00
10. To authorize the use of Council's plant and equipment in case of emergency.
11. To authorize the expenditure of Council funds not elsewhere provided for any lawful purpose up to a maximum of \$5,000.
12. To authorise the sale, write-off or disposal of surplus or unserviceable plant, stores, furniture or equipment subject to report to Council.
13. To manage tenancies and serve notices as required as lessor under the Residential Tenancies and Rooming Accommodation Act 2008.

SCHEDULE 2

Local Laws Current at time of delegation:

1. Local Law No. 1 (Administration) 2014 A (*amended 5/6/2015*)
2. Local Law No 2 (Animal Management) 2014
3. Local Law No 3 (Communities and Environmental Management) 2014
4. Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2014
5. Subordinate Local Law No. 1 (Administration) 2014
6. Subordinate Local Law No. 2 (Animal Management) 2014
7. Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2014

Local Law No. 1 (Administration) 2014 A Amended by Resolution 2015/5.12, with effect from 5/6/2015

AMENDED SCHEDULE 3

Acts of Parliament current at time of Delegation

1. Acquisition of Land Act 1967
2. Animal Management (Cats and Dogs) Act 2008
3. Body Corporate and Community Management Act 1997
4. Biosecurity Act 2014
5. Building Act 1975
6. Dangerous Goods Safety Management Bill 2001
7. Disaster Management Act 2003
8. Environmental Protection Act 1994
9. Fire and Emergency Services Act 1990
10. Food Act 2006
11. Food production (Safety) Act 2000
12. Heavy Vehicle National Law act 2012
13. Information Privacy Act 2009
14. Integrity Act 2009
15. Land Act 1994
16. Land Valuation Act 2010
17. Liquor Act 1992
18. Local Government Act 2009
19. Local Government Electoral act 2011
20. Nature Conservation Act 1992
21. Planning Act 2016
22. Plumbing and Drainage Act 2018
23. Public Health (Infection Control for Personal Appearance Services) Act 2003
24. Public Health Act 2005
25. Public Interest Disclosure Act 2010
26. Public Sector Ethics Act 1994
27. Queensland Reconstruction Authority Act 2011
28. Residential Services (Accreditation) Act 2002
29. Right To Information Act 2009
30. State Penalties Enforcement Act 1999
31. Statutory Bodies Financial Arrangements Act 1982
32. ~~Stock Act 1915~~—repealed 1/7/2016 by the Biosecurity Act 2014
33. Stock Route Management Act 2002

34. **Summary Offences Act 2005**
35. **Survey and Mapping Infrastructure Act 2003**
36. **~~Sustainable Planning Act 2009~~—repealed 3/7/2017 by the *Planning Act 2016***
37. **Tobacco and other Smoking Products (Smoke Free Places) Act 2016**
38. **Transport Infrastructure Act 1994**
39. **Transport Operations (Road use Management) Act 1995**
40. **Trusts Accounts Act 1973**
41. **Waste Reduction and Recycling Act 2011**
42. **Water Act 2000**
43. **Water Fluoridation Act 2008**
44. **Water Supply (Safety and Reliability) Act 2008**
45. **Work Health and Safety Act 2011**
46. **Workers Compensation and Rehabilitation Act 2003**

END OF DELEGATION.

Delegation adopted by Council at its meeting on 15TH July 2021

**Cr Rick Britton
Mayor**

Bouliia Shire Council - Summary of Purchasing Delegations and Limits

(Effective until revoked)
**** Please note this document cannot be changed unless it is approved under resolution of Council ****

<i>Position</i>	<i>Current Occupant of Position</i>	<i>Delegation to Sign Orders & Authorise Payments</i>	<i>Purpose</i>	<i>Other</i>	<i>EFFECTIVE from</i>
Chief Executive Officer	Lynn Moore	No Limit subject to Regulations	Any Lawful purpose	Subject to Council Policy	24/01/2018
Director of Corporate Services	Kaylene Sloman	Limit up to \$150,000	Restriction by CEO/Council/Policy	Subject to Council Policy	1/07/2020
Director of Works and Operations	Harin Karra	Limit up to \$150,000	Restriction by CEO/Council/Policy	Subject to Council Policy	15/05/2017
Finance Manager	Rahaul Bhargava	Limit up to \$50,000	For Corporate Service responsibilities and Payroll	Subject to Council Policy	27/07/2020
Administration Supervisor		Limit up to \$1,000	For Administration service responsibilities	Subject to Council Policy	
Foreman, Road Maintenance and Utility Services	Ronnie Callope	Limit up to \$70,000	For Works and Service responsibilities	Subject to Council Policy	22/02/2017
Foreman, Roads Maintenance and Construction	Jim Newman	Limit up to \$70,000	For Works and Service responsibilities	Subject to Council Policy	22/02/2017
Community Services Manager	Julie Woodhouse	Limit up to \$10,000	For Community Services Operations	Subject to Council Policy	22/02/2017
Executive Assistant	Nicole Tonkies	Limit up to \$5,000	For Accommodation, Travel, Meeting expenses, Office Supplies	Subject to Council Policy	22/02/2017
Stores Officer	Mari Gundersen	Limit up to \$5,000	For Stores and Materials	Subject to Council Policy	22/02/2017
Contract Works Overseer	(Consultant)	Limit up to \$70,000	For Flood Damage Restoration Works	Subject to Council Policy	22/02/2017
Remote Mechanical Services	Grant Jensen	Limit up to \$5,000	For parts and mechanical services	Subject to Council Policy	22/02/2017

Annual July 2021 review

TITLE:	Policy Review - Policy 114 Drug and Alcohol Policy	DOC REF: 10.2.5
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.1: Ensure a high level of governance, accountability and compliance

5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated version of Council's Drug and Alcohol Policy for adoption.

CONTENT:

Council completes regular reviews of all Council policies in accordance with adopted procedure to ensure that policies made by Council are compliant with legislation and are continually reviewed in a timely manner.

Whilst the current version of Council's Drug and Alcohol Policy, policy 114, was last reviewed in February this year, since it's adoption, it has been found that the content of the policy and its associated documents (procedure and forms) could be further adapted to strengthen the existing policy and ensure the documents are easy to follow and understand.

The revised policy version is presented to Council for adoption.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Policy 114 Drug and Alcohol Policy, as presented, be adopted.

ATTACHMENTS:

1. 114 Drug and Alcohol Policy [10.2.5.1 - 14 pages]

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL DRUG AND ALCOHOL POLICY

Category:	Policy
Policy Number:	114
Document Version:	4
Obsolete Version:	Version adopted 26 th February 2021
Keyword Classification:	Drug and Alcohol, staff
Summary:	Boulia Shire Council recognises that the inappropriate use of alcohol and other drugs can adversely affect workplace safety and performance, and can significantly contribute to absenteeism and reduced morale.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Drug and Alcohol Procedure Policy 116 – Workplace Health, Safety, Environment and Quality Policy 129 – Councillor Code of Conduct Policy Policy 137 – Employee Assistance Program Policy Policy 146 – Code of Conduct Policy Medication Declaration Form Reasonable Cause Assessment Form
Responsible Section:	Executive
Responsible Officer:	Director of Corporate Services
Legislation:	Australian Standard AS/NZS 4760:2019 Australian Standard AS/NZS 4308:2008 Australian Standard 3547:2019 'Breath alcohol testing devices' Drugs Misuse Act 1986 (QLD) Work Health and Safety Act 2011 Work Health and Safety Regulations 2011

STATEMENT OF INTENT

Boulia Shire Council is committed to ensuring so far as reasonably practicable the good health and safety of every employee, contractor and visitor to the Council's workplaces, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace. This commitment extends to Council's obligation as an employer under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*.

Council, its employees and contractors have a responsibility for the provision of a safe, healthy, cost effective and productive workplace.

Council employees and contractors are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner.

Council has adopted a drug and alcohol policy to extend and strengthen the broad based work health and safety programs in place to secure the highest level of health and safety in Council workplaces.

Boulia Shire Council prohibits all employees and contractors, at all levels, from working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy.

An employee or contractor who attends work in an unfit manner is operating outside Council policy and may be subject to counselling and/or disciplinary action (or in relation to contractors possible termination of the contractor's engagement (with or without notice)), depending on the degree of awareness and the severity of the risk to safety.

Information about the Boulia Shire Council Drug and Alcohol Policy is made aware to employees, contractors and volunteers as part of the information conveyed in the Boulia Shire Council Workplace Health and Safety induction process. Copies of this document can be requested at any time through Council's Workplace Health and Safety Advisor or the employee/contractor's Supervisor.

PRINCIPLES

Council is committed to:

- Contributing positively to the health and wellbeing of employees;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Maintaining the privacy of employees and contractors and their rights as private citizens.

Council's interests regarding this Policy and its application are restricted to:

- The workplace health and safety, behaviour and performance of Council employees;
- The workplace health and safety and performance of contractors and other employees;
- The health and safety of the general public; and
- The public perception of Council and the conduct of Council business.

SCOPE

This policy applies to all Council employees and contractors when they are engaged in Council work, in Council workplaces and in business hours/hours of work.

Nothing in this policy is intended to create an employment relationship between the Council and its contractors.

RESPONSIBILITY

The Chief Executive Officer shall issue a Procedure to employees and contractors for the implementation of this policy.

Each employee and contractor is responsible for ensuring their own compliance with this policy:

- Each employee and contractor is responsible for ensuring their own safety and the safety of others, and if an employee or contractor feels unsafe working with another person because they suspect that person is affected by drugs or alcohol the employee or contractor must refer the matter to a Supervisor or Manager;
- Employees/contractors must present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Employees/contractors must notify their Supervisor when displaying symptoms at work

Supervisors and Managers are responsible for:

- Monitoring their staff, and investigating situations which may be in breach of this Policy; and
- Taking appropriate steps to deal with the Employee/Contractor if the Supervisor/ Manager:
 - a) Observes an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
 - b) Detects the odour of alcohol on an Employee/Contractor; or
 - c) Suspects an Employee/Contractor is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy (for example through abnormal or erratic behaviour); or
 - d) Learns from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol in breach of this policy;

The Chief Executive Officer, Directors, Executive Managers and Managers are responsible for ensuring this policy is understood and adhered to by all.

DEFINITIONS

For the purposes of this policy:

Alcohol	means any alcoholic beverage, including but not limited to liqueurs, spirits, wine or beer.
Business Hours and Hours of Work	refer to an Employee or Contractor's ordinary hours of work (for the Boulia Shire Council) and includes time worked on overtime and attending to call-outs or other matters requiring attendance at Council workplaces outside of an Employee or Contractor's ordinary working hours.
Drugs	any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the <i>Drugs Misuse Act 1986 (QLD)</i> or similar legislation and any drugs listed in the Australian Standard AS/NZS 4308:2008 which prescribes the procedures for the collection and quantitation of drugs of abuse in urine and listed in the Australian Standard AS/NZS 4760:2019 which prescribes the procedures for the collection and quantification of drugs of abuse in oral fluids. The Council may also include drugs other than those listed in Australian Standards 4308:2008 and 4760:2019 such as those drugs referred to as "designer drugs", including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of "drugs".
Employees/Contractors include:	<ul style="list-style-type: none"> • Employees of the Boulia Shire Council including trainees,

	<ul style="list-style-type: none"> • Contractors and subcontractors and their employees when engaged in the provision of services to the Boulia Shire Council, • Employees of a labour hire company who have been assigned by the labour hire company to perform work for the Boulia Shire Council, • Persons providing services to the Boulia Shire Council on a voluntary basis, • Students and other persons attending Boulia Shire Council workplaces on a work experience or student placement basis.
Fitness for Work	Describes the physical or mental condition of a person whereby the person can be reasonably expected to undertake a task without incurring unacceptable risks to the health and safety of themselves or any other person.
Tolerance levels	Boulia Shire Council implements a zero tolerance level for drugs and alcohol.
Workplace	<p>a place where work is carried out for the Boulia Shire Council and includes any place where a worker goes, or is likely to be, while at work. With a 'place' including;</p> <ul style="list-style-type: none"> a) a vehicle, vessel, aircraft or other mobile structure and b) any waters and any installation on land, on the bed of any waters or floating on any waters (<i>Work Health and Safety Act 2011</i>).

POLICY

Employees/Contractors are prohibited from:

- a) Working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- b) Using, possessing, distributing or consuming drugs or alcohol on Council property during work time;
- c) Driving a Council vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- d) Using or consuming drugs or alcohol at social events and work related functions held during business hours/hours of work, where the Employee/Contractor attending is representing Council.

Employee Assistance

- (a) If an employee thinks he/she has a drug, alcohol, psychological, emotional or other problem (whether or not that is affecting their work) the Council encourages them to ask for help from Human Resources at an early stage (that is, before the problem is the immediate subject of disciplinary action), without fear of reprisal. Discussions will be kept confidential. The Council will try to help the employee resolve the problem, including by referring the employee to appropriate community resources.
- (b) At the Council's sole discretion, it may allow an employee to take unpaid leave to participate in a drug and alcohol rehabilitation or treatment program. Before being authorised to return to work, the employee will be required to be examined by the Council's nominated medical practitioner who will determine the employee's fitness to return to work. The employee may also be required to complete a course of follow-up treatment and return a negative drug and/or alcohol test before being permitted to return to work. The employee's job security after returning to work will depend on his/her work reaching appropriate performance standards and returning negative results on future drug and alcohol tests and doing so within a timeframe considered reasonable by Council.

- (c) Council will provide an employee with access to an Employee Assistance Program ('EAP'), through an appropriate EAP provider. This is a confidential service, which is independent from the Council. The EAP offers services such as information, assessment, counselling or referral, to help an employee resolve issues that may be affecting his/her work, such as marital problems, depression, stress, or drug and alcohol dependency. Council encourages employees to use the EAP where they have an issue that needs to be addressed with external assistance.

Attendance at Social Functions with Alcohol

- (a) Council will enforce the Policy strictly not only in the workplace, but also at social events and work related functions held during business hours/hours of work, where the employee/contractor attending is representing the Council.
- (b) Where social functions are scheduled to commence during normal business hours/working hours and where alcohol will be made available at those functions, the relevant manager/s must post an appropriate notice to advise of amended business hours/hours of work of employees of departments attending that function.

Example – "This is to advise that all Boulia Shire Council staff will cease work at 3:00 pm today 24 December 2013 to attend the Staff Christmas Function".

Those employees will then be free to attend the function and consume alcohol in moderation as their attendance will be outside of their business hours/hours of work. Reference should be made to the Code of Conduct for Staff for guidance in relation to behavioural expectations of Council employees when representing Council at social events or work related functions outside of business hours/hours of work.

Medications

The Boulia Shire Council acknowledges that some employees/contractors may have medical reasons which require the need for medication to be taken and that this medication may take the form of prescription medication as prescribed by a legal medical practitioner or non-prescription medication lawfully available at a dispensing Pharmacy.

In accordance with the Boulia Shire Council Work Health and Safety Management System, employees/contractors are encouraged to advise their Supervisor of their use of medication at work, where the advice provided with the drug indicates possible drowsiness or effects on personal coordination or performance or which may carry other warnings of possible adverse side-effects which may become evident in the course of the performance of their duties. A Medication Declaration Form is available for employees/contractors to complete should they chose to do so.

A declaration of medication being used by the employee/contractor will enable the Supervisor/Workplace Health and Safety Advisor (WHS) to assess the work tasks the employee/contractor is to undertake and their capability to safely perform those tasks whilst taking the prescribed medications and take any steps or precautions necessary to ensure the employee's, and overall workplace, health and safety.

Drug and Alcohol Testing Standards and Equipment

All drug and alcohol testing will be conducted in accordance with the relevant industry standards:

- (a) All drug testing based on the collection and analysis of urine samples will be performed in accordance with Australian Standard 4308:2008, which prescribes the procedures for the collection and quantitation of drugs of abuse in urine.
- (b) All drug testing based on the collection and analysis of oral fluids will be performed in accordance with Australian Standard 4760:2019, which prescribes the procedures for the collection and quantification of drugs of abuse in oral fluids.

- (c) Breath alcohol tests will be conducted using an approved testing device which meets the Australian Standard AS3547:2019 'Breath alcohol testing devices' (or successor standard).

Approved testing devices used for breath alcohol testing will be regularly calibrated in accordance with manufactures specifications.

Oral fluid testing equipment will be stored as per manufactures specifications and only used if within the product expiry date period.

Search on Reasonable Grounds

In order to further assist with achieving the objectives set out in the Policy, if the Council suspects on reasonable grounds that an employee/contractor at work:

- may be in possession of drugs at work; or
- may recently have been in possession of drugs at work; or
- may have used or consumed drugs or alcohol at work

The Council may search any Council workplace as defined in the Policy and any Council property located within any area in the Council's possession or control or within the possession or control of any client or customer of the Council ('Council premises'). This may include offices, vehicles, workstations, production areas, lockers, and storage areas.

If any detection mechanism indicates the recent possession of drugs and or use or consumption of drugs or alcohol by an employee/contractor, the Council may require the employee/contractor to undergo drug and/or alcohol testing in accordance with the Policy.

Introduction, Monitoring and Review of the Policy and the associated Procedure

Education and Training

(a) Training and Awareness

All employees will have access to the Policy and the Procedure and information about these documents and the issues relating to the use of alcohol and drugs (prescription and illicit drugs) will be conveyed through a combination of such methods as toolbox talks, internal staff education sessions and/or powerpoint presentations and presentations from external parties such as the RFDS. These methods are designed to familiarise employees with the Drug and Alcohol Policy and its associated documents and Boulia Shire Council's zero tolerance level, as well as to inform them of the requirements of them under those documents, and of the workplace problems associated with drugs and alcohol.

Training and Awareness of Council's policy and procedure will be incorporated into the employee/contractors initial onboarding induction, will form part of Council's on-going training program where necessary and will also be included in the training provided to staff appointed or promoted to supervisory positions.

(b) Training for Managers and Supervisors

Managers and Supervisors will be trained in:

- i. Understanding the Policy and its effective implementation; and
- ii. The recognition, management and referral of drug and alcohol related matters.
- iii. How to complete a Reasonable Cause Assessment

(c) Training for Authorised Collectors

Any Authorised Collector nominated by Council will have the relevant drug and/or alcohol testing certification and will complete regular refresher training in order to keep up to date with industry standards.

Review of Testing Methods and Procedures

- (a) At any time, Council may review and amend the Policy or the Procedure should:

- The Policy, the Procedure and/or the associated testing methods or procedures prove problematic; or
 - More effective methods/procedures become available; or
 - Change or amendment is considered necessary to ensure continued compliance with relevant Australian Standards or legislation, as those documents are up-dated and amended.
- (b) The Authorised Collector appointed by Council may amend or vary the processes and/or procedures for specimen collection and testing where such amendment or variation is considered necessary to ensure continued compliance with the relevant Australian Standards. This may occur when a relevant Australian Standard dictates a different procedure should apply or when the circumstances otherwise require it.

Confidentiality and Privacy

- (a) All information gathered as a result of testing or participation in a rehabilitation or treatment program is collected for the purpose of implementing the Policy and achieving its objectives and is treated in accordance with the relevant privacy act.
- (b) All information will be held internally in Bouliia Shire Council's secure document management system and will be held for the duration of the individual's employment/engagement or longer where deemed necessary by the Council or by law. Relevant information may be disclosed to the employee/contractor's supervisor or manager. The employee/contractor may have access to this information upon request.
- (c) Save as required by law, no information relating to any testing or rehabilitation will be disclosed to an external party without the written consent of the employee/contractor concerned.
- (d) Testing will be conducted in as private a setting as possible, taking into consideration the sometimes remote worksites that employees/contractors may be located at.

Application

The Policy and the Procedure applies to employees/contractors/volunteers as defined. However, some aspects of these documents may only be applicable to employees, such as rehabilitation and support. Nothing in these documents is intended to create an employment relationship between the Council and its contractors.

Drug and Alcohol Testing

Pre-employment/engagement Testing (if required)

Applicants may be required to undergo a drug and/or alcohol screening test before being employed or engaged as a Contractor. If an applicant fails the test, he/she may not be considered for appointment or, if the applicant has already been appointed, the employment/engagement may be terminated without notice.

Testing during employment/engagement

Random Testing:

During employment or engagement, the Council may require an employee/contractor to undergo a drug and/or alcohol test to monitor compliance with the Policy. Selection for drug and alcohol testing for this purpose will be conducted on a random basis with employees of all levels of Council, and within all areas of Council, included in the random selection and subsequent drug and alcohol process.

Employees performing their duties for Council under a formal Working from Home arrangement and who are selected for random drug and alcohol testing, will be required to present at their otherwise normal Council work place in order to participate in that testing.

Note that random test selection means that some employees or contractors may not be selected

to be tested at all, some employees or contractors may be tested once, and other employees or contractors may be tested more than once. In accordance with the CEO's delegation to the WHSA, the selection process for random testing will be determined by the WHSA.

Blanket Testing:

In accordance with the CEO's delegation to the WHSA, the WHSA may decide to undertake blanket testing of the workforce/workplace. Blanket testing will involve all employees/contractors at a selected workplace/site to be tested rather than randomly selected employees/contractors only.

Reasonable Cause Testing:

Grounds to conduct drug and/or alcohol testing may be established where the behaviour, action or conduct of an employee/contractor is of concern and workplace factors such as those outlined in the procedure do not explain the behaviour, actions or conduct of concern.

Prior to drug and/or alcohol testing being ordered on the basis of a reasonable cause assessment, the possible influence of workplace factors outlined in the Policy must be considered and found not to explain the behaviour of concern.

When determining "reasonable cause", physical symptoms and/or unusual or out of character on-site observable behaviours must be considered (in accordance with the Reasonable Cause Assessment Form).

Examples of physical symptoms or behaviours include, but are not limited to:

- irritability
- hangovers
- less energy
- dizziness
- depression
- slurred speech
- emotional – outbursts, anger, aggression
- absences often on Monday, Friday or in conjunction with holidays
- feigning sickness or emergencies to get out of work early
- going to the bathroom more than normal
- defensive when confronted about behaviour
- increased health problems or complaints about health
- involvement in workplace incidents or accidents
- impairments in learning and memory, perception and judgement
- reduced ability to perform tasks requiring concentration and co-ordination
- impaired motor skills
- excessive lateness
- bloodshot eyes
- violent behaviour
- changes in personality
- odour of alcohol or drugs
- inability to walk in a straight line
- intense anxiety or panic attacks
- impaired/reduced short term memory
- irrational laughter/foolish behaviour
- unusual changes in appearance
- changes in alertness/attention span

Reasonable Cause Assessments may only be conducted by Council's WHSA, Supervisors or Managers. Should employees or contractors have concerns regarding the behaviour of other employees/contractors, they should direct their concerns to their Supervisor/Manager or Council's WHSA for further investigation. If an allegation of reasonable cause is later found to be vexatious, the matter will be referred to the employee/contractor's Supervisor and dealt with accordingly.

A workplace union representative may be present to observe the reasonable cause assessment process should it be requested by an employee/contractor.

Post Incident Testing:

The Council may require an employee/contractor involved in an incident to undergo drug and/or alcohol testing where it is established through the application of the Reasonable Cause

Assessment process, that an employee/contractor's actions, or lack of action, may have been a direct or indirect factor contributing to that incident.

The results of drug and/or alcohol testing initiated within 12 hours of an incident occurring may be taken into consideration in conducting incident investigations.

Where reasonable cause is established but the 12 hour timeframe cannot be met, the results of drug and/or alcohol testing subsequently initiated may only be attributed to a breach of the Drug and Alcohol Policy, and cannot be treated as a factor to have contributed to the incident.

In the case of an employee/contractor who is injured through involvement in an incident, drug and/or alcohol testing must not be conducted until such time as the employee/contractor has received the necessary first aid or other medical treatment and returned to work.

Should an employee/contractor fail to report an incident, that employee/contractor may be required to submit to drug and/or alcohol testing at such time as Council becomes aware of the incident and reasonable cause can be established. This action and any subsequent action taken in accordance with the Drug and Alcohol Policy, will not limit any other action available to be taken against the employee/contractor for failing to report an incident.

Drug Testing:

- (a) The initial drug test will be performed via an oral fluid test.
- (b) If the initial oral fluid test result is non-negative, a second on-site test will be performed via a urine sample. If the urine sample returns a negative result, the test result is negative.
- (c) If the on-site urine test returns a non-negative result, confirmation testing will be performed by an accredited laboratory on the collected specimen.
- (d) If the confirmation test is non-negative (and therefore confirmed positive), the employee providing that sample will be in breach of this policy.

Breath Alcohol Testing

- (a) Where a first breath alcohol test is non-negative (Blood Alcohol Concentration (BAC) of 0.001% or greater) a confirmation breath alcohol test will be conducted after a period of no less than 20 minutes has elapsed since the first breath alcohol test.
- (b) If the confirmation breath alcohol test is negative (BAC of 0.000%) the test result is negative. If the confirmation test is non-negative, the employee providing that sample will be in breach of the policy.

Refusal to Take a Drug and/or Alcohol Test

- (a) If an employee/contractor is required to take a drug and/or alcohol test, and refuses to do so, the employee/contractor should first explain the refusal. The Council will consider any explanation given. In its sole discretion, if the Council considers the explanation is unacceptable or unreasonable in the circumstances, then the Council will instruct the employee/contractor to take the drug and/or alcohol test once again. If the employee/contractor again refuses to take the test, the Council may take disciplinary action against the employee up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.
- (b) The employee/contractor must be willing to provide his/her specimen for drug and/or alcohol testing and must comply with a request when made by the Authorised Collector. Failure to comply may result in disciplinary action against an employee up to and including dismissal (with or without notice) or, in the case of a contractor, termination of his/her engagement.

Pending the result of confirmation test of initial non-negative drug test result

- (a) In the case of an employee of Council providing a non-negative drug test result, the Council may stand the employee down on ordinary pay for the balance of that working day. No further action will be taken in relation to that non-negative drug result until the confirmation test result is known.
- (b) To enable the employee's return to work, the employee will be required to take a further drug test (follow-up test) the working day immediately following the initial drug test.
 - i. If the result of this follow-up test is negative the employee may return to work and await the confirmation test results of the initial drug test.
 - ii. If the result of this follow-up test is also non-negative, the employee may be stood down without pay, or may access any accrued paid leave entitlements pending receipt of the confirmation test result of the initial drug test. No further testing or action will be taken in relation to the non-negative follow-up test result.
- (c) If a contractor returns a non-negative result in relation to their drug test, the Council may suspend performance of the contract until receipt of results of confirmation testing are known.
- (d) Where a Council employee is sick or injured during the stand down period (or during a portion of the stand down period), the Council will be entitled to make appropriate deductions from the employee's sick leave entitlements.

BREACH OF THIS POLICY

Confirmed Breach of the Drug and Alcohol Policy

An employee/contractor returning a confirmed non-negative (positive) result from a drug and/or alcohol test will be in breach of the Policy.

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

Support and assistance following breach

- (a) Where the policy is breached, the Council may, in its sole discretion, suspend taking of disciplinary action and permit the employee/contractor to continue in their employment, subject to them agreeing to join and complete an agreed appropriate Drug and Alcohol Rehabilitation Program.
- (b) In the case of a first breach of this policy by a Council employee, Council may suspend the application of disciplinary proceedings where the employee in breach recognises that they have a drug and/or alcohol problem, is willing to co-operate in referral to an appropriate service and subsequent rehabilitation treatment and enters into a Health Rehabilitation Agreement with Council and meets all the requirements of that agreement.
- (c) At its sole discretion, Council may suspend application of disciplinary procedures in cases other than that of a first breach of this policy.
- (d) Where suspended, disciplinary procedures may be immediately reactivated if an employee rejects assistance, or fails to co-operate in referral or treatment arrangements, or fails to meet the requirements of any Health Rehabilitation Agreement in effect, or returns a positive result from a further drug and/or alcohol test.

Employee Assistance Services

Regardless of any action that may be taken, employees in breach of the Policy will be reminded of the Employee Assistance Services available to them and will be provided assistance in accessing services where requested.

Disciplinary Action

Any disciplinary action taken against Council employees, or action taken against contractors, will be in accordance with the relevant provisions of the Policy, the Procedure and the Certified Agreement.

Other Actions

- (a) If the Policy is breached by a Council employee the Council may send the employee home on leave, which may be unpaid, for such period as may be reasonably necessary.
- (b) If the policy is breached by a contractor the Council may suspend the contractor's engagement for such period as may be reasonably necessary, or terminate the contractor's engagement (with or without notice).
- (c) The Council shall require an employee/contractor in breach of the policy to undergo a further drug and/or alcohol screening test, and return a negative test result before permitting the employee/contractor to return to work. For Council employees, Council will meet the costs of one drug and/or alcohol test in this period. Any further testing may be at the expense of the employee seeking their return to work and if stood down with pay to that point, this may be withdrawn and the employee may be required to take leave, which may be unpaid, until such time as a negative drug and/or alcohol test result is returned.
- (d) The Council may require the employee/contractor returning to work to undergo 3 further drug and/or alcohol tests within a 6 month period of their return to work with the dates and times of those tests being at the discretion of Council.
- (e) Where an employee found in breach of the policy requests participation in a rehabilitation program and Council agrees with this request, any disciplinary action that might otherwise have been taken may be suspended pending the employee's compliance with the rehabilitation program undertaken.
- (f) Should the employee for any reason be unable to properly perform the duties of their normal position while participating in an agreed rehabilitation program, the employee may access any paid leave entitlements; or may be stood down from his/her duties (with or without pay, in the Council's sole discretion); or allocated alternative duties (if available, and in the Council's sole discretion).
- (g) Failure to take part or complete an agreed rehabilitation program may result in the suspension of the disciplinary action being lifted and disciplinary action being taken up to and including dismissal.

Rehabilitation Agreement

The Council may, in its sole discretion, and upon the employee's request, fund an initial assessment by a rehabilitation provider nominated or approved by the Council.

- (a) The employee must sign an agreement (refer to the Drug and Alcohol Procedure for agreement details) recording their voluntary commitment to the program and to follow up testing. Failure to sign the agreement may result in the suspension of disciplinary action being lifted.
- (b) Human Resources/WHSA will arrange an initial appointment for the employee to meet with the rehabilitation provider;
- (c) The employee will be given a phone number to contact the rehabilitation provider;
- (d) All communications between the rehabilitation provider and employee will remain confidential save as provided in the agreement;
- (e) The rehabilitation provider will arrange for treatment or further specialist advice as considered necessary;

- (f) Rehabilitation will commence and the rehabilitation provider will provide Human Resources/WHSA with information on the attendance of the employee in accordance with the agreement;
- (g) The rehabilitation provider will report to Human Resources/WHSA after three sessions on the necessity or value of further treatment. Further sessions are at the employee's cost;
- (h) With the permission of the employee, the employee's representative is to be informed of progress.

Post-treatment/rehabilitation testing

- (a) If not already provided, on completion of the program the employee will be required to return a negative drug and/or alcohol test prior to returning to normal duties.
- (b) The employee will be required to take at least 3 random drug and/or alcohol tests within a 6 month period commencing from their completion of the rehabilitation program. The times and dates of these tests will be determined by Council.
- (c) A positive (non-negative) test during or following treatment may result in disciplinary action up to and including dismissal (with or without notice).

Resolution of Grievances

Complaint procedure is available to employees should they dispute either:

- (a) the results of any drug and/or alcohol test;
- (b) the process employed in achieving the result in dispute;
- (c) the assessment process relating to a reasonable cause or post incident drug and/or alcohol test;
- (d) the disciplinary or any other action taken against them;

Employees/contractors disputing the results of a drug and/or alcohol test are entitled to challenge the results of that test by obtaining at their own expense, an independent analysis of the sample from an appropriately accredited service provider/facility.

Support and Assistance Following Breach of Drug and Alcohol Policy

When the Policy is breached, but the Council becomes aware that the employee in breach has a drug and/or alcohol abuse problem and that employee is willing to co-operate in referral to an appropriate service and subsequent rehabilitation treatment, the Council will endeavour to assist the employee to seek help with their problem.

If the Policy is breached, the Council may, in relation to Employee/Contractors:

- (a) Stand the employee down with pay, or send the employee/contractor home on leave, which may be unpaid, for such period as may be reasonably necessary. This will be at least as long as required for the employee to return a negative test result for drugs and alcohol.
- (b) If an employee/contractor is suspected of being, or is confirmed to be in breach of the Policy, the employee will not be permitted to drive their personal vehicle or a Council vehicle from the Council's premises. In circumstances other than those in which the employee can make satisfactory private arrangements for their transport to their home/ accommodation, Council will make appropriate arrangements for such transport, which will be at Council's expense. Where a contractor or employee of a contractor chooses not to, or is unable to make suitable private arrangements for their transport to their home/accommodation, such transport will be arranged by Council and the costs of such transport will be passed on to the contractor or contractor's employer.

- (c) Require the employee/contractor to undergo a further drug and/or alcohol screening test, and return a negative test result before permitting the employee/contractor to return to work. Council will meet the costs of one drug and/or alcohol test in this period. Any further testing may be at the expense of the employee seeking their return to work and if stood down with pay to that point, this may be withdrawn and the employee may be required to take leave, which may be unpaid, until such time as a negative drug and alcohol test result is returned.
- (d) Require the employee/contractor returning to work to undergo 3 further drug and/or alcohol tests within a 6 month period of their return to work with the dates and times of those tests being at the discretion of Council.
- (e) When a Council employee requests participation in a rehabilitation program and Council agrees with this request, any disciplinary action that might otherwise have been taken may be suspended pending the employee's compliance with the rehabilitation program undertaken.
- (f) The employee may be stood down from his/her duties (with or without pay, in the Council's sole discretion) or allocated alternative duties during the program (if available, and in the Council's sole discretion). Failure to take part or complete an agreed rehabilitation program may result in the suspension of the disciplinary action being lifted and disciplinary action being taken up to and including dismissal.
- (g) Take disciplinary action against the employee in breach up to and including dismissal. Any disciplinary action taken will be in accordance with the relevant provisions of the Policy and the provisions of the Certified Agreement applicable to the employee in breach.
- (h) In cases other than dismissal and following providing a negative drug and/or alcohol test which will allow the employee to return to work, the employee may be directed to undertake 3 further drug and/or alcohol tests, at times and dates determined by Council within the 6 month period from the date of the employee's return to work.
- (i) Any confirmed positive (non-negative) tests for drugs and/or alcohol in the 6 month period following the employee's return to work will constitute a further, new breach of the Policy and will be managed accordingly.
- (j) The nature and severity of the violation, and whether there have been previous breaches of the Policy, will determine the disciplinary action taken.

Disciplinary Action

A first breach of the Policy may result in either one of or a combination of (at Council's sole discretion) the following:

- (a) Referral for substance abuse education/evaluation/treatment; or
- (b) A first written warning; or
- (c) A first and final written warning; or
- (d) Demotion; or
- (e) In the event of a serious offence, the employee will be required to show cause why they should not be dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.

A repeated or more serious breach may result in either one of or a combination of (at Council's sole discretion) the following:

- (a) Referral for substance abuse education/evaluation/treatment; or
- (b) A first written warning or a first and final written warning; or
- (c) A final written warning; or
- (d) Demotion; Or

- (e) In the event of a more serious offence, the employee will be required to show cause why they should not be dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.
- (f) If sufficient evidence exists that an employee/contractor has acted illegally, Council may inform the Queensland Police Service

A third or more serious offence:

In the event of a third or more serious offence, the employee will be required to show cause why they should not be instantly dismissed and the action taken will be determined following consideration of the employee's responses to that show cause notice.

Other Actions

- (a) If the Policy is breached, the Council (and/or its insurer) may, at its sole discretion, require the employee to indemnify the Council for any and all reasonable costs arising out of or in connection with the drug and/or alcohol test.
- (b) If the Policy is breached, the Council may, in relation to contractors, terminate the contractor's engagement (with or without notice).

Refusal to Take a Drug and/or Alcohol Test

Refusal to take a drug and/or alcohol test will be a breach of the Policy and may result in disciplinary action being taken up to and including dismissal.

VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

TITLE:	Policy Review - Policy 129 Councillor Code of Conduct	DOC REF: 10.2.6
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance
 5.1: Ensure a high level of governance, accountability and compliance
 5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated version of Council's Councillor Code of Conduct policy.

CONTENT:

Council completes regular reviews of all Council policies in accordance with adopted procedure to ensure that policies made by Council are compliant with legislation and are continually reviewed in a timely manner.

The Office of the Independent Assessor (OIA) recently provided Queensland Councils with a decision-making matrix for inappropriate conduct orders as a guide to assist Councils when deciding on the disciplinary action to be taken against a Councillor who was found to have engaged in inappropriate conduct.

The guide has been added into Council's Councillor Code of Conduct policy, policy 129, and the revised version is now presented to Council for adoption.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Compliance with the Local Government Act 2009 and the Crime and Corruption Act 2001

RECOMMENDATION:

That Policy 129 Councillor Code of Conduct, as presented, be adopted.

ATTACHMENTS:

1. Policy 129 - Councillor Code of Conduct [**10.2.6.1** - 9 pages]

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Councillor Code of Conduct

Category:	Policy
Policy Number:	129
Document Version:	3
Obsolete Version:	3rd July 2020 20th November 2020
Keyword Classification:	Councillor Code of Conduct
Summary:	The policy outlines ethical behaviour for Councillors
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	<p>Department of Local Government, Racing and Multicultural Affairs <i>Code of Conduct for Councillors in Queensland</i> document (approved on 04/08/2020)</p> <p>Policy 111 - Councillor Expenses Re-imburement Policy Policy 121 - Confidentiality (Use of Information) Procedure Policy Policy 122 - Councillor Interaction Policy Policy 127 - Complaints Management Policy and Process Policy 139 - Related Party Disclosure Policy Policy 140 - Statement of Business Ethics Policy 141 - Conflict of Interest Policy Policy 148 - Standing Orders for Council Meetings Policy Policy 150 - Investigation Policy Policy 151 - Model Meeting Procedures Policy Boulia Shire Council Code of Conduct - handout</p>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Crime and Corruption Act 2001

PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

BACKGROUND

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the LGA, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under the applicable legislation. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

THE LOCAL GOVERNMENT PRINCIPLES AND VALUES

The legislation is founded on five Local Government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement
4. Good governance of, and by, Local Government
5. Ethical and legal behaviour of Councillors and Local Government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open Council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage Council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons
 - clearly and accurately explain Council's decisions
 - accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of decisions.

5. To meet the community's expectations for high level leadership, Councillors will:
 - be committed to the highest ethical standards
 - uphold the system of Local Government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

STANDARDS OF BEHAVIOUR

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

- 1. RESPONSIBILITIES**
- 2. RESPECT**
- 3. REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out *RESPONSIBILITIES* conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner

- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the Local Government or other entity.
- 1.7 Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.

2. Treat people in a reasonable, just, *RESPECTFUL* and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees or members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare

3. Ensure conduct does not reflect adversely on the *REPUTATION* of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity

CONSEQUENCES OF FAILING TO COMPLY WITH THE CODE OF CONDUCT

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the legislation.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA) who will assess the complaint and determine the category of the allegation. In order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

Unsuitable meeting conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

Note: Chairpersons of meetings are carrying out a statutory responsibility under the legislation to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).

Inappropriate conduct

Under the legislation, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting, or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA.

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than those arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to Local Governments. This includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may make an application to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of the Councillor's powers, or
- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer)

- a release of confidential information outside of the Council
- failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
- attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
- failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
- failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under the legislation
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year, or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* (Section 15) and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40 (of the *Crime and Corruption Act 2001*) arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

MORE INFORMATION

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office

Phone: (07) 3452 6762

Email: southern@dlgrma.qld.gov.au

Northern office

Phone: (07) 4758 3472

Email: northern@dlgrma.qld.gov.au

Office of the Independent Assessor - Inappropriate conduct: disciplinary action guideline

This guideline is provided to assist Queensland Councils to make consistent decisions about the appropriate disciplinary action to be taken against a Councillor who is found to have engaged in inappropriate conduct.

What is inappropriate conduct?

According to section 150K of the *Local Government Act 2009* (LGA), inappropriate conduct occurs when a Councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a Council policy, procedure, or resolution
- contravenes an order to leave a Council meeting and stay away from the place at which it is being held
- is subject to unsuitable meeting conduct orders on three occasions within a one-year period.

Below are some examples of conduct which may constitute inappropriate conduct:

- a Councillor publicly makes derogatory comments about staff
- a Councillor purports to speak to the media on behalf of Council when not properly authorised under a Council policy
- a Councillor fails to comply with an order made by the chairperson of a meeting to leave and stay away from the meeting place.

Decision

Section 150AG of the LGA provides that where an allegation of inappropriate conduct has been referred by the Office of the Independent Assessor (OIA) to Council for investigation, the local government must decide:

1. whether or not the Councillor has engaged in inappropriate conduct, *and*
2. what action the local government will take under s150AH of the LGA to discipline the Councillor if the Councillor has been found to have engaged in inappropriate conduct.

Types of orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a Councillor has engaged in inappropriate conduct:

- An order that no action be taken against the Councillor
- An order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
- An order reprimanding the Councillor for the conduct
- *An order that the Councillor attend training or counselling addressing the Councillor's conduct including at the Councillor's expense**
- *An order that the Councillor be excluded from a stated local government meeting**
- *An order that the Councillor is removed or must resign from a position representing the local government other than the office of Councillor**
- *An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct**
- An order that the Councillor reimburse the local government for all or some of the costs arising from the Councillor's inappropriate conduct.

*Section 150AH(2) of the LGA provides that Council may not make the orders in *italics* in relation to a person who is no longer a Councillor.

Factors that may be taken into account

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- Any previous inappropriate conduct of the Councillor
- Any allegation made in the investigation that was admitted
- Any allegation made in the investigation that was not challenged
- Any allegation made in the investigation that the local government is reasonably satisfied is true

The Independent Assessor advises that a local government may also consider:

- Whether the conduct was accidental, reckless, or deliberate
- The impact of the conduct (financial and reputational) on Council or others
- Whether the Councillor has demonstrated insight into their conduct
- Whether the Councillor cooperated with the investigation or not
- The Councillor's level of experience in local government
- Whether the Councillor has had the benefit of relevant training or not

Guidance on appropriate disciplinary action

It is open to Council to decide which order/s in section 150AH of the LGA are suitable when a Councillor is found to have engaged in inappropriate conduct. **The particular circumstances of a case must always be taken into consideration.**

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a Councillor has been found to have engaged in inappropriate conduct for the first time, or for a second, or third time.

Section 150L of the LGA provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the Councillor for inappropriate conduct on three occasions within a period of one year.

The table below may assist Councils to decide what disciplinary action is suitable in various circumstances.

Order	First instance engaging in inappropriate conduct	Second instance engaging in inappropriate conduct	Third instance engaging in inappropriate conduct
No action be taken against the Councillor	✓		
The Councillor makes a public admission that the Councillor has engaged in inappropriate conduct	✓*	✓*	✓*
A reprimand be recorded against the Councillor for the conduct	✓#	✓#	✓#
The Councillor attends training or counselling addressing the Councillor's conduct	✓#	✓#	✓#
The Councillor be excluded from a stated local government meeting		✓	✓
The Councillor is removed or must resign from a position representing the local government, other than the office of Councillor			✓
If the Councillor engages in the same type of conduct again, it will be treated as misconduct	✓^	✓	
The Councillor reimburses the local government for some of the costs arising from the Councillor's inappropriate conduct**		✓	✓

*May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person

^ For more serious and deliberate inappropriate conduct by an experienced Councillor

** Costs arising from the Councillor's inappropriate conduct includes investigative costs, legal costs, and support costs.

10.3 Corporate Services

TITLE:	Director Corporate Services June 2021 Report	DOC REF: 10.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

Key Priority 5: Governance

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

5.3.2: Optimise performance of Council business units using available technology

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Budget 2021-22

Workshop on Friday 4th June and Plant Committee meeting was held. All the information and decisions made at the workshop were adopted into the budget projections and revenue statement. From this information notes were prepared for the Mayor, Councillors and CEO to present at the Community Meeting held on the 16th June 2021.

Preparation of Council reports for the Budget Meeting were finalised for the 25th June 2021. Budget 2021/2022 and Fees and Charges 2021/2022 were endorsed. Rolled out the Budget to departments and the Fees and Charges.

End Of Financial Year

Coordinated and assisted staff with the end of year processes for the financial system. Due to a number of staff being unavailable, we did have to get assistance from IT Vision for the year end payroll processing. Other areas where staff unavailability was felt I tried to cover and assist the staff and management to ensure we had a smooth end of year.

All Stocktakes were completed without any issues.

The "Rollover" was successful, we are now processing 2021/22 transactions.

Month of June 2021

The month of June has seen a lot of unsettled days due to staff unavailability due to circumstances outside their control. All my staff that have been available have assisted where they could to ensure we could meet our Customers/Ratepayers needs.

I'm very proud of my staff for stepping up and into roles that are not normally doing. A lot of learning was done and sharing of knowledge to get the jobs done. We survived!

RECOMMENDATION:

That the Director of Corporate Services June 2021 report be accepted for information only.

TITLE:	Policy Reviews	DOC REF: 10.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.1: Ensure a high level of governance, accountability and compliance

5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2**.

PURPOSE:

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

CONTENT:

Audit & Risk Management Committee Policy 108

All changes made are as per table below.

Page 2	Composition and Tenure, Voting Members, second dot point.	Added - have extensive
Page 2	Composition and Tenure, Voting Members, third dot point.	Added - External Community member
Page 3	Under financial statements, point one.	Added - of

Internal Audit Policy 110

All changes made are as per table below.

Page 4	Last paragraph on page (Reporting & Monitoring)	Added - as registered on Pulse
Page 5	Top of page, inserted 2 sentences.	Added - The internal audit report will be tabled at the next Audit and Risk Management Committees meeting for discussion. A review of the Register of outstanding issues / work in progress will be reviewed at every second meeting held by the Committee.

Fraud and Corruption Control Policy 133

All changes made as per table below.

Page 1	Related documents	Added – Fraud and Corruption Control Plan, Fraud and Corruption Control Strategy
Page 3	Manex Team	Added - DCS

GOVERNANCE IMPLICATIONS:

- No budget implications
- Meets statutory compliance requirements.

RECOMMENDATION:

1. That the following policies be endorsed as presented:
 - Audit & Risk Management Committee Policy 108
 - Internal Audit Policy 110
 - Fraud and Corruption Control Policy 133
2. That all policies are loaded on the Councillor hub.

ATTACHMENTS:

1. 108 Audit and Risk Management Committee Policy 21 22 [**10.3.2.1** - 3 pages]
2. 110 Internal Audit Policy [**10.3.2.2** - 5 pages]
3. 133 Fraud and Corruption Control Policy 21 22 [**10.3.2.3** - 4 pages]

Approved by Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE POLICY

Category:	Policy
Policy Number:	108
Document Version:	Version 1
Obsolete Version:	108 – Audit & Risk Management Committee, 2018/11.21, 2020/4.19
Keyword Classification:	Audit & Risk Management Committee
Summary:	This policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.
Adoption Date:	
Resolution:	
Due for Revision	Annually
Revision date:	
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009 s105 Local Government Regulation 2012 s208 - 211

SCOPE

This document establishes the authority and responsibilities conferred on the Audit & Risk Management Committee by the Boulia Shire Council and explains the role of the Audit & Risk Management Committee within the Council.

PURPOSE

Boulia Shire Council is committed to an open and accountable system of governance. In accordance with s105 of the *Local Government Act 2009*, Council must establish an Audit & Risk Management Committee.

The Audit & Risk Management Committee's purpose is to provide Council with assistance, advice and oversight with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

AUTHORITY

The Audit & Risk Management Committee undertakes an advisory function and provides the Chief Executive Officer and Council Management with independent advice on key Council activities. The Committee will have the right to recommend that independent professional advice be sought when considered necessary and have the power to obtain information from management and to consult directly with auditors. Requests to seek independent professional advice and obtain information from management should be directed through the CEO. The Audit & Risk Management Committee will have the right to question and seek attendance at committee meetings of any staff. Any requests should be directed through the CEO.

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit & Risk Management Committee to carry out its role.

COMPOSITION AND TENURE

As per Section 210 of the Local Government Regulation 2012, the Committee must comprise of at least 3 and no more than 6 members and of these members two must be Councillors.

The Committee will consist of –

- Voting Members – appointed for the term of Council:
 - Two Councillors considered by Council to have the necessary qualification or interest in serving on the Committee, and,
 - One external person independent of Council, who shall have extensive skills and experience in financial matters.
 - Chair – to be an ~~Councillor~~ External Community member
- Non-Voting Attendees (Chief Executive Officer, Director of Corporate Services, Finance Manager).
- Non-Voting Invitees (External & Internal Auditors, Council Officers by invitation)

Maximum appointment period for external independent persons will be a total of 6 years.

ADMINISTRATIVE ARRANGEMENTS

- Meetings – the committee shall meet at least two times a year (based on a financial year) or as determined by the Chair.
- Quorum – shall consist of two voting members.
- Secretariat – shall be provided by CEO and otherwise assisted by Internal Audit.
- Conflicts of Interest – shall be managed in accordance with the Local Government Act.
- Review of Terms of Reference – periodically as determined to be necessary.
- Remuneration of external members – will be at the discretions of the Chief Executive Officer.

RESPONSIBILITIES

The functions and responsibilities of the Audit & Risk Management Committee shall include oversight in relation to –

- **Corporate Governance, Compliance, Risk Management and Control Framework:**
 - Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes – including Asset Management and IT governance.
 - Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.

Additionally, the committee must review each of the following matters:

- (i) The internal audit plan for the internal audit for the current financial year;
 - (ii) The internal audit progress report for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - (iii) The external audit plan for the external audit for the current financial year;
 - (iv) Any key account position papers being prepared by Management as a part of the audit
 - (v) Significant project deliverables including but not limited to valuations of property, plant and equipment.
 - (vi) A draft of the local government's financial statements for the preceding year before the statements are certified and given to the auditor-general under section 212 of the *Local Government Regulation 2012*;
 - (vii) The auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
 - (viii) As soon as practicable after a review is conducted, a written report stating any recommendations the committee has about the matters reviewed.
 - (ix) Review Council's risk register at least annually and comment on Managements progress / rectification of issues
 - vi) Any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- Review any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
 - The minutes of each Audit & Risk Management Committee meeting, as soon as practicable after a meeting, will be tabled with Council
 - The Audit & Risk Management Committee will self-assess annually.
- **Financial Statements:**
 - Review and consider the financial statements, ratios and other relevant financial reports of Council.
 - Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
 - Monitor and consider management's compliance with statutory requirements.
 - Review the scope, approach, reports and activities of proposed audit coverage.
- **Internal and External Audit:**
 - Review and monitor whether the audit process is effective.
 - Ensure the objectivity and independence of the audit functions.
 - Monitor and review audit plans, reports and activities.
 - Ensure auditors receive the cooperation of all levels of management.
 - Review and consider differences of opinion between audit and management.
 - Monitor management's implementation of auditor's recommendations.
 - Ensure there are no restrictions placed on the audit function by management.
 - Facilitate the effective cooperation and coordination between external and internal audit.



BOULIA SHIRE COUNCIL

INTERNAL AUDIT POLICY

2021/22

Category:	Policy
Policy Number:	110
Document Version:	Version 1
Obsolete Version:	Internal Audit Policy as adopted 21st November 2018, 2019/7.23 24 th July 2019, 2020/B7.4 25th June 2021
Keyword Classification:	Internal Audit
Summary:	Framework for the conduct of the internal audit function
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Finance
Responsible Officer:	Chief Executive Officer Director of Corporate Services
Legislation:	Local Government Act 2009 s105 Local Government Regulation 2012 s207

SCOPE

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

PURPOSE

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

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

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

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

RESPONSIBILITY

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

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

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

INDEPENDENCE

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

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

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

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

AUTHORITY AND CONFIDENTIALITY

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

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

STANDARDS

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

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

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

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

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

RELATIONSHIP WITH EXTERNAL AUDITOR

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

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

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

INTERNAL AUDIT PLAN

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

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

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

REPORTING AND MONITORING

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

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

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

The internal audit report will be tabled at the next Audit and Risk Management Committees meeting for discussion.

A review of the Register of outstanding issues / work in progress will be reviewed at every second meeting held by the Committee.

PERIODIC ASSESSMENT

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

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



BOULIA SHIRE COUNCIL

FRAUD AND CORRUPTION CONTROL

Category:	Policy
Policy Number:	133
Document Version:	Version 1, 2019/12.23
Obsolete Version:	N/A
Keyword Classification:	Fraud Control
Summary:	This policy sets out the organisational requirements to prevent, detect, respond to and report fraud and corruption at the Boulia Shire Council.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	N/A
Related documents:	<p>Policy 108 - Audit & Risk Management Committee Policy Policy 110 - Internal Audit Policy 2019/20 Policy 116 - Workplace Health, Safety, Environment and Quality Policy 122 - Councillor Interaction Policy Policy 123 - Risk Management Policy Policy 128 - Public Interest Disclosure Policy and Procedure Policy 129 - Councillor Code of Conduct Policy 130 - Dealing with a Complaint involving a Public Official (CEO) Policy 146 - Code of Conduct Policy 127 - Complaints Management Policy & Process BSC Discipline Process Fraud and Corruption Control Plan Fraud and Corruption Control Strategy Crime and Corruption Commission, fraud and corruption prevention publications www.ccc.qld.gov.au Australian Standard AS 8001-2008 Fraud and Corruption Control</p>
Responsible Section:	Finance
Responsible Officer:	Director of Corporate Services
Legislation:	<p>Crime and Corruption Act 2001 Criminal Code Act 1899 Financial Accountability Act 2009 Local Government Act 2009 Local Government Regulation 2012 Public Interest Disclosure Act 2010 Public Sector Ethics Act 1994</p>

SCOPE

This policy applies to all facets of Council's operations, including administration, service delivery and performance. This policy also applies to all Boulia Shire Councillors, employees, contractors, consultants, suppliers and volunteers.

PURPOSE

To define Council's position in relation to fraud and corruption by:

- Acknowledging Council's obligations as a public sector entity to eradicate all instances of fraudulent and corrupt activities through appropriate control measures;
- Establishing Council's commitment to the promotion and proper management of the fraud and corruption management framework

DEFINITIONS

To assist in interpretation, the following definitions apply:-

CEO Chief Executive Officer

A person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

Contractor

A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.

Corrupt Conduct

Conduct that involves the exercise of a person's official powers in a way that:

- i) Is not honest or impartial; or
- ii) Involves a breach of trust placed in the person as a public officer, either knowingly or recklessly; or
- iii) Involves a misuse of Council assets, materials or information; and
- iv) Is for the purposes of providing a benefit to the person or another person or causing a detriment to another person; and
- v) Would, if proven constitute a criminal offence or is serious enough to justify a dismissal.

Corrupt Conduct is defined formally and in detail as per s15 *Crime and Corruption Act 2001*.

Corruption

Dishonest activity by staff or others that is contrary to the interests of Council. Corruption includes fraud, misuse of position or authority, breach of confidentiality or other unacceptable activity that may cause loss to Council, its clients or the general community.

Council

Boulia Shire Council.

Councillor

The Mayor and Councillors of Boulia Shire Council, within the meaning of the *Local Government Act 2009*.

Employee

Local government employee—

(a) the Chief Executive Officer; or

(b) a person holding an appointment under section 196 of the *Local Government Act 2009*.

Enterprise Risk Management

Council's approach to risk management encompassing strategy, processes, culture, technology, standards and knowledge in identifying, analysing, evaluating, managing, treating, reviewing and communicating uncertainties encountered.

Fraud

Dishonest activity causing actual or potential financial loss to any person or agency including theft of moneys or other property by employees or persons external to the agency and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

Manex Team

Consists of the CEO, DWO, DCS, Managers, Works Foremen and Works Supervisor.

Official Misconduct

Has the same meaning as in the *Crime and Misconduct Act 2001 s15*, that is, it is conduct that if proved could be:

a criminal offence or

a disciplinary breach providing reasonable grounds for terminating the person's services.

Public Interest Disclosure

A disclosure made under the *Public Interest Disclosure Act 2010* (PID Act) s12 & 13 and includes all information and help given by the discloser to the proper authority for the disclosure.

Reprisal

Causing, or attempting to conspire to cause, detriment to another person because, or in the belief that, anybody has made or may make, a public interest disclosure (whistleblowing). A reprisal is a criminal offence and a civil wrong, and is also official misconduct.

Risk

The effect of uncertainty on objectives. In consideration of fraud and corruption risk, this will generally be a negative impact.

POLICY

Council is committed to the prevention, detection and response of fraud and corruption done to or by Council in accordance with best practice guidance as set out by AS8001- 2008 Fraud and Corruption Control.

Council has zero tolerance to activities related to fraud and corruption and Council will investigate, or otherwise formally enquire into, all instances of suspected fraudulent or corrupt conduct exposed as a result of receiving an allegation or detecting fraudulent or corrupt activities as statutorily required. Appropriate actions will follow these investigations including, where applicable, actions to recover moneys or other property should a cost benefit analysis justify such action.

Fraud and Corruption Principles

Councillors and all supervisory staff have a responsibility for setting the ethical tone of the organisation consistent with the ethics principles set out in the *Public Sector Ethics Act 1994* and the *Local Government Act 2009 s13 (2) (h) & (i)*. They play a key role in the general administration of their work areas and consequently overseeing the implementation, review and monitoring of fraud and corruption prevention strategies, including risk management processes.

There are three key principles that form Council's strategic framework; Prevention, Detection and Response.

- i) Council's risk management principles and strategies will be utilised to maximise prevention opportunities and minimise any potential risks of fraud and corruption;
- ii) All Councillors, employees, contractors and volunteers are accountable for their own conduct;
- iii) All persons that possess supervisory responsibilities, including elected members, are accountable for assisting in the establishment of a workplace with the highest ethical standards through promotion and exemplifying ethical behaviour at all times;
- iv) All Councillors, employees, contractors and volunteers have an obligation to report any corrupt conduct within their areas or other areas of Council;
- v) In the event of the detection of any suspected corrupt activity, Councillors, employees, contractors and volunteers have an obligation to report their identified concerns;
- vi) Any persons reporting a suspected corrupt conduct activity shall be duly afforded protection from any potential reprisals.

5.2 Fraud and Corruption Control Management Framework

Council's fraud and corruption control management framework is also based on the 10 elements identified in the Crime and Misconduct Commission's publication, *Fraud and Corruption Control: Guidelines for Best Practice (2005)*, these elements are:

1. A clear and integrated suite of relevant policies;
2. Effective and continuing fraud and corruption risk management;
3. Internal controls with clear accountability and responsibility structures;
4. Effective internal reporting systems and procedures;
5. An effective system of external notification and reporting;
6. Robust public interest disclosure mechanisms;
7. A clear Code of Conduct and disciplinary standards;
8. Comprehensive staff awareness and appropriate training programs;
9. Competent investigation processes and standards; and
10. Effective stakeholder and community awareness programs.

TITLE:	Finance Manager June 2021 Report	DOC REF: 10.3.3
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REPORT BY:	Rahul Bhargava Finance Manager	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 30th June 2021.

CONTENT:

Cash Position:

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

	30th June 2021	31st May 2021
Cash at Hand	18,080,122	17,018,271
Net Cash Equivalent (Debtors-Creditors)	388,560	864,631
Total	\$18,468,682	\$17,882,902

Income

- Total revenues to 30th June are \$18,369,460. This equates to approx. 119% of this year's budget.

Expenditure

- Operating expenses to 30th June 2021 are \$19,618,783. This equates to approx. 113% of this year's budget.

Liquidity

• CBA		\$ 78,759
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 2,347,164	
QTC 0.51%	\$ 15,652,899	
		<u>\$18,080,063</u>
	Total	\$18,080,122

Additional Information on Cash PositionCash Balance as at 30th June 2021 18,080,122

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	4,519,584
Funded Employee Entitlements - NC	182,464

Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	8,191,760
Operating Results for 2020/2021	(1,624,881)
Less Capital Expenditure 2020/2021	(14,080,762)
	4,991,678

Uncommitted Cash 30th June 2021 **13,088,444****Aged Debtors 30th June 2021**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	5,139.06	423.62	579.00	8,223.22	(2286.00)	12,079.30

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$5,139.06.
 \$4,469.06 have been referred to Council's external Collection Agency.
 \$670.00 are under a payment arrangement.

Rates 30th June 2021Total Outstanding **\$286,179.96**

RATES	3 Years +	2 Years	1 Year (20-21)	Current Year (21-22)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 63,598.86	\$26,624.84	\$ 59,870.38	-	-\$ 29,214.67	\$ 120,879.41
Rural	-	\$ 284.72	\$190,697.67	-	-\$ 42,032.23	\$ 148,950.16
Mining	-	\$ 5,230.50	\$ 11,119.89	-	-	\$ 16,350.39
	\$ 63,598.86	\$32,140.06	\$261,687.94	-	-\$ 71,246.90	\$ 286,179.96

CREDITORS 30th June 2021 \$179,532.81

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 June 2021

2020/21 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	1,384,269
Fees and charges	572,698
Rental income	295,149
Interest received	119,619
Sales - contract and recoverable works	5,573,346
Other Income	284,035
Grants, subsidies, contributions and donations	4,736,861
Total Recurrent Revenue	<u>12,965,977</u>
Capital Revenue	
Grants, subsidies, contributions and donations	8,450,760
Total Capital Revenue	<u>8,450,760</u>
Total Revenue	<u>21,416,737</u>
Total Income	<u>21,416,737</u>
Expenses	
Recurrent Expenses	
Employee benefits	(3,370,683)
Materials & Services	(6,657,752)
Finance Costs	(42,840)
Depreciation	(4,519,584)
Total Recurrent Expenses	<u>(14,590,859)</u>
Total Expenses	<u>(14,590,859)</u>
Net Result Attributable to Council	<u><u>6,825,878</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30 June 2021

2020 / 21 Actual

Current Assets

Cash and cash equivalents	18,080,122
Trade and other receivables	690,818
Inventories	310,809

Total Current Assets 19,081,749

Non-current Assets

Property, plant and equipment	193,947,927
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Total Non-current Assets 193,947,927

TOTAL ASSETS 213,029,676

Current Liabilities

Trade and other payables	(302,258)
Borrowings	(2,223)
Provisions	(1,222,190)
Contract Liabilities	(4,618,501)

Total Current Liabilities (6,145,172)

Non-current Liabilities

Borrowings	(1,009,222)
Provisions	(182,464)

Total Non-current Liabilities (1,191,686)

TOTAL LIABILITIES (7,336,858)

NET COMMUNITY ASSETS 205,692,818

Community Equity

Asset revaluation reserve	110,690,860
Retained surplus	95,001,958

TOTAL COMMUNITY EQUITY 205,692,818

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 June 2021

2020 / 21 Actual

Cash Flows from Operating activities:

Receipts from customers	2,071,520
Payments to suppliers and employees	<u>(10,433,823)</u>
	(8,362,303)
Interest received	119,619
Rental income	295,149
Non-capital grants and contributions	10,239,390
Borrowing costs	<u>(42,840)</u>
Net Cash Inflow (Outflow) from Operating Activities	2,249,015

Cash Flows from Investing activities:

Payments for property, plant and equipment	(14,080,762)
Proceeds from sale of property, plant and equipment	129,500
Grants, subsidies, contributions and donations	<u>8,321,260</u>
Net Cash Inflow (Outflow) from Investing activities	(5,630,002)

Cash Flows from Financing activities

Repayment of borrowings	<u>(52,057)</u>
Net Cash Inflow (Outflow) from Financing activities	(52,057)

Net Increase (Decrease) in Cash and Cash Equivalents held	<u>(3,433,044)</u>
--	--------------------

Cash and Cash Equivalents at beginning of Reporting period	21,513,166
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Cash and Cash Equivalents at end of Reporting period	<u>\$18,080,122</u>
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CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Revenue Expenses June 2021 [10.3.3.1 - 4 pages]
2. CONFIDENTIAL REDACTED - Flood Damage Report 30 June 2021 [10.3.3.2 - 2 pages]
3. CONFIDENTIAL REDACTED - Capital Report 30 June 2021 [10.3.3.3 - 3 pages]
4. CONFIDENTIAL REDACTED - 30-06-2021 DCP Extension [10.3.3.4 - 1 page]
5. CONFIDENTIAL REDACTED - 30-06-2021 W4Q R3 19-21 [10.3.3.5 - 1 page]
6. CONFIDENTIAL REDACTED - 30-06-2021 LGGSP 19-21 Progression Table [10.3.3.6 - 1 page]
7. CONFIDENTIAL REDACTED - 30-06-2021 W4Q COVID Progression Table [10.3.3.7 - 1 page]

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

10.4 Community Services

TITLE:	July 2021 Community Services Report	DOC REF: 10.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.1: Enhance sporting, recreational & cultural facilities and activities

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

Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

Key Priority 1: Social License

1.3: Bouliia Shire to have active inclusive communities

1.3.1: Advocate for a range of services, programs and facilities to address disadvantage and foster inclusion

1.3.2: Encourage volunteering and recognise volunteers who support events throughout the year

1.3.3: Build social capital through provision of accessible community infrastructure and programs

Key Priority 3: Economic Development

3.1: Facilitate housing and investment to support employment opportunities

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

Key Priority 3: Economic Development

3.4: Promote tourism as an economic driver for the shire

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

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

6.1.2: Assist local community groups and support local events

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available (includes 2 pensioner units which need refurb)	2
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1

Houses/units being renovated/painted	1
Formal applications for rental for June	2
Enquiries re housing availability for June	2

Grants:

Council was successful in gaining the \$200,000 from the Community Drought Support Program. *See separate report.*

Discussions have been held with Dr Andrew Fuller a psychologist from Melbourne to come and give a 2 day workshop at the school in September and Nick Sutherland from Myndfit. Dr Fuller specialises in early childhood behavioural problems and works with children, parents and educators.

Nick Sutherland is from Myndfit who would like to come for a week to do a mental “boot camp” in the community.

The above mental health initiatives have been enabled by receiving funding from the Mental Health and Well Being Program organised by Queensland Health. \$20,000 from that bucket of funding is for sponsoring the October Rodeo and Campdraft.

Tourism:

Andrew Ladley, a Heritage architect, will be coming on the 6th and 7th July to assess the Stonehouse’s repeated wall cracking and do a report on how to rectify it so it does not keep occurring so regularly.

Community:

Flipside Circus is performing in the hall on the 10th and 11th July. This was a very popular workshop with children and parents when they were here in 2020.

Coming up in August we will be showcasing a musical extravaganza and there will be a catered dinner.

Upcoming events organised by Council staff:-

- July - Flipside Circus workshop returning to the hall
- August - Rebel Highwire Entertainment in the hall and dinner
- September - Dead Puppet Society workshop in the hall
- September - Man with a Pram on Father’s Day
- October - Qld Ballet workshop for adults and children
- November - Remembrance Day

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the July 2021 Community Services Report be received for information.

ATTACHMENTS:

1. Grant Funding Register - approved [10.4.1.1 - 1 page]
2. Grant Funding Register - pending [10.4.1.2 - 1 page]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	on exhaustion of funds	
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	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	Yes
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	Yes
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	Yes
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	Yes
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	Yes
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	Yes
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	Yes
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	Yes
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of employment, Small Business and training	\$ 15,000					\$ 15,000		
First Five Forever Program (Yearly)	State Library of Queensland	\$ 1,000					\$ 1,000		
Mental Health and Wellbeing	Dept Of Qld Health	\$ 75,000			\$ 75,000	outreach programs and rodeo event	\$ 75,000		
Learning the smart way	First 5 Forever Innovation Micro Grant 2020-21 - Round 2	\$ 5,000	\$ -	0	\$ 5,000	audio/visual items for the Library	\$ 5,000		
Drought Support Program	Dept Communities	\$ 200,000	\$ -		\$ 200,000	financial hardship/events	\$ 155,200		
Drone caution signs	CASA	\$ 1,500	\$ -			signage	\$ 1,500		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,941,752

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
RADF funding	Arts Queensland	\$ 10,000	\$ 2,000			2/04/2021	CSM	arts and cultural activities
Boulia Residential Estate	National Housing Infrastructure Facility	\$ 1,267,557		\$ 316,890	\$ 1,584,447	no closing date	CEO	An application has been made to National Housing Infrastructure Facility for 80% grant and 20% loan
Total Amount of Funding applied for		\$ 1,754,292						

TITLE:	Why Leave Town credit cards	DOC REF: 10.4.2
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.1: Enhance sporting, recreational & cultural facilities and activities

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

Key Priority 3: Economic Development

3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

6.1.2: Assist local community groups and support local events

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

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Possible (Likelihood) giving an overall assessment as **Medium M-6**.

PURPOSE:

To inform Council on requirements of Community Drought Support funding 2020-2021.

CONTENT:

Council has received notice that our submission for \$200,000 from the Community Drought Support funding was only partly successful. This funding is made up of two parts: 1. is the Flexible financial hardship payments and 2. is the Community Events/activities. For the first part we will receive **\$140,200** and for the events we received only **\$15,000**.

In the first part of the funding (\$140,200) we need to allow **\$115,345** to all households in the Boulia Shire via credit cards which will only be able to be used in this town at participating businesses. These can only be used for items such as groceries, fuel, tyres, coffee, hotel meals, hardware, no alcohol or cigarettes.

\$20,000 will go to the Boulia P&C Association as required by the department and they will help the Urandangi school with anything they require (they do not have a P&C).

The last part of this first amount will be used for administration operating costs to cover the initial expense of the credit cards and for a Council officer to activate the business terminals.

The credit cards can be sold by Council through the Post Office after the initial free ones are handed out, similar to gift cards available everywhere now. Customers will load them up with their own money. These can be also used by Council as gifts/promotions etc. We have to purchase a minimum of 1,000 cards and the operating costs will come to **\$4855.40**.

Council needs to consider how many credit cards should be loaded first and what amounts should be loaded onto them. Council also needs to decide which qualifying people should get access to the cards, for instance each family unit and individuals who have lived in the shire for more than 12 months.

For people to access the cards, an email should go out into the community to ask for eligible people to register with Council in a limited time frame. We can then order the required number of cards from the distributor. People will come to Council and sign for these so we know they have been given one.

To help against theft or loss receivers can register their cards on the distributors website and if it still is showing a balance the company will cancel the old card and send them a new one. ***This is only if there is still money on the card.***

For examples of money break downs:

- 1000 x 100 = \$100,000
- 1000 x 110 = \$110,000
- 900 x 125 = \$112,500
- 800 x 140 = \$112,000
- 600 x 180 = \$108,000
- 600 x 190 = \$114,000
- 600 x 192 = \$115,200

The second half of the funding (\$15,000) is to be used for local events as submitted in the application, which will be \$10,000 to the Boulia Race Club and \$5,000 towards the Christmas party or other event. *See attached.*

Many of the smaller events originally listed in the application are not missing out as they are still being funded from other funding sources such as TRAIC funding.

The Rodeo/Campdraft Committee is also eligible for \$20,000 worth of funding from the \$75,000 recent funding allocation from the Mental Health Program.

CONSULTATION:

CEO

GOVERNANCE IMPLICATIONS:

Ongoing operational costs will need to be included in the budget.

RECOMMENDATION:

That Council agree on what amounts should be added to the credit cards and how many cards should be issued initially.

ATTACHMENTS:

1. Boulia Gift Cards Quote [10.4.2.1 - 1 page]
2. Funding Particulars [10.4.2.2 - 4 pages]
3. Drought Support Application [10.4.2.3 - 10 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



WHY LEAVE TOWN PROMOTIONS

PO Box 565 Narrabri NSW 2390

www.whyleavetown.com

24th February 2020

Attn: Julie Woodhouse
Boulia Shire Council

Re: WLT Gift Card Program Quote v1

Dear Julie,
Please find below an overview of pricing and inclusions for the Why Leave Town Gift Card. All costs are GST exclusive.

Item	Cost (ex GST)	Details
Program Annual Subscription Fee – 1 year contract (Tier 1: 1-30 businesses)	\$1,500	1 year discounted subscription. Includes all mechanics of operating the WLT system, i.e. locking down of local terminals, online purchasing of cards, balance checks, terminal management, monthly reporting, etc
Standard Printed Plastic Gift Cards	\$2,720	Includes 1000 cards with cardboard hangers.
Card Processing Fee	\$99	Charged per print run of cards.
Terminal Activation (1 x Load up stores)	\$50	Terminal activation to be undertaken by Boulia SC with free support from WLT. WLT to provide online training and on-boarding documents and standard window stickers for participating businesses.
Terminal Activation (3 x Redemption stores)	\$45	Terminal activation to be undertaken by Boulia SC with free support from WLT. WLT to provide online training and on-boarding documents and standard window stickers for participating businesses.
TOTAL COST (ex GST)	\$4,414	
GST	\$441.40	
TOTAL COST (inc GST)	\$4,855.40	

I _____ on behalf of Boulia Shire Council, hereby agree to all terms and conditions of the Why Leave Town Promotions Community Gift Card Program as detailed in this document dated 24th February 2020.

SIGNED: _____
PRINT NAME: _____
DATE: _____

Program Manager
Kristy Tucker
0433 106 350
kristy@whyleavetown.com

Sales Manager
Rhys Gard
0459 111 291
Rhys@whyleavetown.com

Director
Ashley Watt
0407 200 240
ashley@whyleavetown.com

Particulars

(Events, Products or Minor Assets)

Version 1.0

THE PARTIES

STATE OF QUEENSLAND, through the Department of Communities, Housing and Digital Economy

and

Funded Organisation	BOULIA SHIRE COUNCIL
ABN/ACN	20 492 088 398
Org. number	21832
Agreement number	con_10182

IMPORTANT INFORMATION

- (a) These Particulars must be read together with the Short Form Terms and Conditions.
- (b) Some capitalised terms used in these Particulars are defined at item 9.

1. IMPORTANT DATES

Agreement Expiry Date	30/06/2022
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2. SERVICE OUTLET

Service outlet number	Service outlet	Departmental region where service outlet is located
583344	Community Drought Support Program - Fun and Games	State-wide Operations

3. FUNDING

Funding stream	community services
Total Funding under Agreement (excl. GST)	\$14,029
Timing of Payments	Payment will be made within 28 days of Your notification of Funding approval by Us and subject to the receipt of Your vendor details.

4. FUNDED PURPOSE

The Funded Purpose is as specified below.

- (a) One-off Funding for purchase of assets

Not applicable.

- (b) Other one-off Funding for delivery of an event or product

Service Users	People who live in a defined geographic area (U4180) specifically people who are impacted by drought
Service type	Access – Events (T102)
Geographic Catchment Area	Boulia LGA
Service particulars	<p>This funding is a contribution to Fun and Games as per Your application id CDSP2020-21BU2.</p> <p>The purpose of the event/activity is to enhance community connectedness and help participants to link with relevant support networks.</p> <p>Up to 10% of total one-off funding may be used for operating costs directly related to delivery of the event including:</p> <ul style="list-style-type: none">• Establishment costs• Administration and coordination• Salary-related costs for staff directly involved in the event. <p>Funds are not to be used for the purchase of vehicles or building and construction costs.</p>

5. REPORTING REQUIREMENTS

This item sets out the Reporting Requirements for the Funding, which must be met to Our satisfaction.

	Reporting period and due date	Details and standard of reporting	Lodgement
Milestone report	Reporting period: Full term of agreement Due date: 28 July 2022	You must complete and submit the report <i>Report - Milestones: Community Drought Support - Events</i> attached.	Submitted via our Online Reporting Portal

6. QUALITY STANDARDS

Not applicable

7. SPECIAL CONDITIONS AND OTHER MATTERS

7.1 Special Conditions – Standard

- (a) You must maintain accurate records and accounts of expenditure in relation to the Funding for at least 7 years from the end of this Agreement.
- (b) You must provide Us with all financial information We request in relation to the Funding.

- (c) We may conduct audits of Your records and financial accounts in relation to the Funding and You must make available all information that We, or Our auditors, request in relation to any such audit.

7.2 Special Conditions – Additional

Not applicable

7.3 Other Insurance

Not applicable

7.4 Departures from Short Form Terms and Conditions

Not applicable

8. NOTICE DETAILS

You

Your contact officer (person and/or position)	Ms Lynn Moore Chief Executive Officer
Postal address	18 Herbert St Boulia QLD 4829
Telephone number	429463188
E-mail address	ceo@boulia.qld.gov.au

Us

Our contact officer (person and/or position)	Director, State-wide Operations
Postal address	PO Box 3022, SOUTH BRISBANE QLD 4101
Telephone number	07 3097 0119
E-mail address	DCDSS_Contracts@communities.qld.gov.au

9. DEFINITIONS FOR PARTICULARS

In these Particulars, unless otherwise stated or a contrary intention appears:

“**Our Website**” means the website at <http://www.communities.qld.gov.au> or such other website as We may from time to time notify You; and

“**Short Form Terms and Conditions**” means the document titled ‘(Short Form) Terms and Conditions’, version 1.2, published on the website at <http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdatedShortFormtermsandconditions.pdf> or such other website as We may from time to time notify You.

Note: If You cannot locate the Short Form Terms and Conditions, please contact Us and We will assist You or provide You with a copy.

Community Drought Support Program 2020-21 Boulia

Community Drought Support Program 2020-21 Boulia Application Form

Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT

About the Community Drought Support Program 2020-21

This application form is for the Local Government Area (LGA) of Boulia

About this program

Community Drought Support Grants Funding Program

The Community Drought Support Program aims to strengthen the resilience of drought-affected Queenslanders by building on existing community support mechanisms to increase access and participation in the community. This will be done through a contribution to the delivery of community events or activities and the delivery of Flexible Financial Hardship funding to alleviate cost of living pressures and alleviate hardship for individuals, households and communities impacted by the drought.

It is strongly recommended that you read the Grant Program Guidelines ([Word Version](#)) or ([PDF Version](#)) prior to commencing this application.

The Drought Support Program provides \$5 million to the 45 drought-declared, and part drought-declared local government areas as at 1 December 2020.

Drought declared LGAs that are covered by this funding include:

Balonne (S),	Gold Coast (C)	Paroo (S),
Banana (S),	Goondiwindi (R)	Quilpie (S)
Barcaldine (R),	Gympie (R)	Redland (C)
Barcoo (S),	Ipswich (C),	Richmond (S)
Blackall-Tambo (R),	Isaac (R),	Rockhampton (R),
Boulia (S),	Livingstone (S),	Scenic Rim (R),
Bulloo (S),	Lockyer Valley (R),	Somerset (R)
Bundaberg (R)	Logan (C),	South Burnett (R),
Central Highlands (R),	Longreach (R),	Southern Downs (R)
Charters Towers (R),	Maranoa (R),	Sunshine Coast (R)
Cherbourg (S)	McKinlay (S),	Toowoomba (R),
Diamantina (S),	Moreton Bay (R),	Western Downs (R)
Flinders (S),	Murweh (S)	Whitsunday (R),
Fraser Coast (R)	Noosa (S),	Winton (S),
Gladstone (R),	North Burnett (R)	Woorabinda (S),

Closing date

A completed SmartyGrants online application form must be received by the Department of Communities, Housing and Digital Economy by **2:00pm AEST Monday 15 February 2021**. Online applications **only** will be accepted.

Late applications

Community Drought Support Program 2020-21 Boulia

Community Drought Support Program 2020-21 Boulia Application Form

Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT

Late applications will not be accepted.

Privacy Notice

The Department of Communities, Housing and Digital Economy is collecting information, including personal information, on this form for the purpose of assessing your application to the community Drought Support Package funding grants program. Your personal information will only be accessed by authorised departmental officers for the purposes directly related to assessment of your application. Your personal information will be managed in accordance with the Information Privacy Principles outlined in the [Information Privacy Act 2009](#). The department may provide the local Member of Parliament with the contact details of organisations approved for funding.

About the Applicant

*** indicates a required field**

Applicant Organisation Name *

Boulia Shire Council

Must be as shown in the ABN lookup below

Primary Physical Address of Organisation *

18 Herbert St

Boulia QLD 4829 Australia



Latitude: -22.91066 | Longitude: 139.91222

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Coordinates Required.

Country must be Australia

NOTE: Applicant must be Queensland based.

Postal Address (if different to above)

18 Herbert St

Boulia QLD 4829 Australia

Website

<http://www.boulia.qld.gov.au>

Must be a URL.

Project Contact Person Name *

Lynn Moore

Community Drought Support Program 2020-21 Boulia

Community Drought Support Program 2020-21 Boulia Application Form

Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT

Project Contact Person Position *

Chief Executive Officer

Project Contact Person Phone Number *

0429463188

Project Contact Person Email *

ceo@boulia.qld.gov.au
Must be an email address.

What is your State Electorate?

Gregory

This is the electorate where your organisation is based. This field auto calculates.

What is your Purpose or Mission?

We are a Local Shire Council that encompasses 61,000 square kilometres with a population of 424 residents. Our core priorities are roads, water and sewerage, but operate many public service facilities for the community such as the sports and aquatic centre and shire library.

Must be no more than 100 words.

Please refer to your strategic plan or other documents such as annual reports

ABN Lookup *

20 492 088 398

Information from the Australian Business Register	
ABN	20 492 088 398
Entity name	Boulia Shire Council
ABN status	Active
Entity type	Local Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4829 QLD

Information retrieved at 2:35pm yesterday

Must be an ABN.

Provide evidence of applying for one if you do not possess an ABN currently.

Is your Organisation Registered with the Australian Charities and Non-Profit Commission (ACNC)? *

Yes No Don't know

What is your Incorporation number OR your Approved Service Provider (ASP) Number?

N/A

Please type N/A if your organisation does not have either of these numbers.

Community Drought Support Program 2020-21 Boulia

Community Drought Support Program 2020-21 Boulia Application Form

Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT

What type of organisation are you? *

Local Government

Does your organisation have any outstanding financial liability, service delivery or performance issues in relation to any Queensland Government funding? *

No Yes

Selection Criteria

* indicates a required field

Which funding stream are you applying for? You may select one or both.

Flexible Financial Hardship payments Community Events or Activities

Flexible Financial Hardship Payments Selection Criteria - Boulia

Project Title *

"A Helping Hand"

Must be no more than 40 words.

Brief Project Description *

The funding will be used to inject some much needed income into the community by the way of vouchers per household and a stimulus package for the local P and C Association to help with their revenue costs of providing for the primary school in Boulia. costs

Must be no more than 200 words.

Project Start Date *

03/05/2021

Must be a date and between 1/4/2021 and 31/3/2023.

Project End Date *

28/02/2023

Must be a date and no later than 31/3/2023.

Funding Amount Requested *

\$160,000.00

Must be a dollar amount and no more than 160000.

FLEXIBLE FINANCIAL HARDSHIP Payments

1. Describe your capability and capacity to deliver Flexible Financial Hardship payments.

Outline your:

- Experience in delivering assistance of a like nature
- Capacity to manage finance and governance requirements
- Capacity to report on the outcomes achieved for community
- Capacity to commence delivery from May 2021.

Community Drought Support Program 2020-21 Boulia

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*

Boulia Shire Council has many decades of applying for and acquitting funding from State and Federal Government departments and other private funding bodies.

Our capacity to manage these funds will be undertaken by directors and managers with many years of experience.

All funding is subject to internal and external audit reports throughout the year and measures are in place so that the elected Council members are reported to monthly on funding applications and where the money is used. Budgets are strictly adhered to and outcome reports done accurately in the time frames required of them.

Boulia Shire council will have no hesitation in implementing these programs in the time frame allocated.

Must be no more than 500 words.

2. Describe how the Flexible Financial Hardship payments will be distributed in the local government area and who is your target demographic.

Provide details of your strategy to disseminate funding to affected individuals, households and families.

*

All households in the community of Boulia will receive eftpos cards to spend with local businesses, this will inject some much needed income to those businesses who have not fared so well during the drought and the COVID-19 pandemic which saw Boulia lose its tourist season and therefore its annual migration of tourists.

The cards will be restricted to food, groceries, fuel or hair cuts and will not be able to be used for alcohol or cigarettes. Each household will receive an eftpos preloaded card and they will be able to use this at the participating local businesses only.

A company called "Why Leave Town" with 60 towns on their books will supply and manage this process for the Council. The cards will also enable the card holder to know their balance and when the amount loaded on them has been used, this will make it easier for the businesses to control also.

The local P and C Association will be given a stimulus package to help with the cost of supplying uniforms and stationery and tuckshop equipment to the students at the 2 local primary schools in the shire. The community raises funds all year for the P and C Association to help offset operating expenses involved with running a primary school where many of the children are from one income households.

The primary school on the border of the shire which has 12 students will receive help from the Boulia State school P and C Association from funds given to them in the stimulus package as the border school does not have their own P and C Association with 75% of the attendees from Indigenous families.

Must be no more than 500 words.

3. Describe your capacity to work collaboratively with relevant stakeholders.

Provide evidence of your capacity and capability to collaborate with key service suppliers including small business and other local support.

*

Boulia Shire Council has a great working partnership with all businesses in its small community. As a small remote Western Queensland shire with a population of less than 500 people it is not uncommon to literally know all the neighbours.

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All businesses would welcome any support that can come to them as they are also the ones that provide sponsorship and donations continually all year to the school and local clubs to help them stay viable.

This small community works, learns, shops and plays together and supports each other in many varied ways, such as volunteering, donating and catering. It is a shire with a diverse range of cultures, from 27% Indigenous families to 2.8% of others here who speak different languages such as French, Thai and German.

Must be no more than 500 words.

4. Describe the benefits to the local community that Flexible Financial Hardship payments will deliver. *

The benefits delivered will be a boost in household income to help with costs incurred in providing the basic provisions of household living such as grocery and fuel costs. There are 41.4% at the last census count of families with no employed parent and children under 15 years of age living in Boulia. These families are the hardest hit when met with rising costs of basic living.

Boulia has 27% Indigenous families living here and these are the families with the most children to care for.

Using the cards for local Boulia businesses only will keep the funding in the community which enables employers to keep staff and remain a viable business whilst the drought continues and the pandemic is in a constant state of flux with border closures and travel restrictions for some time to come.

Must be no more than 500 words.

Budget

Expenditure	Amount Requested
household vouchers	\$130,000.00
P and C Association	\$15,000.00
Administration operating costs	\$15,000.00

Total Expenditure Amount

\$160,000.00

This number/amount is calculated.

Community Events/ Activities Selection Criteria - Boulia

Event/ Activity Title *

"Fun and Games"

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Must be no more than 40 words.

Brief Event/Activity Description *

Community held events are the glue that can hold a town together. Being a remote community, it is 3 hours or more of travel to attend regional events. Community events are often fundraisers for the school or local sporting clubs so they can remain operational and provide a service to promote a healthy lifestyle and standard of living enjoyed in coastal areas.

Must be no more than 200 words.

Event/ Activity Start Date *

03/05/2021

Must be a date and no earlier than 1/4/2021.

Event/ Activity End Date *

28/02/2023

Must be a date and no later than 31/3/2023.

Funding Amount Requested *

\$40,000.00

Must be a dollar amount and no more than 40000.

Total Event/Activity Cost *

\$40,000.00

Must be a dollar amount.

COMMUNITY EVENTS or ACTIVITIES

1. Describe your capability and capacity to deliver the proposed community events or activities.

Outline your:

- Ability to coordinate events and activities with other community groups
- Evidence of capacity to deliver events or activities that strengthen the resilience of drought affected Queenslanders by revitalising existing community support mechanisms and utilising community events to increase access and participation in direct support services
- Capacity to commence delivery from May 2021.

*

Boulia Shire Council has many decades of applying for and acquitting funding from State and Federal Government departments and other private funding bodies.

Our capacity to manage these funds will be undertaken by directors and managers with many years of experience.

All funding is subject to internal and external audit reports throughout the year and measures are in place so that the elected Council members are reported to monthly on funding applications and where the money is used. Budgets are strictly adhere to and outcome reports done accurately in the time frames required of them.

Boulia Shire council will have no hesitation in implementing these programs in the time frame allocated.

Must be no more than 500 words.

Community Drought Support Program 2020-21 Boulia

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2. Describe what events or activities are planned to be delivered in the local government area and who is your target demographic.

Provide the total amount of funding required for each event

*

Activities to be funded include:- Trivia night, walking events (Mothers and Fathers Day), Pamper day, Gymkanna, Horse Racing club, Family Fun day, Biggest morning tea for the seniors and the annual community Christmas party.

Many of these events are held annually by local groups in partnership with Boulia Shire Council who give in-kind support. Events such as these promote mental health and well being and encourage social inclusion.

Some of the organisations find it hard every year to continuously fund small events but activities designed for seniors or children are particularly waited for and to not be able to have these would be detrimental to those sectors of the community.

The local turf club holds one picnic race a year but has not been able to race for two years due to weather and the pandemic. They have been an integral part of the community for the past 70 or more years and people love to participate in this small event which provides employment and a boost for the local economy.

The other activities mentioned are smaller but still valuable events to hold in a small community, these are family orientated events for families to enjoy together. Funding will help these events with catering, entertainment, prizes or abolition of entry fees where that is applicable so the event can be free at the door to all attendees.

Must be no more than 500 words.

3. Describe your capacity to work collaboratively with relevant stakeholders.

Provide evidence of your capacity and capability to collaborate with key service suppliers including small business and other local support.

*

Boulia Shire council has a good working relationship with local businesses, clubs and other organisations.

It continually offers in-kind support for venue hire, labour, vehicle hire and other requirements such as bar-b-ques when events are happening.

As a small remote community all parties work together for the good of the community, community meetings are held in collaboration with all stakeholders. All outlying cattle stations, local businesses and clubs are informed regularly by email and/or phone of happenings and Council news and information. A regular Council newsletter is distributed free to all households in the Boulia Shire.

Grant funding information and support is also offered to all interested parties in the community that are eligible to apply for funding for their events.

Must be no more than 500 words.

4. Describe the benefits to the local community that community events or activities will deliver. *

The benefits include, social interaction, relaxation, stress relief, exercise, fundraising opportunities, economical benefits.

Social inclusion is most important in a remote town like ours, as feeling isolated can lead to depression and more serious disorders. Holding events that cater to all sectors of the community regardless of race, gender, religion, age or culture helps to bring people

Community Drought Support Program 2020-21 Boulia Community Drought Support Program 2020-21 Boulia Application Form Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT

together to either be a participant or spectator to nurture the mental and physical well-being of all.

Economical benefits from activities are also of vital importance in keeping the community sustainable with regards to employment of locals and the continuation of non-profit organisations which offer so many health benefits to a community.

Must be no more than 500 words.

Budget

Expenditure	Amount Requested
Trivia Night	\$3,000.00
Horse racing event/catering/music/entry	\$10,000.00
Family fun day	\$5,000.00
Pamper Day	\$5,000.00
Community Christmas Party	\$5,000.00
Biggest Morning Tea	\$2,000.00
walking events	\$5,000.00
Gymkanna	\$5,000.00

Total Expenditure Amount

\$40,000.00

This number/amount is calculated.

Certification

*** indicates a required field**

Applicant Feedback

Please take the time to provide us with feedback and suggestions for improving the grant making experience.

How long (in minutes) did it take to complete your application?

240

Must be a number.

How easy or difficult did you find the application process?

Very easy Easy Neutral Difficult Very Difficult

Can you provide us with any suggestions on how to improve the grant making process?

Must be no more than 100 words.

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Application CDSP2020-21BU2 From Julie Woodhouse - DRAFT**

Certification

This certification must be completed by an authorised person on behalf of the applicant organisation. An authorised person is a person who has an authority to sign an agreement on behalf of the organisation, i.e. Chief Executive Officer or a President. This person may be different to the primary contact person.

I certify that to the best of my knowledge the statements made in this application are true and correct. I understand if the grant is approved, that we will be required to accept the terms and conditions of the grant as outlined in the Short Form Particulars Agreement and the associated Whole Of Government Terms and Conditions.

Authorised Person *

Ms Lynn Moore

Authorised Person Position *

Chief Executive Officer

Authorised Person Contact Phone Number *

429463188

Must be a number.

Authorised Person Contact Email *

ceo@boulia.qld.gov.au

Must be an email address.

Authorised Person Postal Address *

18 Herbert Street Boulia

Date of submission *

24/02/2021

Must be a date.

TITLE:	Policy Review - Arts and Cultural Policy, Council Housing Policy	DOC REF: 10.4.3
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.1: Ensure a high level of governance, accountability and compliance

5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated version of the Arts and Cultural Policy and Council Housing Policy.

CONTENT:

Council completes regular reviews of all Council policies in accordance with adopted procedure to ensure that policies made by Council are compliant with legislation and are continually reviewed in a timely manner.

Policy 117 Arts and Cultural Policy and Policy 138 Council Housing Policy are both due for review. Only minors updates are required to each policy and the updated versions are presented to Council for adoption.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Policy 117 Arts and Cultural Policy and Policy 138 Council Housing Policy, as presented, be adopted.

ATTACHMENTS:

1. 117 - Arts and Cultural Policy [10.4.3.1 - 4 pages]
2. 138 - Council Housing Policy [10.4.3.2 - 10 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

ARTS AND CULTURAL POLICY

Category:	Policy
Policy Number:	117
Document version:	2
Obsolete version:	April 2015 25th July 2018
Keyword classification:	Arts and Culture
Summary:	Policy is for Council to recognise its artistic and cultural obligations to a diverse society and how the preservation of our history and culture is a benefit to the community. Council is therefore committed to providing opportunity for residents to participate in developmental workshops/forums and other cultural or artistic mediums involving Arts and Culture.
Adoption date:	
Resolution:	Every three years or as impacted by legislation
Due for Revision:	
Revision date:	
Date revoked:	n/a
Related documents:	n/a
Responsible Section:	Community Services
Responsible Officer:	Manager Community Services
Legislation:	Local Government Act 2009

OBJECTIVE

Bouliia Shire is an area rich in its own cultural history and home to people from many diverse backgrounds. Bouliia has a strong local Indigenous, pioneering and outback culture.

The objective for Council is to recognise its artistic and cultural obligations to this diverse society and how the preservation of our history and culture is of benefit to the community. Council is therefore committed to providing opportunity for residents to participate in developmental workshops/forums, **visiting tours** and other cultural or artistic mediums involving Arts and Culture.

SCOPE

This policy has been developed as a guide to Council when considering matters, which will have an impact on the cultural life of Bouliia Shire residents.

This policy will be applied during the process of determining how Regional Arts Development Funding or similar is to be distributed amongst the community.

POLICY

The objective of this policy is to:

- Establish and manage a committee composed of Council and community members to assess applications for Regional Arts Development Funding and provide recommendations to Council.
- Regulate and monitor the approval process of Regional Arts Development funding applications providing they meet the KPO's of Council.
- Provide a transparent and accountable process of any funding approval related to RADF and Arts & Culture programs.

DEFINITIONS

Art: In this policy, the term Arts has a broad definition referring to all art forms which include visual arts, crafts, music, theatre, entertainment, heritage, community festivals, workshops and events and public space design.

Culture: The word culture in this policy describes a way of life for a group of people or a time. It is the representation of customs, traditions, a set of common understandings, shared beliefs and values. It can include associations with land, language, ways of living and working, artistic expression, relationships and identity.

GOALS AND STRATEGIES

Goals and strategies are meant to enhance Council's capacity to effectively develop Art programs or projects and Community Events, to preserve our heritage in the community and to build creative capital in our community.

STRATEGIES:

- Ensuring adequate Council staff and resources are available where possible and within Council budget guidelines to realise strategies identified for implementation.
- Provide financial contribution to the Regional Arts Development Fund and ensure budgets are kept within Council guidelines.
- Support and utilise Regional Arts Development Fund Guidelines.
- To make available alternate discretionary funding for Arts and Cultural activities which do not fully meet RADF guidelines but are still deemed to be valuable activities for the community.
- To engage creative community members when developing solutions to a range of issues pertaining to arts and cultural projects.
- To encourage and foster Indigenous art at all levels in partnership with Indigenous groups.
- Encourage partnerships with ARTour groups to continue facilitating regional cultural tours.

COMMUNITY GROUPS

To encourage and support the participation of community members in local Arts and Heritage groups to promote town pride and a better awareness and understanding of Local History and Cultures.

STRATEGIES:

- Provide adequate financial and in-kind support to local arts and heritage groups
- Operate Regional Arts Development Fund to assist groups and organisations in sourcing relevant experts to deliver training/workshops in relevant fields

FACILITIES AND SERVICES

Provide facilities/venues for arts and cultural activities and the preservation of historic and heritage artefacts.

STRATEGIES:

- Preserve Indigenous and non-Indigenous culture wherever possible.
- Provide a library service in the shire that meets the needs of the community and follows the State Governments rural library lending policies.
- Facilitate an awareness of the shire's unique heritage and cultural importance by area promotion when and where possible.
- Maintain functional Community infrastructure e.g. Racecourse Reserve Complex and Stone-house museum.

LOCAL ARTIST AND HERITAGE ENTHUSIASTS

To provide support and encouragement to local artists and Heritage enthusiasts such as the Boulia Historical Society to retain a culture of knowledge that is able to be passed onto visitors and generations to come

STRATEGIES:

- Identifying skills development needs of local artists and pursuing opportunities for appropriate training to be delivered within the Shire.
- Support the collection of local significant stories as a valued resource
- Support local artists in acquiring training to further their own skills and in turn be able to pass them onto other community members by way of workshops or professional development courses

DISCLOSURE:

This policy does not remove any other obligations under the Local Government Act, any other legislation, or relevant codes and policies regarding the disclosure of any interests.



BOULIA SHIRE COUNCIL

COUNCIL HOUSING POLICY

Category:	POLICY
Policy Number:	138
Document Version:	2
Obsolete Version:	1 (21 st June 2017) 21 st July 2020
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:	15 th July 2024
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

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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 35 units of residential accommodation in Boulia ranging from three and four bedroom family homes, to **pensioner** 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 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 Boulia 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~~ by the CEO in the first instance.

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~~ the Community Services Manager 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 on receipt of 2 weeks rent and bond** will 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 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 are 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

TITLE:	Min Min Encounter June 2021 Report	DOC REF: 10.4.4
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REPORT BY:	Roni Harris Tourism Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

Key Priority 3: Economic Development

3.4: Promote tourism as an economic driver for the shire

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

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for June 2021	\$ 40,253.80
MME Visitor Stats for June 2021	2132
MME Show Stats for June 2021	1019
BHC Stats for June 2021	603

Social Media Statistics for June 2021:

Page	Page Likes	Reached	Shares
Boulia Shire Council	Not available	11,661*	80*
Min Min Encounter	1251	3708	162

* Statistics based on last 28 days as at 7/7/21.

REPORT ON ACTIVITIES HELD FOR JUNE 2021

The month of June showed good figures for sales and visitor numbers. Staff were pleased to welcome an interesting mix of visitors including 3 tour buses which visited both venues. Out of a total of 2132 visitors we had 1038 from QLD and 533 from NSW.

The Staff are extremely pleased with our sales efforts for this month although we are still restricted to 10 per show. We have referred back to data available from 2008 and cannot find better figures. The closest was 2017 which showed sales of \$26,898 compared to June 2021 of \$40,253.

The last two weeks of the month saw an influx of visitors mainly due to road conditions and the Big Red Bash in Birdsville.

We saw a good number of travellers enquiring about the Donohue & Plenty Highways and the rain event created some interesting queries. We are in regular contact with Tobermorey which is a great source of information on the road condition. Quite a number of those travellers were unaware of the need for Covid border passes and we were able to help with those and the snap lockdowns for Alice Springs & Darwin areas.

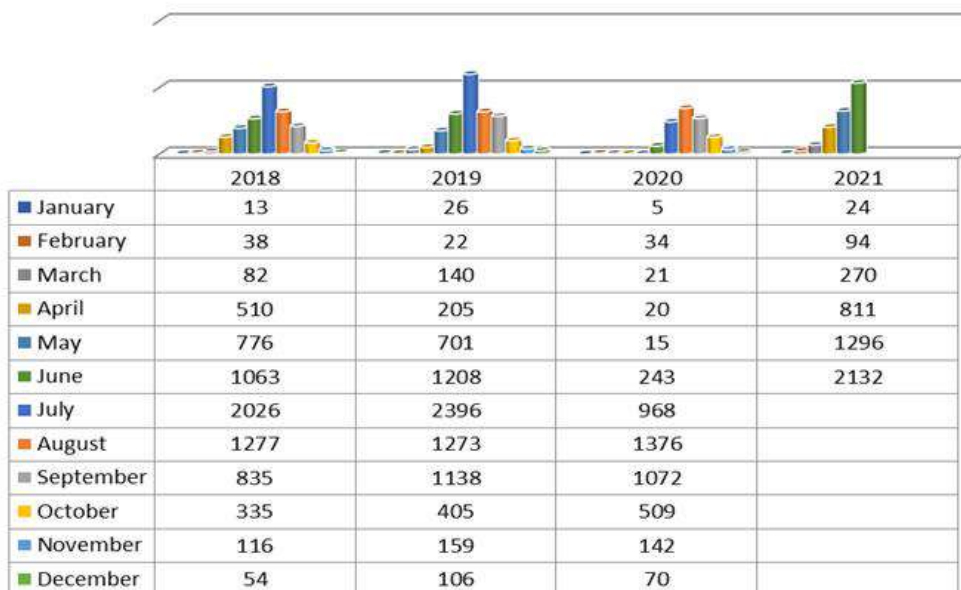
We are continuing to maintain our COVID protocols for hand sanitising, sign in and the cleaning of public surface areas in both venues. We have had several travellers who were not prepared to follow the rules to begin with and most eventually complied. The others were politely but firmly asked not to come in. This is not a pleasant experience but we staff are not prepared to take the risk of allowing them in.

All things considered we had a good month.

Min Min Encounter & BHC Tickets & Merchandise Sales



Min Min Encounter Visitor Numbers



CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Min Min Encounter June 2021 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Library June 2021 Report	DOC REF: 10.4.5
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REPORT BY:	Tarsha Shaw Library Officer	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.1: Enhance sporting, recreational & cultural facilities and activities

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

Key Priority 1: Social License

1.2: Respecting our culture and heritage

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

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

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

6.1.2: Assist local community groups and support local events

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

RISK MANAGEMENT:

Information Report only - not applicable.

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 09:45am – 1:00pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	102
Wi Fi	10
Number of new members - local	1
Tourist Member	0

LIBRARY ACTIVITIES

This month we have been holding our First 5 Forever program twice a week. We have a regular attending group now forming.

We held the 2021 Biggest Morning Tea this month and raised nearly \$137. This was an amazing effort. We will be holding a few more fundraisers throughout the year which we are excited to be organising.

The CCC is in the draft process and should be going to printers early next month.

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

Visitor Numbers

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2020	240	124	125	0	32	55	108	108	111	195	147	67
2021	42	78	48	73	109	102						

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Library June 2021 Report for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Bouliia Sports and Aquatic Centre June 2021 Report	DOC REF: 10.4.6
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 16/07/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.1: Enhance sporting, recreational & cultural facilities and activities

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

Key Priority 1: Social License

1.3: Bouliia Shire to have active inclusive communities

1.3.3: Build social capital through provision of accessible community infrastructure and programs

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

6.1.2: Assist local community groups and support local events

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

The Sports and Aquatic Centre provides an important sports venue for the local residents of Bouliia. 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: 10 After Hours: 37
• Pool	During Hours: 5 After Hours: 0
• Squash	0
• Casual entry usage	14
• Kid's usage	67
• Membership usage	46
• Merchandise sales	\$0.00
• Admission	\$101.85
• Refreshment sales	\$15.00

Activities held this month:

- 🚧 With the weather getting cooler we have had very few people using the pool.
- 🚧 We are in the process of getting the Magic Floor connected. Then we will have more for the kids to do during the cooler months.
- 🚧 We have started planning the layout of the Gym to be implemented after Camel Races.

Sports Centre Patron Numbers

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

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

11 Late Reports

TITLE:	Audit and Risk Management Report	DOC REF: 11.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 16/07/2021
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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

5.2.2 Maintain high standards of Corporate Governance through effective audits

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the latest reports and minutes from the Audit and Risk Management Committee.

CONTENT:

The Audit and Risk Management Committee met on the 13th July 2021, minutes of the meeting are attached as is Agenda that was sent with all reports.

RECOMMENDATION:

That this report be receive for information purposes.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Audit Risk Management Committee meeting minutes 13 07 2021 [11.1.1 - 2 pages]
2. CONFIDENTIAL REDACTED - July 2021 Audit Risk Management meeting [11.1.2 - 45 pages]

Reviewed and Approved by Acting Chief Executive Officer	Mr Ray Geraghty
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TITLE:	Internal Fees & Charges 2021/22 Updated Report	DOC REF: 11.2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 15/07/2021
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting Key Priority 5: Governance 5.3: Sustainability - our focus on value for money outcomes across the organisation 5.3.2: Optimise performance of Council business units using available technology		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Moderate (Consequence) and Unlikely (Likelihood) giving an overall assessment as Medium M-6.		
PURPOSE: To advise Council of the proposed Internal Fees & Charges for 2021/22.		
CONTENT: Internal charges that are referred to for quoting of jobs plus community contributions. This information is not publicly displayed.		
CONSULTATION: Director of Works & Operations Harin Karra		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That in accordance with S97 of the <i>Local Government Act 2009</i> , the Updated 2020/2021 Internal Fees and Charges as presented in the Bouliia Shire Council on the 15 th July 2021 be hereby adopted.		
ATTACHMENTS: 1. CONFIDENTIAL REDACTED - Internal Register of Fee Register 21-22 [11.2.1 - 6 pages]		
Reviewed and Approved by Acting Chief Executive Officer		Mr Ray Geraghty

12 Closed Session

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

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

13 General Business

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