

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 15 July 2022



Photo by: Shelley Lorensen

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

13th July 2022

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 15 July 2022** 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: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Mrs Nicole Tonkies (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 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 17 June 2022
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Mr Mark Willis (Finance Manager)
Ms Estelle van Tonder (Executive Assistant Relief)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

5 Mayoral Minutes

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

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Confirmation of Minutes from Previous Meetings

Moved: Cr Edgar

Seconded: Cr Norton

That the minutes of the Ordinary Meeting held on 20 May 2022 be accepted.

Resolution No.: 2022/06.0

Carried

9 Reports

9.1 Works and Operations

TITLE:	Engineering Services Report Newsbrief May 2022	DOC REF: 9.1.1
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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 Britton

That the Engineering Services Report – Newsbrief for May 2022 be noted.

Resolution No.: 2022/06.1

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report May 2022	DOC REF: 9.1.2
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PURPOSE:	To inform Council of the current utilisation and activities of the Town Department during the month of May 2022.	
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Moved: Cr Norton

Seconded: Cr Neilson

That Council receive the Foreman, Road Maintenance and Utility Services May 2022 report for information.

Resolution No.: 2022/06.2

Carried

TITLE:	Foreman Roads Maintenance and Construction Report April 2022	DOC REF: 9.1.3
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PURPOSE:	To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.	
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Moved: Cr Neilson

Seconded: Cr Britton

That Council receive the Foreman Roads Maintenance and Construction May 2022 Report for information.

Resolution No.: 2022/06.3

Carried

TITLE:	NDRRA Flood Damage Works Department May 2022 Report	DOC REF: 9.1.4
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program.

Moved: Cr Beauchamp Seconded: Cr Neilson

That the NDRRA Flood Damage Works Department May 2022 report be received for information.

Resolution No.: 2022/06.4 Carried

TITLE:	Rural Lands Protection Officer May 2022 Report	DOC REF: 9.1.5
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PURPOSE: To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

Moved: Cr Norton Seconded: Cr Britton

That the Rural Lands Protection Officer Report be received.

Resolution No.: 2022/06.5 Carried

9.2 Office of the Chief Executive

TITLE:	Chief Executives Report for May 2022	DOC REF: 9.2.1
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PURPOSE: To advise council of relevant activities undertaken through the office of the CEO.

Moved: Cr Edgar Seconded: Cr Neilson

That the report be received for information.

Resolution No.: 2022/06.6 Carried

The meeting was adjourned for morning tea at 10:30am
The meeting resumed at 11:04 am

TITLE:	Marmanya transfer of Land request	DOC REF: 9.2.2
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PURPOSE: To advise council of the request to transfer land to the newly formed Marmanya Community Aboriginal Corporation for the property known as Marmanya, Lot 7 on CP PU16
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Moved: Cr Britton Seconded: Cr Edgar

1. *That council considers and approves the application for the transfer of land to the new Marmanya Community Aboriginal Corporation (indigenous Corporation number 9747) as per the discussions over the past several years*
2. *That this request by the new Corporation is lodged and received per the intent of the 2001 ILUA and that it is a valid request. It is confirmed that there is a direct connection*

- between the original signatories to the ILUA signed in 2001 and the new Marmanya Community Aboriginal Corporation via
3. That council approve that the CEO do all things necessary for the land to be transferred to the newly formed Marmanya Community Aboriginal Corporation.
 4. The property is 'freehold' and the transfer will be completed at no cost to council Once transferred council will have no further obligations to this property.
 5. Provided the purpose of the land remains within the intent of the 2001 ILUA future general rates will be exempt: on the provision that the use of the property remains within the categorisation under Local Government Regulations Item 73; Section 93 (3)(j)(ii) -(d)(i)(ii)(iii).
 6. Should the property wish to be connected to town water it will be at the expense of the Corporation and fees will apply for the connection and ongoing water supply to the community.
 7. Septic waste connections, repair and maintenance will be the responsibility of the Corporation.
 8. Future Power supply (solar or generators) and the maintenance of those will remain the sole responsibility of the Corporation.
 9. Waste depot: In the interest of the health and safety of the entire community of Urandangi and Marmanya, a fee will be levied for the use and maintenance of the town's waste facility on an annual basis for 'one entire property' not several individual blocks.

Resolution No.: 2022/06.7

Carried

TITLE:	Proposed Lease of Rodeo Paddock	DOC REF: 9.2.3
PURPOSE: Council requested that the Rodeo Paddock be utilised for agistment purposes during the period from 1 st March 2023 to 31 st August 2023. This report is to determine the use of the Rodeo Paddock and its continued operations and the impact on the Boulia Gun Club. (Description – Lot 100 on SP 255329)		

Moved: Cr Britton

Seconded: Cr Norton

- That the CEO deal with any objections received and act accordingly if no objections then:
- That council support the short term agistment with agreed conditions as described in the report and attached flyer.
- That council authorised the CEO to proceed with the short term agistment of the Rodeo Paddock with applications to close Friday 29th July 12 noon.
- A ballot to be conducted in the Council Office on Friday 29th July 2022 at 1pm which will be open to the public.

Resolution No.: 2022/06.8

Carried

TITLE:	Action List - Update May 2022	DOC REF: 9.2.4
PURPOSE: To present to Council an updated Action List.		

Moved: Cr Norton

Seconded: Cr Edgar

That Council receive the Action List update for May 2022 for information.

Resolution No.: 2022/06.9

Carried

The meeting was adjourned for lunch at 12:30 pm
 The meeting resumed at 1:12 pm

TITLE:	WH&S May 2022 Report	DOC REF: 9.2.5
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PURPOSE: To inform Council of progressions and or issues of concern regarding WH&S
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Moved: Cr Norton Seconded: Cr Britton

That Council receive the Workplace Health and Safety - WHSA / RRTW May 2022 report for information.

Resolution No.: 2022/06.10 Carried

TITLE:	POLICY REVIEW	DOC REF: 113
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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 minor changes to an existing report which does not have any material effect on the intent of the documents.

Moved: Cr Britton Seconded: Cr Beauchamp

1. *That the policy as presented be adopted.*

POLICY	NO.	OFFICER	TYPE
Uniform Policy	113	Cindy Reimers	

Changes to policy -	Page No	Paragraph
Purchasing price of PPE (steel cap boots)	4	2
That Council supply work boots or reimburse employees the actual cost of approved work boots in value up to \$200.00 upon provision of a receipt for the purchase of safety boots and the presentation and surrender of the old boots to the Store Person. Work boots may also be pre-ordered at Totally Workwear Mount Isa, Council completes a purchase order for workers up to the amount of the work boots not exceeding \$200, Workers are required to pay the difference if over allocated amount.		

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

Resolution No.: 2022/06.11 Carried

9.3 Corporate Services

TITLE:	Director of Corporate Services Monthly Update	DOC REF: 9.3.1
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PURPOSE: To advise Council of the activities of the Director of Corporate Services.

Moved: Cr Edgar **Seconded:** Cr Beauchamp

That the Director of Corporate Services May 2022 monthly report be received.

Resolution No.: 2022/06.12 **Carried**

TITLE:	Finance Manager May 2022 Report	DOC REF: Item FM1
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PURPOSE: Financial Summary as at 31 st May 2022
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Moved: Cr Beauchamp **Seconded:** Cr Britton

That the Finance Report for May 2022 be received for information.

Resolution No.: 2022/06.13 **Carried**

9.4 Community Services

TITLE:	Community Services May 2022 Report	DOC REF: 9.4.1
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PURPOSE: To provide Council with an update of the activities associated with Councils' community services activities.

Moved: Cr Norton **Seconded:** Cr Neilson

That the Community Services Report for May 2022 be received.

Resolution No.: 2022/06.14 **Carried**

TITLE:	Pitta Pitta gathering proposal	DOC REF: 9.4.2
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PURPOSE: To report to Council re proposal from private group wanting to celebrate Native Title anniversary.

Moved: Cr Edgar **Seconded:** Cr Beauchamp

That Council approves this request for assistance as Inkind support plus a cash value of \$2500 so the traditional owners can celebrate this auspicious occasion.

Resolution No.: 2022/06.15 **Carried**

TITLE:	Flexible Hardship Funding	DOC REF: 9.4.3
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PURPOSE:
To recommend to Council that the May resolution re-funding be rescinded.

Moved: Clr Britton

Seconded: Clr Edgar

Carried

1. That Council rescinds the previous resolution 2022/05.15 made in May 2022 regarding funding to the 4 clubs mentioned and for the Mental Health workshop for \$46,796.

Resolution No.: 2022/06.16

2. That council allocate the \$46,796 allocated to the following:

- a. \$20,000.00 to the Camel Races.
- b. \$11,699.00 to the Rodeo club.
- c. \$11,699.00 to the Camp-draft organisation.
- d. \$3,398 to go to the Mental Health workshop (additional to \$25,000 allocation in May).

Moved: Clr Britton

Seconded: Clr Beauchamp

Resolution No.: 2022/06.17

Carried

TITLE:	Min Min Encounter and Heritage Centre Report May 2022	DOC REF: 9.4.4
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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 Britton

That the Min Min Encounter May 2022 Report be received for information.

Resolution No.: 2022/06.18

Carried

10 Late Reports

TITLE:	WH&S Policy Statement - annual review	DOC REF: 10.1
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PURPOSE:
The adoption of the WH&S Policy Statement as per the annual review.

Moved: Cr Britton

Seconded: Cr Beauchamp

That council adopt and support the intent of the WH&S Policy Statement for the entire workforce with the inclusion of contractors, volunteers and other ancillary visitors to the council workforce areas.

Resolution No.: 2022/06.19

Carried

11 Closed Session

There was no closed session.

12 General Business

Council discussed the proposed Budget and Rates.

13 Meeting Closure

The Mayor thanked Deputy Mayor Sam Beauchamp for his loyalty to the role of Deputy Mayor which is passed onto Cllr Jack Neilson as from 1 July 2022.

The Mayor closed the meeting at 3.14 pm.

14 Confirmed

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

9 Reports

9.1 Works and Operations

TITLE:	Engineering Service Report – Newsbrief for June 2022	DOC REF: 9.1.1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 13/07/2022
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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

20th – 21st June

Stuart Bourne – Cloncurry Culverts, Dajarra Rehab Inspection

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 the 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. Works completed. Acquittal commenced.

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. Works has been completed pending acquittal of works.

Activated for the 'Central, Southern and Western Queensland Rainfall and Flooding, 10th November – 3rd December 2021' on the 17/11/21.

This event will be Emergent Works only, REPA will be submitted under the subsequent event.

Activated for the 'Western Qld Low Pressure Trough 19 Jan – 4th Feb 2022'.

This event will be for Emergent works and REPA. Data collection complete. Submission progressed to the final approval phase to be endorsed by QRA.

Activated for the 'Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022'.

This event will be for Emergency works and REPA. Data collection is complete. REPA works submitted into MARs but not yet lodged.

3. Other

Donohue Highway: Outback Way Funding Package 2

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

Design and CH clearance is complete for Stage 7 and 8.

4. Industrial Subdivision

Earth works to be finalised up to finished level. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has commenced.

5. Bengeacca Crossing

\$1.7m QRA resilience funding.

Survey complete, cultural heritage clearance is complete. Design complete. Tender closed and awarded to Lohman Contracting.

6. DTMR 20D Flood Damage and Dump Road Access

Prime took place on the 3rd of December, initial seal completed December. Final seal pushed back to October due cool weather.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for June 2022 be noted.

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 428415) [9.1.1.1 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (04/07/2022)

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 Completed
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Works Completed. Pending acquittal
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, works completed - pending acquittal
Central, South and Western Qld Rainfall and Flooding 10 Nov - 3 Dec 2021	Nov - Dec 2021	REPA	Superseded			Emergent works submission completed, REPA submission to be superseded by Jan 22 event.
	Nov - Dec 2021	Emergency Works	\$ 262,330.61			
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71			Submission pending QRA approval
	Jan-22	Emergency Works	\$ 507,127.18			Emergent works submitted into MARS but not yet lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,707,805.03			REPA works submitted into MARS but not yet lodged
	Apr-22	Emergency Works				Emergent works underway

TITLE:	Foreman Road Maintenance and Utility Services Report June 2022	DOC REF: 9.1.2
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REPORT BY:	Ron Callope Road Maintenance & Utility Services Foreman	DATE: 13/07/2022
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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 2022.

CONTENT:

Race Course:

Arena and grounds	General maintenance of the grounds has continued by the Caretaker. Council has been preparing the arenas and racetrack for the upcoming Camel Races event as well as cleaning the surrounding areas for expected campers. The new off leash dog area has been completed and is now ready for use.
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Town water testing and Depot maintenance:

Chlorine level testing	Chlorine testing has been conducted on a weekly basis with satisfactory levels maintained at Urandangi and Boulia.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing to be worked on (watering, weeding etc.) to ensure they are kept in good order. With the tourist season upon us, we are working hard to ensure the town is continuing to look its best.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout June 2022: <ul style="list-style-type: none"> ▪ 1st June – Min Min Encounter ▪ 2nd June – Airport and Town Entrances ▪ 6th June – Robinson Park and Medium Strips ▪ 7th June – Sports Centre and Fire Station ▪ 8th June – Fire Station and Council Depot ▪ 9th June – Melrose ▪ 10th June – Sports Centre and Fire Station ▪ 14th June – Robinson Park ▪ 15th June – Medium Strips ▪ 16th June – School Safety Park ▪ 20th June – Main Office ▪ 21st June – Post Office ▪ 22nd June – Sports Centre and Robinson Park ▪ 23rd June – Town Entrances

	<ul style="list-style-type: none"> ▪ 24th June – Airport ▪ 27th June – Post Office ▪ 28th June – Stonehouse
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Town Entrances:

Three Mile Campground	<p>The area has improved with the foliage growing well due to recent rain.</p> <p>The public have been keeping the area in a tidy condition.</p> <p>We have slashed the area and have added additional bins for the tourist season.</p>
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RMPC/Works crew:

- RMPC signage is still an ongoing project.
- Continuing surface correction on the Dajarra - Mt Isa Road and the Winton Road.
- Surface correction along the Bedourie Road has been completed.
- Completed a private works request from Blair Athol Station for the supply and delivery of 6.2m³ of concrete.
- Completed a private works request from Auzscot for the supply and delivery of 11.7m³ of concrete to the Hamilton channels.

Urandangi:

Urandangi	<p>Regular Council services continued over the month of June (mowing, whipper snipping, rubbish collection etc.).</p> <p>The new 15,000 litre diesel fuel tank has not been filled as of yet, however has been relocated to correct position and is now ready to be filled up. We will not be filling the tank until the solar system is installed.</p> <p>Willie Doyle is also in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road – servicing is now 2 days a week, on a Monday and a Friday, and will remain until tourist season starts to end.</p>
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Water and Sewerage:

Boulia Township

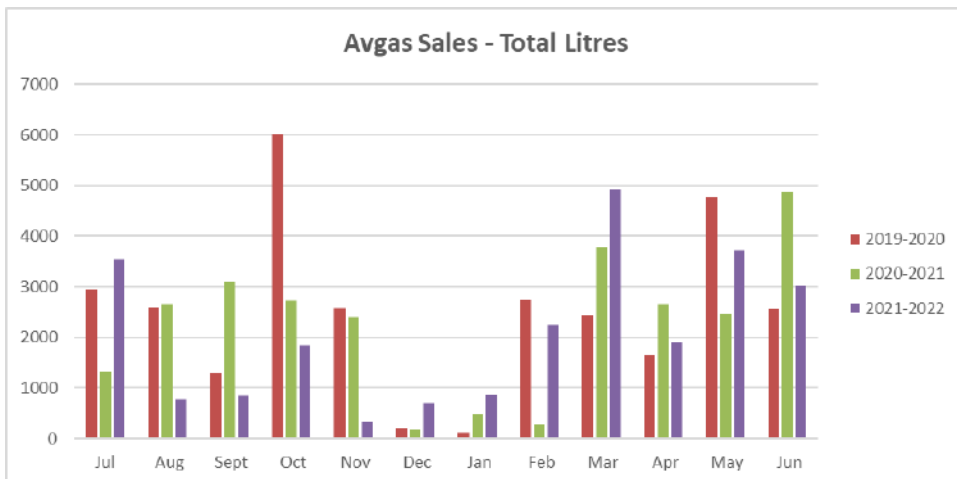
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

Call outs – water	Almost daily. Still waiting for new control box, everything should be back online when it arrives.
Call outs – sewer	Nil
Broken mains	Nil

Boulia Airport activity:

Number of call outs: RFDS / Lifeflight Rescue	Nil
Avgas / Jet A1 Refuelling	For June 2022 – 35 self-fuelled through Compac.



Boulia Feral Animal Bounty Claims:

Feral Pigs	Nil
Feral Dogs	Nil

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services June 2022 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction Report June 2022	DOC REF: 9.1.3
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REPORT BY:	Jimmy Newman Roads and Construction Foreman	DATE: 13/07/2022
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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:

- Stabilizing across Dajarra Culvert on Thursday 7.07.2022
- Crew working on Dajarra Widening Job, working on extending side-track 2km Boulia end on the job
- Hope to seal first section 4km, around 18.07.2022 73-77km
- Back after Camel Races to continue subgrade 69-73km section

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads Maintenance and Construction June 2022 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	NDRRA Flood Damage Works Department June 2022 Report	DOC REF: 9.1.4
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REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 13/07/2022
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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

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 of the current utilisation and activities of the Flood Damage Program.

CONTENT:

Projects Completed

March 2019 REPA Event Flood Damage:

BSC Contracting Crews have completed all work required for the 2019 FD Event REPA Program as funded by NDRRA. All work was carried out as per QRA Schedules and final invoices were submitted to BSC by our subcontractors on the 28/06/2022. Flood Damage Management and Council Finance Team are now finalising all documentation required to be submitted to QRA for approvals.

R2R South Urandangi Road Funding Re-sheeting Works Value \$300,000.00:

Harris Crews started this program middle of June 2022 and completed 25/06/2022. Scope of works included:

- Crushing Material at Ardmore Pit No 2 (App 10000m³)
- Clearing/Grubbing Five KLM Road, Preparing Sub-Grade
- Haulage of crushed material to site
- Mixing/spreading/compaction, plus establish drains for final layer of material and compaction

Refer to photos (2) of South Urandangi Road R2R Project below.

Jan/February 2022 Flood Damage - (WIP - FD):

QRA have approved funding for works to be carried out on various roads within the Shire and Contracting Crews started work on this program on the 5/07/2022 starting with the following roads -

- Coorabulka Road - Harris Crew (A)
- Elrose Road - Harris Crew (B)
- Donohue Highway - Mixed Crew, Bilby, True Blue, Hindom Contractors

R2R South Urandangi Road Re-sheeting



R2R South Urandangi Road Re-Sheeting



CONSULTATION:

GBA as project officers on NDRRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within NDRRA guidelines and budget allocations.

RECOMMENDATION:

That the NDRRA Flood Damage Works Department June 2022 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Rural Lands Protection Officer June 2022 Report	DOC REF: 9.1.5
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 13/07/2022
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 slashing, weed spraying, animal control, 1080 baiting and checking lease paddocks.		
TOWN COMMON: Council has applied for and been granted a Road Corridor Permit to build the stock baulk at the end of the Town Common and the start of the stock route on the Boulia to Winton Rd. I am waiting to get some quotes back for the cost of the materials to build it.		
PONY/CAMEL & RODEO PADDOCKS: Nothing to add from my last month's report.		
DOMESTIC ANIMAL CONTROL: There was a very sick dog reported to me, I went and picked this dog up and it was in that bad a way I humanely put the dog down. There was 1 dog impounded, the owners came and paid all release fees and the dog was returned to them.		
CWRPM (TECHGROUP): There was a combined weed spraying of Sticky Florestina in the Barcaldine Shire on the 20 th and 21 st of July. I was busy slashing and as it was only for the two days and a long way to travel, I did not attend. There was another half day of weed spraying in Winton, as I was still slashing and a long way to travel for half a day, I did not attend this as well. There will be another time where I will be able to attend.		
WEED SPRAYING SHIRE ROADS: Will be doing some inspections of the shire roads and when needed will carry out weed spraying. I did some slashing on the North Urandangi Rd from the turn off to Moonah Creek and some weed spraying in the same area.		
RMPC: I finished the slashing of the Dajarra to Mt Isa Rd from the Mt Isa/Boulia boundary to Wavely Creek.		

I did some weed spraying from Cloncurry/Bouliia Boundary to Wavely Creek on the Dajarra to Mt Isa Rd.

GRAVEL/BURROW PITS:

I was going to spray some of the old burrow pits on the Mt Isa Road but it started to rain so will have to do this another day.

STOCK ROUTE:

No luck with getting any funding this time. Will apply again when the next round comes along.

I have had one enquiry about droving along the stock route from the NT Boarder near Lake Nash to Glenormiston. Will know more in early July.

1080 BAITING:

There was one property that did some baiting in June. They got 712.5kg treated with Pig strength 1080 poison. There was one enquiry about baiting in July.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Rural Lands Protection Officers Report for June 2022 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

9.2 Office of the Chief Executive

TITLE:	Chief Executives Report for June 2022	DOC REF: 9.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 13/07/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of relevant activities undertaken through the office of the CEO.

CONTENT:

Community Meeting – Capital and Operational Budget and Rates review 2022-23:

A Community Meeting is to be held on 8th July to explain the current budget, rates review due to valuation increases, and the next 12 months' Capital and Operational budget. The importance of this meeting is to provide feedback on the decision to provide a fair and equitable rating structure in light of the recent revaluations of properties within the Bouliia Shire many of which have increased by over 400%. Council is faced with increased expenses for fuel, wages materials, and supplies along with transport cost increases over the next 1-2 years at a minimum which cannot be funded through grant funding and the extraordinary events which are impacting supply costs across a wide range of councils deliverables.

EOI - Fencing of Coridgee Reserve:

We had a good response to the EOI and a successful applicant has been appointed to complete the work of the fencing project. It is noted that the applicant has already begun the project so the work will be completed on time.

Sale of Council housing - 6 Mulligan Street Bouliia:

The sale contract for this property became unconditional on 30th June with settlement date on 30th July 2022.

Donohue Highway – Outback Way Funding - Stage 7:

Delivery of works by Bouliia Shire will require extra funding requirements to be met. Discussions with the Department and also Workplace Health and Safety (Federal accreditation if required) is being arranged.

Urandangi – Lot 6 on U4321:

An advice from the Department of Resources Indigenous Land Use Agreement Development and Implementation (IDI) team who are now responsible for the implementation of the agreed actions from the Bularnu Waluwarra Wangkayujuru (BWW) Peoples Indigenous Land Use Agreement that was registered on 11 October 2013.

Clause 8 of the ILUA allows for the Freehold Grant of the lots listed at Schedule 2 to be allocated to BWW in freehold under the Land Act 1994.



The Department have requested that the structures on the block be removed. This will not be practical as this is the local toilet block which has been on this block for many years and has recently been upgraded. We are concerned that the handing over of these blocks (20 potential) may result in debts accruing due to the freehold status of the land and the ability of the owners to manage rate payments. We will await further advice from the department.

RAPAD – Face to Face meeting in Longreach 23-25th May:

The Mayor, the Director of Works and Operations, Ajay Agwan, and myself attended the Longreach meeting for Roads, Water & Sewerage, and Pest Management and the quarterly RAPAD meeting held over 2 days. Mayor to provide full report in the Mayoral Minute. It was an opportunity for the new Director to get a feel for the role RAPAD plays in the region.

Housing:

Due to the lack of housing in Boulia, Council will be leasing the only house available for the Flood Damage Contractor for the remaining period of his contract. The rental payment will be funded from flood damage. This will then enable us to recruit for other Council vacant positions and utilise Council subsidised housing (Note: there is no decision to be made and therefore no conflict of interest for any Councillor).

LGGSP Funding application approved for Staff Housing:

Council is constantly faced with the lack of housing for staff. Last year we purchased a block of land opposite the Boulia Heritage Complex in the preliminary move to have a location suitable if funding became available to construct staff housing. In Dec 2022 the LGGSP Grants criteria made an allowance for funding for staff housing. We have been success in obtaining a grant of \$1.2m with \$800k coming from Federal Assistance extra grant funding to complete the project which will consist of 6, 2 Bedroom Duplexes. Work will commence immediately due to the expected delays in supplies and the time commitment of 12 months.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

- Sale proceeds of Mulligan Street will go to support new LGGSP funding application for the units in Pituri Street.
- Donohue Highway funding package will be included in the 2022-2023 budget.

RECOMMENDATION:

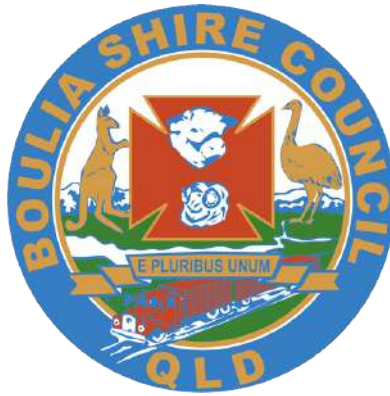
That the CEO June 2022 report be received for information.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

TITLE:	Expression of Interest - Old Butchers' Shop Lease	DOC REF: 9.2.2
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 13/07/2022
CORPORATE PLAN REFERENCE: Key Priority 3: Economic Development 3.3: Innovate and explore opportunities 3.3.1: Identify economic opportunities and enablers for the Shire		
RISK MANAGEMENT: Reputational Risk: 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: The opportunity for a fledgling business to obtain commercial premises in Boulia is very limited. The Council wishes to investigate the appetite for an individual or group to lease the 'Old Butchers Shop' for a period of three years. The building is very small and was previously used as a retail outlet for photography and as a hairdressing facility. The block has a reasonable amount of land behind the shop which could be used to erect storage etc.		
CONTENT: The Butcher Shop building which had been vacant for several years was leased in Nov 2015 and utilised as an outlet for the sale of photography merchandise subsequently leased in 2018 as a hairdressing facility. The lessee is now in the process of vacating the building. It provides a unique opportunity for a fledgling business to obtain commercial premises in Boulia. The building is on Herbert Street (main street) and is situated on the foot traffic path from the Min Min Encounter to the Boulia Heritage Complex which is valuable during the tourist season from March to October. In order to maintain clear and accountable standards, Council will advertise for Expression of Interest in the lease of the building. The lease period is suggested to be 3 years with the weekly rental to be determined by the Council. Council are keen to support 'Start up' business ventures and Council encourage individuals/groups to apply. It is the intention of Council while supporting new business that we are at least covering the cost of rates, repairs from this rental.		
CONSULTATION: <ul style="list-style-type: none"> Community meeting – 8th July 2022 – recommendation to lease Council meeting June 2022 – various recommendations – EOI to lease, demolish building and replace with units. 		
GOVERNANCE IMPLICATIONS: <ul style="list-style-type: none"> Minimal impact to Council budget – immaterial expense/income Memorandum of Understanding to be signed for both parties expectations 		
RECOMMENDATION: That Council advertise the Expression of Interest (EOI) for the lease of the Old Butchers shop for a period of 3 years with EOI closing on 31 st August 2022.		
ATTACHMENTS: <ol style="list-style-type: none"> MOU Old Butcher Shop 55 Herbert Street Jun 2022 [9.2.2.1 - 6 pages] EOI Public Notice Butcher Shop July 2022 [9.2.2.2 - 2 pages] 		
Chief Executive Officer		Ms Lynn Moore



Memorandum of Understanding

Between

Boulia Shire Council

And

.....

BUILDING : 55 HERBERT ST, BOULIA
'THE OLD BUTCHER SHOP'

THIS MEMORANDUM OF UNDERSTANDING is made between:

Owner: **BOULIA SHIRE COUNCIL**

18 Herbert St, BOULIA, QLD

AND:

Occupier:

BACKGROUND

Council is endeavouring to make use of all council buildings within the shire and the 'Old Butcher Shop' – 55 Herbert Street, Boulia is now vacant. It is a very small building of which the greater part of the area is used for a 'cold room' which limits the potential usage. The location on the main street is an excellent position although the frontage to the main street is very narrow the block itself is quite small in relation to other blocks (approx. 600m²).

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to recognise Council's commitment to the public and to clarify the relationship between Boulia Shire Council and potential occupier in respect to the operation and management of the building known as the old Butcher Shop located in Herbert Street Boulia. The MOU will identify the roles and responsibilities of each party to this agreement.

This MOU is not intended to be a legally binding document.

OBJECTIVES

1. To provide an operational framework for the use of the 'Old Butcher Shop' building.

DEFINITIONS

"Occupier" means Hot Heads Hair Solutions

"Council" means Boulia Shire Council.

"Building" means the old Butcher Shop at 55 Herbert Street.

"Chief Executive Officer" means the Chief Executive Officer of Boulia Shire Council.

1. BUILDING ACCESS

- 1.1. The Occupier shall have reasonable access to the building located on land described as the old Butcher Shop.
- 1.2. The Occupier shall allow Council access to the building subject to prior notification.

2. INSURANCE

As a condition of operation the Occupier must provide the Council with:

- 2.1 A copy of the current certificate of public liability insurance shall be forwarded to Council on an annual basis with the level of cover being \$20 million.

3. MAINTENANCE

The Council will be responsible for the cost of reasonable general maintenance of the premises including but not limited to the following:

- 3.1.1 Structural maintenance of the building;
- 3.1.2 Plumbing (corroded/damaged pipes); Leaking taps, leaking cisterns relating to calcification etc not blockages.
- 3.1.3 Doors and windows – handles, locks, hinges etc;
- 3.1.4 Report any maintenance required to the building in accordance to items 3.1.1 to 3.1.3 immediately to the council office.

3.2 CLEANING

- 3.2.1 The Occupier must, at the Occupiers expense maintain the building in a presentable manner conducive to the purpose of the building.
- 3.2.2 The Council will be responsible to consider all other maintenance requests such as fitting and fixture repair and replacement, e.g. hot water systems etc. and are to be submitted in writing to the Chief Executive Officer as soon as practical.

4. HOURS OF OPERATION

The period of operation will be at the occupier's discretion with daily hours determined by the operator.

5 WH&S ,SECURITY & FIRE SAFETY

- 5.1 The Occupier will ensure that the building is securely locked when unattended to prevent unauthorised access.
- 5.2 The Occupier will provide sufficient fire safety equipment i.e. extinguishers, blankets and hoses to meet regulations and ensure that regular maintenance checks on equipment are completed by a qualified contractor.
- 5.3 The Occupier will develop and display a suitable evacuation plan for the building. The evacuation plan must be displayed in prominent position for all staff and patrons to see if required.
- 5.4 The Occupier will ensure all patrons are familiar with the fire evacuation plan and maintain all fire exits free of obstruction.
- 5.5 The occupier will meet all legal requirements in relation to the operation of the business and any associated costs or fees.

6 FINANCIAL MANAGEMENT

- 6.1 All funds derived from the operation of the business shall remain the property of the Occupier.
- 6.2 The occupier shall be responsible for all licence fees required to maintain the operate the business.

7 ELECTRICITY

- 7.1 The Occupier is responsible for the connection and payment of accounts for electricity to the premises for the purpose of carrying on the Occupiers business.

8 TELEPHONE

- 8.1 The occupier will be responsible for connection and charges associated with any telephone service.

9 ACTIVITIES / LICENCES

- 9.1 The Occupier will be responsible for all costs associated with any promotion and/or advertising of the business.
- 9.2 The Occupier will be responsible for all costs associated with licences required for the operation of the building.

10 CONTACTS

- 10.1 The Occupier shall provide Council with the names, address, telephone contact number and email address of an alternate representative. The contact at the commencement of this MOU shall be who shall be the initial point of contact for any subsequent matters in relation to the operation:

Name: Mr / Mrs.....
Address:
Phone:
Email:

- 10.2 The Council shall provide the Occupier with the name, telephone number and email address of the officer who shall be the initial point of contact for any matters in relation to the building.

The Council contact at the commencement of this MOU shall be:

Name: Chief Executive Officer
Phone 4746 3188
Mobile: 0429 463 188
Email: ceo@boulia.qld.gov.au

11 IMPLEMENTATION

- 11.1 The MOU can only be amended with the agreement of both parties.
- 11.2 The parties undertake to formally review this agreement no later than three (3) months from its expiry date or at any other time during the life of the MOU at the request of either party, provided three (3) months notice of intention to review is given to the other party.
- 11.3 Upon signing any new or amended MOU both parties will undertake a joint inspection to determine and document the existing condition of the building. The inspection report will be signed by both parties and be held as an attachment to the MOU.

12 TERMS OF MEMORANDUM OF UNDERSTANDING

12.1 The parties agree that the life of this MOU is for a period of three (3) years.

13 RENTAL PAYMENT AND REVIEW PERIOD

13.1 The initial 12 month rental sum of \$..... **per week** to be paid to Boulia Shire Council commences from the date of the execution of this agreement.

This takes into consideration that this is may be fledgling business.

On the first anniversary and each year thereafter the rent payment will be negotiated with the occupier and the council.

This invoice will be raised each month and paid as per councils current invoice payment requirements.



PUBLIC NOTICE

Expression of Interest

Lease- “The Old Butchers Shop”

Unique opportunity for a ‘start up’ business to lease a small commercial foothold in Herbert Street Boulia.

The opportunity for a start up’ business to lease commercial premises in Boulia is very limited and the Council wishes to investigate the appetite for an individual/s or group to lease the ‘Old Butchers Shop’ for a period of three years.

The building is very small and was previously used as a retail outlet for photography and as a hairdressing facility. The block has a reasonable amount of land behind the shop which could be used to erect an approved storage facility.

The site is located on Herbert Street (main street) and which is on the ‘foot traffic path’ from the Min Min Encounter to the Boulia Heritage Complex which is valuable during the tourist season from March to October



Submission of interest is to be made by way of the attached submission sheet and to be emailed to admin@boulia.qld.gov.au by 5 pm, Wednesday 31st August 2022.

Please direct any enquiries to Kaylene Sloman, Director of Corporate and Financial Services, email dcs@boulia.qld.gov.au or phone 07 4746 3188

The lease period is suggested to be 3 years with the weekly rental to be determined by the council. Preference will be given to ‘local’ applications however other applications will be received and reviewed.

Chief Executive Officer
Lynn Moore



BOULIA SHIRE COUNCIL

Expression of Interest

Lease- "The Old Butchers Shop"

Submission form- must be received by

5pm Wednesday 31st August 2022

Individual/s :	First Name:
	Surname:
Organisation:	Group name:
Contact person:	
Address:	
Contact number:	
Email address:	
Are you local? (ratepayer etc)	Yes / No
Information about your proposed business: <i>(Please attach separately)</i>	1. Please detail your experience in the industry, 2. What your business will provide to the general community, 3. How you will promote your business to attract custom. 4. Why Boulia Shire should support you?

I, the undersigned, hereby submit the offer for the lease of the Old Butchers shop.

I understand the 'minimum monthly rental payment' has been set at \$200 per month and this is a competitive process with council considering the value of the business proposal as well as the rental amount submitted.

	Total price inclusive of GST
Proposed Rental offer – per month <i>(to be considered this must exceed \$200pm)</i>	\$

.....
Signature

.....
Print Name

.....
Witness Signature

.....
Witness Print Name

.....
Date

Submission of interest is to be made on this sheet and to be emailed to admin@boulia.qld.gov.au by 5 pm, Wednesday 31st August 2022

TITLE:	Delegation to CEO and CEO to staff 2022	DOC REF: 9.2.3
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 13/07/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

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

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

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

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

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

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

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 the delegation to Remote Mechanical be revoked as at 12th August 2022
4. 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 2022 [9.2.3.1 - 5 pages]
2. Delegations Register effective until revoked July 2022 [9.2.3.2 - 1 page]
3. Delegations CEO to Mechanic-revoked 12.8.2022 [9.2.3.3 - 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 2022**

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 2022 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

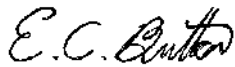
Acts of Parliament current at time of Delegation

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~~ *lapsed rep 2011 No18s278*
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 2022



**Cr Rick Britton
Mayor**

Boulia 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>Delegation to Sign Orders & Authorise Payments</i>	<i>Purpose</i>	<i>Other</i>	<i>EFFECTIVE from</i>
Chief Executive Officer	No Limit subject to Regulations	Any Lawful purpose	Subject to Council Policy	15/07/2022 rev.
Director of Corporate Services	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	7/15/2022
Director of Works and Operations	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	7/15/2022
Finance Manager	Limit up to \$50,000	For Corporate Service responsibilities and Payroll	Subject to Council Policy	7/27/2020
Contract Works Overseer	Limit up to \$70,000	For Flood Damage Restoration Works	Subject to Council Policy	2/22/2017
Foreman, Road Maintenance and Utility Services	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	7/15/2022
Foreman, Roads Maintenance and Construction	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	7/15/2022
Community Services Manager	Limit up to \$10,000	For Community Services Operations	Subject to Council Policy	2/22/2017
Executive Assistant	Limit up to \$5,000	For Accommodation, Travel, Meeting expenses, Office Supplies	Subject to Council Policy	2/22/2017
Stores Officer	Limit up to \$5,000	For Stores and Materials	Subject to Council Policy	2/22/2017
Senior Administration Officer	Limit up to \$5,000	For Corporate Service responsibilities	Subject to Council Policy	3/29/2021
Mechanical Services Contractor	REVOKED-eff 12/8/22	For parts and mechanical services	Subject to Council Policy	7/15/2022
Technical Officer	Limit up to \$5,000	For Works and Service responsibilities -operational only	Subject to Council Policy	2/21/2022
Review - 11 July 2022 Mehcanical Contractor -revoked,Both foreman reduced to \$10,000, DCS and DWO increased to \$200,000 No other changes.				



BOULIA SHIRE COUNCIL
REGISTER OF DELEGATIONS -revoked 15th July 2022
DELEGATIONS OF AUTHORITY
SECTION 259, LOCAL GOVERNMENT ACT, 2009.
FROM CHIEF EXECUTIVE OFFICER

TO
GRANT JENSEN

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business and responsibilities, I Lynn Moore, Chief Executive Officer, Boulia Shire Council, as provided under Section 259 of the Local Government Act, 2009, hereby previously delegated to Mr Grant Jensen (Remote Mechanical Services), the following functions, duties and authorities as specified in Schedule 1 subject to the limitations specified in Schedule 2. **This delegation is revoked and shall cease on 12th August 2022.**

SCHEDULE 1.

Mechanical Services

1. Authority to raise orders and authorise payments for parts and mechanical services related to the repair of Council Plant, vehicles and equipment up to the value of five thousand dollars (\$5,000).
For Limitations see Schedule 2.

SCHEDULE 2 - LIMITATIONS

1. Delegation 1 in Schedule 1 shall only be exercised for goods and services and assets purchased within the budget approved by Council.
2. Mr Jensen shall exercise the functions herein delegated in accordance with and subject to:-
 - a) the provisions of the Local Government Act, 2009, as amended;
 - b) the policies of the Council adopted by Resolution and current at the time of the exercise of the functions herein delegated.
 - c) any direction from the Director of Works and Operations and/or Chief Executive Officer.
3. The Director of Works and Operations is to be informed at the earliest possible time of :
 - Litigious matters and issues involving breaches of law.
 - Mistakes by staff or contractors of a significant or public nature
 - Contentious or sensitive matters
 - Matters which have non-budgeted, financial implications
 - Accidents involving staff, contractors or public which are reportable under Work Health and Safety legislation and
 - Any other matter which the Chief Executive Officer should be kept informed.

This delegation is a personal delegation which you cannot transfer to any other person or body and is subject to review, amendment or withdrawal without notice at any time. All previous delegations are hereby withdrawn.

END OF DELEGATION.

Dated this 22nd February 2017

Ms Lynn Moore
Chief Executive Officer

TITLE:	Operational Plan 2022-2023 to be adopted	DOC REF: 9.2.4
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 12/7/2022
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: The Operational Plan from 1st July 2022 to 30 th June 2022 has been prepared and is supported by to the 2022-2023 budget. It reflects Councils objectives in relation to the Corporate Plan 2020-2024 and progress towards goals council aims to achieve.		
CONTENT: <i>Local Government Regulation 2012 - Division 4 Annual Operational Plan</i> A local government must discharge its responsibilities in a way that is consistent with its annual operational plan. <i>Section 175 Annual Operational plan contents</i> (1) The annual operational plan for a local government must - (a) be consistent with its annual budget; and (b) state how the local government will - <ul style="list-style-type: none"> • progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and • manage operational risks; and • include an annual performance plan for each commercial business unit of the local government. <i>Section 174 Annual Operational Plan reporting</i> The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. The Operational Plan for 2022-2023 has been prepared in accordance with the legislation and has been linked to our Corporate Plan goals.		
CONSULTATION: Internal review undertaken with reduced obligations in light of potential impacts of rising costs.		
GOVERNANCE IMPLICATIONS: Unanticipated increases in the costs of materials supplies and wages may impact the delivery of some projects to a reduced level in accordance with the budget.		
RECOMMENDATION: 1. That Council adopt the proposed 2022-2023 Operational Plan. 2. That the report be displayed on the Council website. 3. That the actions and deliverables from 2022-2023 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.		
ATTACHMENTS: 1. Operational Plan with performance measures Doc id 51789 [9.2.4.1 - 34 pages]		
Chief Executive Officer		Ms Lynn Moore



Boulia Shire Council Operational Plan 2022-2023

Doc ID 51789



Bouliia Shire Council

Operational Plan 2022-2023

Key Priority 1: Social License

Our Shire has a long and proud history. Changing times and often harsh conditions have necessitated a deep resilience. To continue to thrive, our communities need to be cohesive and strong, our people supportive and engaged, and our towns attractive and livable.

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities, Cemeteries, Grant funding

1.1: Enhance sporting, recreational & cultural facilities and activities.

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

Action Code	Action Name	Performance Measure
1.1.1.1	Application and coordination of RADF funding during the year to assist community groups to provide supported activities. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.
1.1.1.2	Support not-for-profit community groups with grant information opportunities and grant development and promotion of councils 'Grant finder' program	All relevant grant information provided to groups via email.
1.1.1.3	Promotion and support for community celebrations which are able to be held in council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported within our facilities.

1.2: Respecting our culture and heritage.

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

Action Code	Action Name	Performance Measure
1.2.1.1	Capture and preserve Boulia's written and pictorial historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.

1.2.2: To actively work with all indigenous groups in the development of reconciliation pathways

Action Code	Action Name	Performance Measure
1.2.2.1	Inclusion of the past history of Boulia both indigenous and non-indigenous through media, and the Heritage Complex..	Heritage information days held
1.2.2.2	Celebration of our combined history through acknowledgement of important milestone days.	Each of the important days for both Australia, Queensland and Boulia milestones are celebrated.

1.3: Boulia Shire to have active inclusive communities

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

Action Code	Action Name	Performance Measure
1.3.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.
1.3.1.2	Digital technology in all its forms is supported to improve the livability of Boulia Shire.	Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes.

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

Action Code	Action Name	Performance Measure
1.3.2.1	Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations.	Community events supported with advertising, in kind support etc..

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

Action Code	Action Name	Performance Measure
1.3.3.1	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.
1.3.3.2	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted

Key Priority 2: Built Environment

Our built environment or infrastructure creates the building blocks for our future. Our access to clean water, reliable energy supplies, communication technology and public infrastructure is paramount to our standard of living. We will keep pace with demand by planning for the future. We will create green spaces and social infrastructure, manage expansion and provide essential services.

Service Areas

Public assets and facilities, Libraries, Community planning and development, Parks and recreational services, Sport and recreational facilities, Grant funding, Infrastructure services, Land development

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

Action Code	Action Name	Performance Measure
2.1.1.1	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard , within timelines and budget allocation.
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed in line with council priorities..	Projects are completed within guidelines and pass audit requirements.
2.1.1.5	Annual Shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.
2.1.1.6	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational

2.1.2 : Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines.

Action Code	Action Name	Performance Measure
2.1.2.1	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.
2.1.2.3	Shelf ready plans are developed for the Urandangi North and South roads ready for future funding opportunities. (Urandangi North Rd is a Local Road of Regional Significance (LRRS))	Plans developed ready for funding submissions

2.2 : Sustainable - housing, buildings and community infrastructure

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

Action Code	Action Name	Performance Measure
2.2.1.1	Regular collection of residential and commercial waste as per policy with charges reflective of the actual cost of service.	All collection dates are completed within timeframe and annual review completed.
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames.	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annual returns / reporting are submitted.

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

Action Code	Action Name	Performance Measure
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.

Action Code	Action Name	Performance Measure
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library facility is suitable for all patrons access and is clean and usable.
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.

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.

Action Code	Action Name	Performance Measure
2.3.1.1	Asset Management Plans completed for all major asset classes	All Asset Management Plans completed for all major asset classes

Action Code	Action Name	Performance Measure
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.

2.3.2 : Identified projects to be approved by council and shelf ready projects created ready for future funding.

Projects over \$100k must use the QTC PDF program.

Action Code	Action Name	Performance Measure
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.

2.3.3 : Plan open spaces and recreational facilities and streetscapes to improve civic pride and aesthetic appeal

Action Code	Action Name	Performance Measure
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.
2.3.3.2	Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and ' flag' signage repaired/replaced.	All gardens and weed free and plantings have been done to peak during tourist season.
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.

2.3.4 : Facilitate land and infrastructure development that meets the needs of the community and fits with the financial constraints of Council, key stakeholders including State and Federal governments

Action Code	Action Name	Performance Measure
2.3.4.1	Survey plans for land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.

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

Action Code	Action Name	Performance Measure
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is approved by the Minister and adopted by council.

Key Priority 3: Economic Development

Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us. To do this we must work together as a community to identify, promote and activate new initiatives whilst protecting those lifestyle and community traits that we value

Service Areas

Community planning and development, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Grant funding

3.1 : Facilitate housing and investment to support employment opportunities

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

Action Code	Action Name	Performance Measure
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland.	Attendance WQAC meetings and submissions to State Ministers.

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

Action Code	Action Name	Performance Measure
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands

3.2 : Advocate for the region through regional networks

3.2.1 : Advocate and support the development of the Outback Highway

Action Code	Action Name	Performance Measure
3.2.1.1	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates

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

Action Code	Action Name	Performance Measure
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.

Action Code	Action Name	Performance Measure
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed

3.3 : Innovate and explore opportunities

3.3.1 : Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure
3.3.1.1	Explore opportunities to utilise 'green' energy where appropriate.	
3.3.1.2	Increased digital connectivity throughout the shire by the use of technology to improve communication and connectivity	Review completed on how digital exposure can benefit Boulia.(RAPAD)

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.

Action Code	Action Name	Performance Measure
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required	Upgrading of existing infrastructure completed with program review to be completed when funding available.
3.4.1.3	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.

Key Priority 4: Natural Environment

We are the guardians of our environment. Our shire is home to diverse, pristine and culturally sensitive environments. We have a duty of care to preserve and protect our shared environment so it continues to underpin our history, lifestyle and economy. We will encourage sustainable practices including green energy solutions and the responsible land management.

Service Areas

Community planning and development, Youth and indigenous development, Land development, Infrastructure services

4.1. : Well managed environmental resources which supports our future growth.

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

Action Code	Action Name	Performance Measure
4.1.1.1	Fogging activities completed in times of flood	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests
4.1.1.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior	Reports of stray domestic animals actioned within 4 hours.
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.

4.1.2 : Facilitate land and infrastructure planning and development that meets the needs of the community.

Action Code	Action Name	Performance Measure
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.

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.

Action Code	Action Name	Performance Measure
4.2.1.2	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date

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.

Action Code	Action Name	Performance Measure
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council.	<ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face.
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	<ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Members fees are paid promptly • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly.
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.

Action Code	Action Name	Performance Measure
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are conducted to review progress
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.

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

Action Code	Action Name	Performance Measure
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.

4.3.3 : Apply practical water conservation practices that ensure that the town retains a green look and feel

Action Code	Action Name	Performance Measure
4.3.3.1	Watering of councils parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.

Key Priority 5: Governance

The decisions made by local government and community organisations change our lives. Decisions made by State and Federal Government affect how we operate. We want a greater say in the process and in the allocation of resources, especially in our local communities. We will ensure we have effective process, procedures and policies to positively change behaviors which are supported by the Local Government Act 2009 to provide confidence to funding providers.

Service Areas

Community planning and development

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.

Action Code	Action Name	Performance Measure
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.
5.1.1.2	Provide elected members with training and professional development opportunities	Policies are reviewed and made available to staff.

5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Councils system is up to date with current upgrades and staff are trained in the use of the system.

5.1.3: Adopt an integrated risk management approach

Risk Management Group meets at least six (6) times per annum .Completion of all actions of the Risk Management Group Action Plan designated for finalisation in this financial year

Action Code	Action Name	Performance Measure
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. .	Risk Management framework is reviewed and developed further.
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters	Reports completed as required

5.1.4: Contractor inductions, licences, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. checked to ensure they are current

All contractor inductions (on-line and face-to-face) have been conducted and are current. All relevant paperwork saved to Magiq

Action Code	Action Name	Performance Measure
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for reinstatement.

5.1.5: Workplace Health and Safety focus

The implementation and integration of workplace health and safety across the entire Boulia Shire workforce.

Action Code	Action Name	Performance Measure
5.1.5.4	Responsibilities WH&S for Directors:• Provides support and sufficient resources for safety as required • Establishes health and safety objectives aimed at continuous and sustainable improvement	Regular quarterly meetings with each Director to review progress in each area and identification of 'road blocks' to success in WH&S

Action Code	Action Name	Performance Measure
5.1.5.5	WH&S responsibilities for CEO:•Provides support and sufficient resources for safety as required.	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support the the WH&S to enable the role to be completed.
5.1.5.6	WH&S Responsibilities for Directors: <ul style="list-style-type: none"> • Provides support and sufficient resources for safety as required • Establishes health and safety objectives aimed at continuous and sustainable improvement 	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.
5.1.5.7	WH&S responsibilities:• Investigates all incidents, accidents and near misses at the workplace <ul style="list-style-type: none"> • Monitors safe work practices and mentor relevant stakeholders • Coordinates management action processes • Regularly monitors management action processes within Council's electronic Work Health and Safety management system • Develops and communicates key statistics in accordance with reporting timeframes 	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.
5.1.5.8	Progress on Mutual Risk Obligations to develop a health and safety project for all supervisors and managers.	Review by LGW meets expectations for compliance
5.1.5.9	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Infxpert) as endorsed documents with changes notified to staff-toolbox,email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.

Action Code	Action Name	Performance Measure
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.
5.1.5.15	Review the following procedures against requirements in preparation for consultation: high risk work method statements, Risk/ Hazard Management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame
5.1.5.16	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.	All reviews are completed within agreed time-frames
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.
5.1.5.18	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.
5.1.5.19	Draft new WH&S Strategic Plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.
5.1.5.26	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports)	All incident reports are recorded in I-Auditor and staff are competent in using the system

Action Code	Action Name	Performance Measure
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool
		No breaches of WHS regulatory requirements
		Hearing assessments for employees working in noisy environments completed
5.1.5.31	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council.	Reports provided to Council and MANEX in relation to the testing conducted
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.	This are to be supported through weekly toolbox articles.
5.1.5.33	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards	Team Safety award to be created and implemented
5.1.5.34	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks.	Toolbox talks to include contractors and the framework and risks are reviewed as required

5.2 : It is clearly evident in how council does business

5.2.1 : Councils financial activities are monitored and managed well

Action Code	Action Name	Performance Measure
5.2.1.1	Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on future projects	Long term Financial plan developed in line with QTC format-reviewed.
5.2.1.2	The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy
5.2.1.4	Raise and recover Rates,Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively
5.2.1.6	The budget reviews are to be completed quarterly and reported to the council.	Operational Plan (including Budget) adopted by 30 June each year
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually

5.2.2 : Maintain high standards of Corporate Governance through effective audits.

Action Code	Action Name	Performance Measure
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations.	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record

Action Code	Action Name	Performance Measure
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year

5.2.3 : Financial accountability for new projects

Action Code	Action Name	Performance Measure
5.2.3.1	All projects submitted to council for review must include 'whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K

5.2.4 : Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure
5.2.4.1	Provision of key financial information to MANEX and Council	Provision of budget information to staff
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to council within time frames.
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year Unqualified audit report

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

5.3.1 : Councils offices, depots and business enterprises are operated under 'value for money' principles

Action Code	Action Name	Performance Measure
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.

Action Code	Action Name	Performance Measure
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.

5.3.2 : Optimise performance of council business units using available technology

Action Code	Action Name	Performance Measure
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software	All current software renewed on schedule
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services	Accounts paid, nil outages and plans are cost effective for council.

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

Action Code	Action Name	Performance Measure
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council
5.3.3.3	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.

5.3.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.

Action Code	Action Name	Performance Measure
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)

Key Priority 6: Lifestyle and Community

Active, healthy lifestyles drive our success as a Shire. Health and wellbeing are building blocks for fulfilling lives. We will support smart lifestyle decisions to reduce the toll of preventable disease and increase our life spans. We understand the importance of open green spaces for recreation and social cohesion and support a work-life balance to remain connected with our colleagues, family and community.

Service Areas

Community planning and development

6.1 : Facilitate opportunities for community development

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

Action Code	Action Name	Performance Measure
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi	All meetings attended with reports completed back to council
6.1.1.2	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility	Activities completed with quarterly reports submitted

6.1.2 : Assist local community groups and support local events

Action Code	Action Name	Performance Measure
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement	Council supports 'free to attend' functions where possible.

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

Action Code	Action Name	Performance Measure
6.1.3.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields	Facilities are open and usable for the public at least 95% of the year.

Action Code	Action Name	Performance Measure
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available

Key Priority 7: Our Team - Our People

People are our greatest asset. Unleashing individual potential maximises personal, community and economic outcomes. We will encourage an inclusive community that supports the needs of business people, our staff, the young and the elderly and we will support the least advantaged including Aboriginal and Torres Strait Islander Queenslanders. We will encourage diversity, foster innovation and use the talents of all - we believe that nobody should be left behind.

Service Areas

Public assets and facilities, Libraries, Arts and cultural services, Sport and recreational engagement, Youth and indigenous development, Parks and recreational services, Sport and recreational facilities

7.1 : *An accountable and innovative culture*

7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities ie ; audits.	JLTA audit is completed and a pass is achieved by the group.
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress.

Action Code	Action Name	Performance Measure
		Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources	Performance reviews for the July-December period completed
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary

7.1.2 : Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council

7.2 : A great place to work

7.2.1 : Collaboration with staff and Unions on the content of the workplace agreements.

Action Code	Action Name	Performance Measure
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff

Action Code	Action Name	Performance Measure
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.

7.2.2 : Develop and maintain a positive and future focused culture that demonstrates and supports Council's vision and values.

Action Code	Action Name	Performance Measure
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.

7.2.3 : Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits	Quarterly reports on access to services received (no personal details) only the volume of access.

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

Action Code	Action Name	Performance Measure
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx

Action Code	Action Name	Performance Measure
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Boulia shire such as licences and tickets.
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors

7.3 : Living our values

7.3.1 : Be known for our excellent reputation and dedication service delivery

Action Code	Action Name	Performance Measure
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.

Action Code	Action Name	Performance Measure
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark

7.4 : Develop new employment opportunities

7.4.1 : Partner with other organisations who can deliver training to improve prospects of future employment roles within council.

Action Code	Action Name	Performance Measure
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council.	All trainee positions offered and filled
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this

Key Priority 8: Leadership

Our Shire is well recognised and respected both in Queensland and the Federal arena and this is critical for the future growth of the region. We recognise the challenge population decline brings and will find ways to manage it and do what we can to reverse the trend. We will build on what already makes our shire and the surrounding regions great, including our exceptional people, local enterprise, and natural resources by developing our strategic focus and competitive advantage underpinned by strong regional partnerships.

Service Areas

Public assets and facilities, Libraries, Community planning and development, Arts and cultural services, Grant funding, Land development, Project design and management, Sport and recreational facilities

8.1 : Genuine community engagement

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

Action Code	Action Name	Performance Measure
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services	Meeting held in early December after the final results are released
8.1.1.2	Regular information is released through FaceBook, Channel Country Chatter, and the Website.	Verbal feedback, monitored visits through Facebook.
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.

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

Action Code	Action Name	Performance Measure
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new Bigtincan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory time-frames.
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors.	No breaches Code of Meeting Practice or Code of Conduct

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

Action Code	Action Name	Performance Measure
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.

TITLE:	Workplace Health and Safety - WHSA / RRTW June 2022 Report	DOC REF: 9.2.5
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REPORT BY:	Cindy Reimers WHSA/RRTWC	DATE: 13/07/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

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

5.1.2: Effective internal and external communication and records management

5.1.3: Adopt an integrated risk management approach

5.1.4: Contractor inductions, licences, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. Checked to ensure they are current

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team - Our People

7.2: A great place to work

7.2.2: Develop and maintain a positive and future focused culture that demonstrates and supports Council's vision and values

7.2.3: Provide access to external support networks for emotional assistance

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of progressions and or issues of concern regarding WH&S.

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in MAGIQ and Pulse. Audit process complete, have achieved over 70%, however awaiting official report. TMR Traffic Management Registration Scheme due by 31st July.
Toolbox talks/ Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to Council staff to continue fortnightly. Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and areas identified within the work place. COVID updates included in recent toolbox presentation. Topics generated from field observations and/or staff feedback.
Compliance and Education	<ul style="list-style-type: none"> Where applicable, provide staff with pertinent information from WHSQ and other safety alert systems. Present WHS actions/issues to ManEx meetings weekly.

	<ul style="list-style-type: none"> • Ongoing education through toolbox presentations to Council employees. • Update registers where applicable - move current paper based register to electronic copies. • Develop and generate SOP and SWMS documents as required following identified gaps. • Constant monitoring of iAuditor to check on completion of scheduled tasks. • Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps. • Regular random drug and alcohol testing to commence. • Awaiting official LGW Audit Report so GAPS and non-conformances can be addressed accordingly.
Assistance to Staff/ Contractors/ compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform. • Ongoing review of existing WHS documentation/procedures/ registers/inspection schedules to streamline workflow and ensure compliance. • Continue to develop iAuditor templates to assist staff with their compliance requirements. • Conducted training of new employees in the use of iAuditor.

Near Misses, Incidents and issues	<p>Total iAuditor WHS actions/issues since last Council meeting:</p> <ul style="list-style-type: none"> • Near Miss - 0 • Hazards – 0 • Damage – 0 • Incidents – 1
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Category	Description	Site	Outcome
Hazards	NIL		
Damage	NIL		
Incidents	Cut finger with dripper hose	Stonehouse	Take care when relocating hose in future

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> • Face-to-face inductions: 4 • Online inductions: 0 • Preparation and organisation for upcoming LGW Audit. • Learning systems and updating tasks for completion. • Re-starting Toolbox talks fortnightly. • Commence Toolbox talks with office staff monthly.
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and Supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boullia Shire Council Hazard Risk Register and update as required. • Currently overseeing works to bring the batching plant up to WHS compliance, i.e., safety rails and addressing access issues. Awaiting further quotes for installation. • Ongoing monitoring of work site activities to ensure that

	<p>compliance standard requirements are being met to enable compliance re-certification.</p> <ul style="list-style-type: none"> Continue to upload evidentiary documents from iAuditor and hard copy documents into MAGIQ (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks. WHS Safety Performance Report (21-22FY) to be submitted to LGW by end July 2022. Updating of Drug and Alcohol Policy
WHS Alerts and Updates	<ul style="list-style-type: none"> Adopt various alerts/updates into regular Toolbox talks and training. Review WHSQ website and alert board where relevant. Receive WHS alerts from Workplace Australia.
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> Ongoing updating of emergency plans for Council facilities as issues as they arise. Achieving the LGW and TMR compliance standard requirements for compliance re-certification, awaiting official report from completed audit. Continue to review processes currently in place and update where necessary. Assist staff with training needs. Assist staff and/or contractors with WHS issues where either required or identified. Continue to develop templates in iAuditor to assist staff with meeting compliance requirements.
Training Required	<ul style="list-style-type: none"> RAPAD will be conducting an on-site visit to work with trainees. Review opportunities where E-Learning and face-to-face courses are offered to the shire. Consult with Supervisors if competencies or extra training may be required and future Toolbox topics.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Workplace Health and Safety - WHSA / RRTW June 2022 Report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

9.3 Corporate Services

TITLE:	Director of Corporate Services June 2022 Report	DOC REF: 9.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 13/07/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

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

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Budget 2022-2023

Workshops with Councillors and Senior Staff held April 20th, May 20th and June 17th 2022. Comprehensive analysis and model scenario's have been completed particularly in the general rating area. Further work has been undertaken in the General Rating charges. Rates Services charges have been finalised. Work has been underway reconciling the required income and expenditure that has been predicted for 2022/23 financial year for both operational and capital budgets. Community Meeting scheduled for Friday 8th July 2022.

Road Contracts (RMPC/MWPC)

Finalised all end of year progress claims to final claims to complete the 2021/22 year for Routine Maintenance and Minor Works programs with Department of Transport and Main Roads.

Prepared worksheets for 2022/23 works including progress claim worksheets.

eGrants Training

Completed a teleconference with the Department for the eGrant portal which covers the Works for Queensland grants as well as the LGGSP. Due to Staff changes the process has been changed slightly. Guest speakers from other Council's giving hints and tips on how to use the system to its best.

Desktop Revaluation of Roads and Aerodromes

As part of the yearly audit Council is required to get either a physical revaluation (every 4 years) or a desktop valuation using indices in the interim years. The desktop valuation for Roads and Aerodromes has come back that we need to load a revaluation into our Asset Register. The increase is 5.42% which is material. A copy of the report is part of the Audit & Risk Committee minutes.

End of Financial Year

Worked on the end of year processing and training of Staff. Our end of year roll over went smoothly with no hiccups. This is due to the Staff being fully prepared and having done all the balancing and maintenance required prior to. Congratulations must go to all the Staff involved including those that worked on stocktakes.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services June 2022 Report be received for information.

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Asset Management Plan and Strategy Report	DOC REF: 9.3.2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 13/07/2022
CORPORATE PLAN REFERENCE:		
<p>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</p> <p>Key Priority 5: Robust Governance 5.2: Accountability 5.2.3 Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council</p> <p>Key Priority 5: Robust Governance 5.4: Sustainability 5.4.1 Council's offices, depots and business enterprises are operated under 'value for money' principles 5.4.4 Implement good practice in managing and maintaining our assets</p>		
RISK MANAGEMENT:		
Information Report only - not applicable.		
PURPOSE:		
To present to Council the Buildings and Structures Asset Management Plan to assist with the future planning for Council Assets financially and strategically.		
CONTENT:		
<p>This Asset Management Plan is a living document, this report is as at 30th April 2021, as Assets change this document will be updated periodically.</p> <p><i>The Background</i> Under the Local Government Act 2009, all local governments must have a long-term asset management plan.</p> <p>The information sourced for Council's AMP for Buildings and Structures:</p> <ul style="list-style-type: none"> • Last Valuation report and spreadsheet from APV Valuers & Asset Management Consultants dated 2/6/20 • GRC Building mapping layer, ESRI Arc mapping layers of all the 2021 asset condition inspections including photos, condition scores and renewal and maintenance planning notes • 10 year forward works – from QTC model • Historic expenditure outputs from Councils financial system. 		
CONSULTATION:		
Shepherd Services		
GOVERNANCE IMPLICATIONS:		
Nil		
RECOMMENDATION:		
That Council endorse the Building and Structures Asset Management Plan dated April 2021 and associated Asset Management Strategy.		

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - BSC Buildings AMP V 1 [9.3.2.1 - 83 pages]
2. CONFIDENTIAL REDACTED - BSC Inspection V2 [9.3.2.2]
3. CONFIDENTIAL REDACTED - Boulia Asset Management Strategy V 3 (1) [9.3.2.3 - 27 pages]

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Audit & Risk Management Committee Report	DOC REF: 9.3.3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 13/07/2022
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 5.2.2: Maintain high standards of Corporate Governance through effective audits		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To present Council with the Audit and Risk Management Meeting Minutes held on 29 June 2022.		
CONTENT: The Committee Chair Peter O'Regan ran the meeting, items covered were: <ul style="list-style-type: none"> • Confirmation of minutes of the previous meeting 12th November 2021 • Review Internal Audit Report – Stores and Inventory Management/Contract Management • Review External Audit Plan 2022 • Review of External Audit 2022 Interim Report • Review of Desktop Revaluation Reports <ul style="list-style-type: none"> ○ APV - Buildings and Structures ○ Shepherd Services - Aerodrome and Roads ○ APV – Water and Sewerage • Review of Financial Statements – Skeleton and Amendments Summary required • Queensland Audit Office Update <p>Further detailed information can be found in the attached minutes of the meeting and associated reports.</p>		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Director of Corporate Services Audit Report for June 2022 be received for information.		
ATTACHMENTS: <ol style="list-style-type: none"> 1. CONFIDENTIAL REDACTED - Agenda 29-06-2022 Audit and Risk Management Committee Meeting [9.3.3.1 - 202 pages] 2. CONFIDENTIAL REDACTED - Audit Risk Management Committee meeting minutes 29 06 2022 [9.3.3.2 - 2 pages] 		
Approved by Chief Executive Officer		Ms Lynn Moore

TITLE:	Finance Manager June 2022 Report	DOC REF: 9.3.4
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REPORT BY:	Mark Willis Finance Manager	DATE: 13/07/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 30th June 2022.

CONTENT:

Cash Position:

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

	30th June 2022	31st May 2022
Cash at Hand	19,079,523	20,032,134
Net Cash Equivalent (Debtors-Creditors)	653,582	(255,076)
Total	\$19,733,105	\$19,777,058

Income

- Total revenues to 30th June 2022 are \$23,835,782. This equates to approx. 206% of this year's budget.

Expenditure

- Operating expenses to 30th June 2022 are \$15,511,113. This equates to approx. 117.8% of this year's budget.

Liquidity

• CBA		\$1,450,673
• Floats		\$ 1,150
• Investments		
CBA At Call 0.20%	\$6,512,433	
QTC 0.50%	\$11,115,267	<u>\$17,627,700</u>
	Total	\$19,079,523

Additional Information on Cash Position

Cash Balance as at 30th June 2022 19,079,523

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	8,139,021
Less Depreciation accrued	(3,775,724)
Funded Employee Entitlements (Current and Non-Current)	1,292,182
Grant Funding (paid in advance)	1,130,987
Working Capital Cash	1,500,000
Capital Grants	9,904,426
Operating Result for 2021/2022	721,258
Less Capital Expenditure 2021/2022	(9,852,520)
	<u>11,388,181</u>

Uncommitted Cash 30th June 2022 \$ 7,691,342

Aged Debtors 30th June 2022

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$5,875.77	0.00	\$1,148.60	\$1,091,408.22	\$(1,686.00)	\$1,096,746.59

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$5,875.77, have been referred to Council's external Collection Agency. Balance have a payment arrangement.

Rates 30th June 2022

Total Outstanding **\$140,900.67**

RATES	3 Years +	2 Years	1 Year (20-21)	Current Year (21/22)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
URBAN	\$58,136.46	\$23,395.92	\$32,924.43	\$43,031.08	\$(5,803.95)	\$151,683.94
RURAL	\$0.00	\$0.00	\$0.00	\$1,802.48	\$(43,923.64)	(\$42,121.16)
MINING	\$0.00	\$0.00	\$6,831.48	\$0.00	\$0.00	\$6,831.48
	\$58,136.46	\$23,395.92	\$39,755.91	\$44,833.56	\$(49,727.59)	\$116,394.26

CREDITORS 30th June 2022 \$773,503.86

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30th June 2022

	<i>2021/2022 Actual</i>	<i>Amended Budget as at 31/03/2022</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,382,080	1,400,000
Fees and charges	499,914	355,700
Rental income	266,961	243,160
Interest received	79,797	117,000
Sales - contract and recoverable works	3,889,327 ▲	4,122,300
Other Income	219,267 ▲	245,550
Grants, subsidies, contributions and donations	9,243,837 ▲	5,101,095
Total Recurrent Revenue	15,581,183	11,584,805
Capital Revenue		
Grants, subsidies, contributions and donations	9,904,426 ▲	6,820,635
Total Capital Revenue	9,904,426	6,820,635
Total Revenue	25,485,609	18,405,440
Total Income	25,485,609	18,405,440
Expenses		
Recurrent Expenses		
Employee benefits	(3,854,353) ▲	(4,933,255)
Materials & Services	(8,197,204) ▲	(6,618,028)
Finance Costs	(40,555)	(45,100)
Depreciation	(4,210,329)	(8,139,021)
Total Recurrent Expenses	(16,302,441)	(19,735,404)
Total Expenses	(16,302,441)	(19,735,404)
Net Result Attributable to Council	9,183,168 ▲	(1,329,964)

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30th June 2022

2021/2022 Actuals

Current Assets		
Cash and cash equivalents		19,079,523
Trade and other receivables		1,293,206
Inventories		431,891
Total Current Assets		20,804,619
Non-current Assets		
Property, plant and equipment		200,219,238
Total Non-current Assets		200,219,238
TOTAL ASSETS		221,023,858
Current Liabilities		
Trade and other payables		(639,624)
Borrowings		(22,342)
Provisions		(1,131,231)
Contract Liabilities		(2,221,197)
Total Current Liabilities		(4,014,394)
Non-current Liabilities		
Borrowings		(1,376,832)
Provisions		(181,807)
Total Non-current Liabilities		(1,558,639)
TOTAL LIABILITIES		(5,573,033)
NET COMMUNITY ASSETS		215,450,825
Community Equity		
Asset revaluation reserve		110,690,860
Retained surplus		104,759,965
TOTAL COMMUNITY EQUITY		215,450,825

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30th June 2022

	<i>2021/2022 Actuals</i>	<i>Original 21/22</i>
Cash Flows from Operating activities:		
Receipts from customers	2,517,662	3,562,000
Payments to suppliers and employees	(12,946,269)	(20,809,000)
	<u>(10,428,607)</u>	<u>(17,247,000)</u>
Interest received	70,805	404,000
Rental income	237,471	212,000
Non-capital grants and contributions	10,732,850	18,183,000
Borrowing costs	(30,623)	(41,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>581,896</u>	<u>1,511,000</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(9,852,520)	(42,920,000)
Proceeds from sale of property, plant and equipment	4,909	
Grants, subsidies, contributions and donations	9,899,517	34,469,000
Net Cash Inflow (Outflow) from Investing activities	<u>51,906</u>	<u>(8,451,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings	454,298	1,877,000
Repayment of borrowings	(72,550)	(86,000)
Net Cash Inflow (Outflow) from Financing activities	<u>381,748</u>	<u>1,791,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>1,015,552</u>	<u>(5,149,000)</u>
Cash and Cash Equivalents at beginning of Reporting period	18,063,972	16,741,000
Cash and Cash Equivalents at end of Reporting period	<u>\$19,079,523</u>	<u>\$ 11,592,000</u>

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Finance Managers Report for June 2022 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

9.4 Community Services

TITLE:	Community Services report for June	DOC REF: 9.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 13/07/2022
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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
 Social License
 1.3: Boullia 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

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)	
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	0
Houses/units being renovated/painted	3
Formal applications for rental for June	2
Enquiries re housing availability for June	1

Two units and a house this month will become available and these will be kept for new replacement employees.

Community:

Events held in June thanks to external funding grants were Reconciliation Week, Rebel Concert, silver jewellery workshop, Cupcake decorating. All the events were well attended and had great feedback from audience and participants. **Below:** *Reconciliation Week workshop, Charlottes Web show, Jewellery workshop and Cupcake workshop.*



GRANTS:

Arts funding for the 22-23 year will be an allocation of \$10,000 with \$2500 from Council. This will enable us to host some more travelling tour groups and skilling workshops later in the year and in 2023.

We are still using funding from various other grants to have more events this year.

LIBRARY:

Bouliia 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	135
Wi Fi	10
Number of new members - local	0
Tourist Member	0

Library Activities:

This month in First 5's we joined the community at the Charlottes Web Production in the hall.

Reconciliation Week was this month and we celebrated by hosting a morning at the Sports Centre.

We started our first week of school holidays at the end of the month and have received a lot of visitors.

Visitor Numbers												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	42	78	48	73	109	102	75	20	175	49	44	101
2022	54	74	49	18	137	135						

SPORTS:

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 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	\$24.00
• Admission	\$15.00
• Refreshment sales	\$42.50

Activities held this month:

- With the cool weather kicking in we have very limited attendance. We have still been running our Movelt program with the kids every Thursday afternoon
- We started the school holiday program in the last week of this month. We have had some really good numbers

Visitor Numbers												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	500	494	299	211	176	127	121	66	318	368	283	266
2022	200	267	246	149	87	127						

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – June 2022	DOC REF: 9.4.2
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REPORT BY:	Karen Chopping Tourism Officer	DATE: 13/07/2022
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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 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: June 2022

Sales – tickets/merchandise	\$30,891.56
MME total Visitor Stats	1320
MME Tickets	303 (\$7690)
BHC Tickets	64 (\$960)
COMBO Tickets	360 (\$12,035)
Rezdy Online Bookings during the month (no payment taken)	16

Social Media Statistics for June 2022:

Social media pages	Reached
Facebook	New page likes 12 New followers 21 Post Reach 4.1k 1.6K Engagement
TripAdvisor Review	2
Google Business Profile	784 – viewed on business profile (+250% (v Jun 21))

REPORT ON ACTIVITIES HELD FOR JUNE

Visitor Statistic Reporting:

- Explore Queensland Network survey to be completed on the 1st of each month
- Outback Queensland (OQTA) monthly report email by the 10th of each month

Slow start to the month of June. 2nd week we had two busy days with 140 people through the door then back to low numbers. The last weekend was busy with the weekend opening hours

requiring to stay open between 9am to 5pm followed by a busy Monday. The last couple of days of June a huge increase in numbers due to people transiting through Boulia for the Big Red Bash. Expecting July will be busy with surrounding events ie Red Bash, Bedourie Camel & Pig Races and our own Camel Races will see an increase in visitor numbers.

Group Bookings:

Queen Adelaide Group on 10 June had to cancel their tour due to weather conditions in Adelaide. They will re-book in the future and hopefully sooner than later. Outback Spirit and Aussie Outback Tours had groups visit both centres.

Social Media:

In consultation with the Media Officer, need to introduce more themed posts in the attempt to increase traffic flow. Looking into initiating an Instagram account and align Boulia with surrounding regions for promotion. KC attended an Outback Queensland Digital Workshop in Longreach end of June. Advice to be successful suggests the need to at least post 4 posts a week to be productive with marketing via social media platforms.

Explore Queensland Network:

Accreditation membership invoice received. Explore Network held bi monthly zoom meeting in June where TMR discussed signage and further updates about the Explore Network App which has been rolled out and promoting Visitor Centres to purchase the explore package to further increase visibility amongst travellers.

Merchandise:

Stocktake was completed on 30 June.

Boulia Heritage Centre:

New flag has been installed for the pathway for the centre to be identifiable for those walking and traffic heading towards the centre.

The change in opening hours to 8.30am has been successful to date with a lot more admissions with combo pass. Visiting centre later in the day and being able to see BHC prior to leaving town.

General:

New casual is currently being trained at the Min Min Encounter.

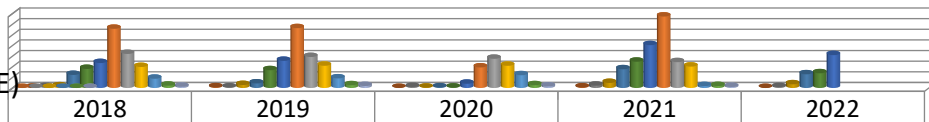
Currently running the MME every 20mins via the headphone setup. Positive response as people don't feel like they are impacted by the hourly wait for the next encounter and prepared to wait up to 15min max for the next show time. Outback Spirit Tour Director stated it was fabulous to have the headphones as it makes the experience "more personal and brings the stories more alive".

Many travellers aren't aware there are two centres, seeing increase in Combo pass sales and the time of opening hours at BHC makes a difference to their decision making.

Burke & Wills Walking Trail - Throughout this month had many keen travellers enquiring about the 8km walking trail that is promoted on signage as you leave the Caravan Park before you walk across the bridge into town. Many locals not aware of the trail or where it begins, no signage to state where the trail begins. Having this trail maintained/upgraded/promoted is a drawcard to those travellers that enjoy walking/hiking and adds to the interest of Burke & Wills expedition, especially tour companies like Diamantina Tours who overnight in Boulia as part of their itinerary and specialise in the Burke & Wills expedition.

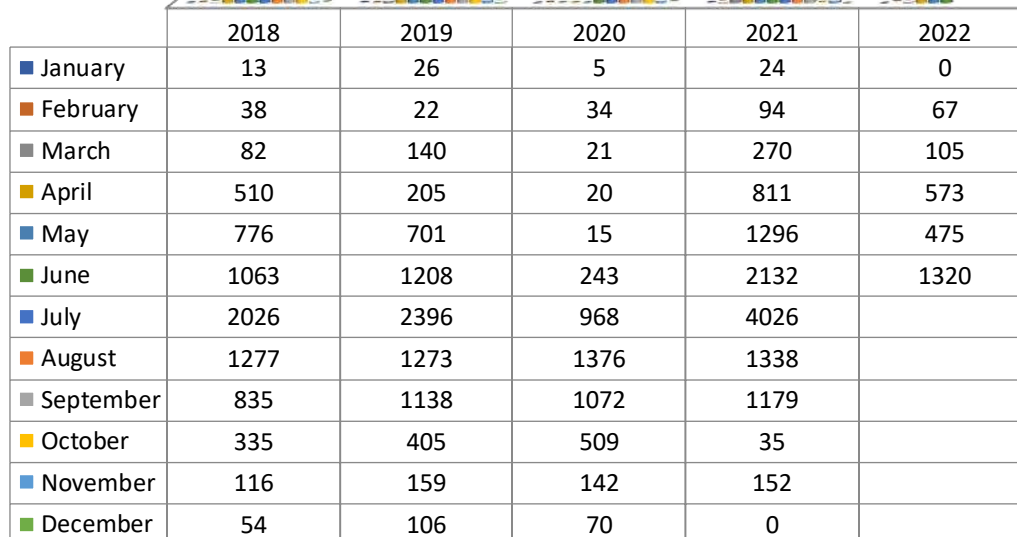


Total
All Sales
(MME/BHC/
MERCHANDISE)



	2018	2019	2020	2021	2022
Series2	\$199.50	\$635.90	\$27.80	\$522.25	\$0.00
Series3	\$941.90	\$534.95	\$974.45	\$2,192.35	\$869.00
Series4	\$1,570.40	\$2,810.65	\$315.35	\$4,735.20	\$3,472.65
Series5	\$12,261.15	\$4,295.05	\$590.20	\$17,599.45	\$12,862.00
Series6	\$17,912.50	\$16,721.75	\$412.80	\$24,691.00	\$13,835.15
Series7	\$23,428.55	\$25,490.35	\$3,985.95	\$40,253.80	\$30,891.56
Series8	\$55,628.45	\$56,252.85	\$19,329.20	\$67,167.50	
Series9	\$32,009.00	\$29,131.05	\$27,432.71	\$24,277.55	
Series10	\$19,744.51	\$20,876.55	\$20,851.55	\$20,091.75	
Series11	\$8,699.05	\$9,028.75	[\$\$-C19]1,987.00	\$1,791.30	
Series12	\$2,198.20	\$2,580.05	\$2,622.70	\$1,838.70	
Series13	\$1,127.96	\$1,884.50	\$1,462.75	\$976.90	

Min Min Encounter Visitor Numbers



CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Centre Report – June 2022 be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

10 Late Reports

Nil

11 Closed Session

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

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

12 General Business

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