



BOULIA SHIRE COUNCIL

ORDINARY MEETING

Agenda

Friday 26 July 2024



Photo courtesy of: Outback Qld Masters




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Note: 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
OHDC	Outback Highway Development Council
ORRG	Outback Regional Road Group
ORRTG	Outback Regional Roads and Transport Group
OQTA	Outback Queensland Tourism Association
PPR	Project Proposal Report
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 Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Henry Mascarenhas (Director of Works and Operations)
Miss Lily Williams (Executive Assistant)
Miss Pearl Pocock (Administration Officer)

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 Petitions

This item of the agenda allows a Councillor or Council Officer to present a petition to a meeting of the local government.

Where a petition is presented, no debate in relation to it will be allowed, and the only motion which may be moved is:

- that the petition be received
- received and referred to a committee or officer for consideration and a report to the Council, or
- not be received because it is deemed invalid.

9 Deputations

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

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

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

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

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

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

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

Deputations for the July 2024 Ordinary Meeting of Council:

- Mr John Oberhardt, Senior Executive Adviser – LG Services Group, will join the meeting via Teams to discuss a remuneration project concerning Executive Officers. **In accordance with the *Local Government Regulation 2012 s254J (3)(b) industrial matters affecting employees, this discussion will be in a closed session of Council.***

10 Confirmation of Minutes from Previous Meetings

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



BOULIA

SHIRE COUNCIL

Minutes of the Budget Meeting
of the Boulia Shire Council
held on Friday 28 June 2024
commencing at 7:30 am

The Mayor opened the meeting at 7.44 am.

Present

Councillors: Councillor Eric (Rick) Britton
Councillor Sam Beauchamp
Councillor Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Graeme Gillam (Finance Manager)
Ms Lily Williams (Executive Assistant)
Mrs Nicole Tonkies (CEO Assist)

1 Reports

1.1 Mayor's Budget Meeting Report

TITLE:	Mayor's Report 2024-2025	DOC REF: 1.1.1
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PURPOSE:

To deliver a balanced and long-term financial budget for the Boulia Shire Council.

Moved: Cr Neilson

Seconded: Cr Norton

That the Council adopt the proposed 2024/2025 Budget, operational and capital.

Resolution No.: 2024/B6.1

Carried

1.2 Proposed Budget 2024-2025 Operational & Capital

TITLE:	Proposed Budget 2024-2025 Operational & Capital	DOC REF: 1.2.1
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PURPOSE:

Information shown on individual areas of Council and the proposed budget set for 2024-2025.

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2024/B6.2

Carried

1.3 Financial Statements

TITLE:	Financial Statements 2024/2025 - 2026/2027	DOC REF: 1.3.1
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PURPOSE:

Presentation of Financial Statements for the following 3 years.

Moved: Cr Woodhouse

Seconded: Cr Neilson

That the Financial Statements for 2024/25 - 2026/27 Report as presented be accepted.

Resolution No.: 2024/B6.3

Carried

1.4 Measures of Financial Sustainability

TITLE:	Measures of Financial Sustainability 2024/2025	DOC REF: 1.4.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Norton

That in accordance with Section 169(2)(a) of the *Local Government Regulation 2012*, the 2024/2025 Bouliia Shire Council Long Term Financial Forecast – 2024/2025 be hereby adopted.

Resolution No.: 2024/B6.4

Carried

1.5 Policy Reviews

TITLE:	Policy Reviews	DOC REF: 1.5.1
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PURPOSE:

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

Moved: *Cr Beauchamp*

Seconded: *Cr Britton*

That the following policies, as presented, be adopted:

- Policy 101 Procurement Policy
- Policy 107 Debt Policy
- Policy 109 Revenue Policy
- Policy 110 Internal Audit Policy
- Policy 119 Investment Policy 2024/2025
- Policy 133 Fraud and Corruption Control
- Policy 145 Community Facilities Hire
- Policy 158 Landfill Remediation
- Policy 162 Environmental Levy

Resolution No.: *2024/B6.5*

Carried

1.6 Revenue Statement

TITLE:	Revenue Statement 2024-2025	DOC REF: 1.6.1
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PURPOSE:

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

Moved: *Cr Woodhouse*

Seconded: *Cr Norton*

1. That in accordance with Section 169(2)(b) of the *Local Government Regulation 2012*, the 2024/2025 Bouliia Shire Revenue Statement be hereby adopted.
2. That in accordance with section 81 of the *Local Government Regulation 2012*, the categories into which rateable land is categorised, and the description of those categories for the 2024/2025 financial year be as set out in the first table appearing in Council's Revenue Statement 2024/2025.
3. That in accordance with section 257 of the *Local Government Act 2009*, Council delegates to the Chief Executive Officer the power, contained in subsections (4) and (5) of section 81 of the *Local Government Regulation 2012*, to identify the rating category to which each parcel of rateable land belongs.
4. That in accordance with section 94 of the *Local Government Act 2009* and sections 80 and 77 of the *Local Government Regulation 2012*, the differential

general rates, and minimum general rates, for the 2024/2025 financial year be as set out in the first table appearing in Council's Revenue Statement 2024/2025.

5. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy cleansing utility charges, as further detailed in Council's Revenue Statement 2024/2025. The cleansing utility charges shall be:
 - \$390.00 per annum for residential occupied premises (collected once per week)
 - \$200.00 per annum for Additional Bin Service at residential occupied premises (collected once per week)
 - \$1,255.00 per annum for Commercial Bin Service (collected three times per week 2 bins)

Where a service is provided for only part of the year cleansing charges will be levied on a pro rata time basis. Charges for the collection of industrial and bulk waste will be based on type of waste, volume and frequency of collection. Charges will be determined on a cost recovery basis as required.

6. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Council resolves to levy a waste management utility charge, as further detailed in Council's Revenue Statement 2024/2025.

The waste management utility charge shall be:

- \$90.00 per annum for all unoccupied/vacant land in townships and all rural properties within a 30 kilometres radius of the townships of Boulia and Urandangi.

7. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012* sewerage utility charges for the 2024/2025 year are made and will be levied for the purposes of providing for the removal of refuse from all occupied premises (domestic and commercial), as further detailed in Council's Revenue Statement 2024/2025.

- The sewerage utility charge (connected) shall be \$492.00 per annum.
- The sewerage utility charge (not connected) shall be \$198.00 per annum.
- Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

8. That in accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, Boulia Shire Council hereby levies Water Utility Charges for the Financial Year 2024/2025, as further detailed in Council's Revenue Statement 2024/2025.

- The water utility charge shall be \$711.00 per annum.
- The vacant land water utility charge shall be \$515.00 per annum.
- Commercial properties shall be charged based on a comparison to a standard house block, dependant on its size, use and impact on these services.

9. That in accordance with section 94 of the *Local Government Act 2009* and section 103 of the *Local Government Regulation 2012*, Council resolves to levy an environmental separate charge, as further detailed in Council's Revenue Statement 2024/2025.

The environmental separate charge shall be:

- \$50.00 per annum for all properties in the Boulia Shire.

10. That in accordance with section 107 of the *Local Government Regulation 2012* and section 114 of the *Fire and Emergency Services Act 1990*, Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy be levied:

- for half year 1 July 2024 to 31 December 2024 – in August/September 2024; and
- for the half year 1 January 2025 to 30 June 2025 – in February/March 2025.

Pursuant to section 118 of the *Local Government Regulation 2012*, that Council's rates and charges, and the State Government's Emergency Management, Fire and Rescue Levy, be paid within 30 clear days of the date of the issue of the rate notice.

11. That in accordance with section 133 of the *Local Government Regulation 2012* a charge of 12.35% compounding interest calculated on daily rests be hereby made and levied on rates and charges that are 30 days overdue starting on 1st July 2024.
12. That in accordance with section 130 of the *Local Government Regulation 2012* a discount of 2% be allowed for all current Council residential rates & charges (excluding fire levy) if paid within 30 days of issue, and that such discount be calculated as a percentage of the gross rate/charges levied, and only be granted if all current and outstanding rates have been paid in full.
13. That in accordance with sections 121 & 122 of the *Local Government Regulation 2012* Council will not charge general rates to pensioners who reside in their own premises within the townships of Boulia and Urandangi provided there are no outstanding rates from previous periods.
14. Council offers a 30% subsidy on all services (excepting the fire levy) to pensioners who reside in their own premises within the townships of Boulia and Urandangi. This subsidy is in addition to the 20% subsidy offered by the State Government with both subsidies capped at \$180.00 per annum each.

Resolution No.: 2024/B6.6

Carried

1.7 Fees and Charges

TITLE:	2024-2025 Fees and Charges	DOC REF: 1.7.2
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PURPOSE:

To review and update Council's register of cost-recovery fees for the new financial year, 2024/2025, in accordance with the *Local Government Act* s97 and s98.

Moved: Cr Britton

Seconded: Cr Woodhouse

That in accordance with section 97 of the *Local Government Act 2009*, the 2024/2025 Fees and Charges as presented in the Boullia Shire Council Budget Papers 2024/2025 be hereby adopted.

Resolution No.: 2024/B6.7

Carried

1.8 Draft Operational Plan 2024-2025

TITLE:	Operational Plan 2024-2025 to be adopted	DOC REF: 1.8.1
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PURPOSE:

The Operational Plan from 1st July 2024 to 30th June 2025 has been prepared and is supported by the 2024-2025 budget. It reflects Council's objectives in relation to the Corporate Plan 2020-2024 and progress towards goals Council aims to achieve.

Moved: Cr Britton

Seconded: Cr Norton

1. That Council adopt the proposed 2024-2025 Operational Plan.
2. That the report be displayed on the Council website.
3. That the actions and deliverables from 2024-2025 Operational Plan be reported to Council on a quarterly basis as per the *Local Government Regulation 2012*.

Resolution No.: 2024/B6.8

Carried

2 Meeting Closure

The Mayor closed the meeting at 8.44 am.

3 Confirmed

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



BOULIA

SHIRE COUNCIL

Minutes of the ORDINARY MEETING of the Boulia Shire Council held on Friday 28 June 2024 commencing at 7:30 am

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 8.44 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

Councillors: Councillor Eric (Rick) Britton
Councillor Sam Beauchamp
Councillor Jack Neilson
Councillor Jan Norton
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Graeme Gillam (Finance Manager)
Ms Lily Williams (Executive Assistant)
Mrs Nicole Tonkies (CEO Assist)

3 Apologies / Leave of Absence

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

Moved: Cr Britton

Seconded: Cr Neilson

That in accordance with the Local Government Regulation 2012, Council adopt the 2024-2025 Budget as presented at the 2024-2025 Budget Meeting of Council on 28th June 2024.

Resolution No.: 2024/06.1

Carried

Mr Gillam left the meeting at 8.45 am.
Meeting adjourned for tea break at 8.45 am.

Meeting resumed at 9 am.

4 Declaration of Interests

It is to be noted that Councillor Woodhouse used the LGAQ Conflict of Interest App to determine if she has a declaration of interest in regards to the report '11.1.7 Policy Review - Town Common Policy'. In accordance with results of this, there was no declaration required to be made.

Moved: Cr Neilson

Seconded: Cr Norton

Councillor Britton declared a Declarable Conflict of Interest in the following report in accordance with the *Local Government Act 2009*:

- 11.1.7 Policy Review - Town Common Policy, as he owns land that boundaries the Boulia Town Common.

In accordance with the *Local Government Act 2009* it was resolved that Councillor Britton would be able to stay in the meeting while the matter was discussed and voted on.

Resolution No.: 2024/06.2

Carried

For this motion: Cr Beauchamp, Cr Neilson, Cr Norton and Cr Woodhouse
Abstained from voting: Cr Britton

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: *Cr Neilson*

Seconded: *Cr Norton*

That the minutes of the Ordinary Meeting held on 31st May 2024 be accepted.

Resolution No.: *2024/06.3*

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations May 2024 Report	DOC REF: 11.1.1
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PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for May 2024.

Moved: *Cr Britton*

Seconded: *Cr Woodhouse*

That Council receive the Director of Works and Operations May 2024 Report for information.

Resolution No.: *2024/06.4*

Carried

TITLE:	Engineering Service Report May 2024	DOC REF: 11.1.2
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PURPOSE:

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

Moved: *Cr Britton*

Seconded: *Cr Beauchamp*

That the Engineering Services Report – Newsbrief for May 2024 be noted.

Resolution No.: 2024/06.5

Carried

TITLE:	Foreman Road, Utilities and Service Report May 2024	DOC REF: 11.1.3
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PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of May 2024.

Moved: *Cr Britton*

Seconded: *Cr Woodhouse*

That Council receive the Foreman Roads, Utilities and Services May 2024 Report for information.

Resolution No.: 2024/06.6

Carried

TITLE:	Foreman Road Maintenance and Construction Report May 2024	DOC REF: 11.1.4
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PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for May 2024.

Moved: *Cr Neilson*

Seconded: *Cr Britton*

That Council receive the Foreman Roads, Construction and Maintenance May 2024 Report for information.

Resolution No.: 2024/06.7

Carried

TITLE:	Rural Lands Protection Officer May 2024 Report	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Rural Lands Protection Officer May 2024 Report be received for information.

Resolution No.: 2024/06.8

Carried

TITLE:	QRA Flood Damage Works Department May 2024	DOC REF: 11.1.6
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PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for May 2024.

Moved: Cr Neilson

Seconded: Cr Woodhouse

That the QRA Flood Damage Works Department May 2024 Report be received for information.

Resolution No.: 2024/06.9

Carried

TITLE:	Policy Review - Town Common Policy	DOC REF: 11.1.7
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PURPOSE:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 124 – Town Common Policy.

Councillor Britton has declared a conflict of interest in this report. The interest will be dealt with in accordance with Resolution No.: 2024/06.2.

Moved: Cr Norton

Seconded: Cr Neilson

That subject to the amendment of all references of 'NILS' be changed to 'NLIS', policy 124 Town Common Policy as presented, be adopted.

Resolution No.: 2024/06.10

Carried

TITLE:	Non-potable water scheme - Urandangi	DOC REF: 11.1.8
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PURPOSE:

To provide a summary and a recommendation for making the Urandangi Drinking Water Scheme non-potable.

Moved: Cr Britton

Seconded: Cr Woodhouse

That the Urandangi Drinking Water Scheme be transitioned to a non-potable supply to commence Monday 2nd December 2024 and that the associated actions required are completed prior to this time.

Resolution No.: 2024/06.11

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report May 2024	DOC REF: 11.2.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Woodhouse

That the CEO Report for May 2024 be received for information.

Resolution No.: 2024/06.12

Carried

TITLE:	Action List Update May 2024	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Woodhouse

That Council receive the Action List update for May 2024 for information.

Resolution No.: 2024/06.13

Carried

TITLE:	Delegation to CEO and CEO to staff June 2024	DOC REF: 11.2.3
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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 or as needed.

Moved: Cr Neilson

Seconded: Cr Britton

1. That the delegation to the Foreman, Road Maintenance and Utility Services be revoked as at 28th June 2024.
2. That the delegation to the Foreman, Town Services and Utilities be effective 28th June 2024.
3. That the delegation to the Community Services Manager be revoked as at 13th June 2024.
4. That the delegation to the Economic and Community Development Manager (ECDM) effective 13th June 2024 be noted.
5. That the delegation to the Manager People and Culture (MPC) be effective 28th June 2024.
6. That the delegation to the Executive Assistant be reinstated effective 28th June 2024.
7. That the delegation to the Senior Administration Officer be revoked as at 28th June 2024.
8. That the delegation to the Supervisor Administration Services be effective as at 28th June 2024.
9. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
10. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.

Resolution No.: 2024/06.14

Carried

TITLE:	Request for permission to conduct environmental surveys on public land	DOC REF: 11.2.4
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PURPOSE:

To advise Council of a request for permission received from the Desert Channels Group regarding conducting environmental surveys on public land.

Moved: Cr Britton

Seconded: Cr Beauchamp

That Council grant for permission to the Desert Channels Group to conduct environmental surveys on public land within the Boulia Shire.

Resolution No.: 2024/06.15

Carried

TITLE:	Development Application for a Material Change of Use for a Short-term Accommodation (DA2024-04)	DOC REF: 11.2.5
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PURPOSE:

To provide to Council a summary and recommendations regarding Development Application number DA2024-04 at 33 Pituri Street, Boulia.

Moved: Cr Neilson

Seconded: Cr Britton

That Council adopt the recommendations as attached to the Development Application for a Material Change of Use for a Short-term Accommodation (DA2024-04) report for development application number DA2024-04 (33 Pituri Street, Boulia - Lot 407 B2671).

Resolution No.: 2024/06.16

Carried

Meeting adjourned for a tea break at 10.53 am.
Meeting resumed at 11.18 am.

Mr Paul Bawden, Council's Economic and Community Development Manager, joined the meeting at 11.21 am.

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services May 2024 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Norton

That the Director of Corporate & Financial Services May 2024 report be received for information purposes.

Resolution No.: 2024/06.17

Carried

TITLE:	Comparison of Interest Rates	DOC REF: 11.3.2
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PURPOSE:

To advise Council on the current Interest Rates available.

Moved: Cr Woodhouse

Seconded: Cr Britton

That Council receive the comparison of interest rates report for information purposes only.

Resolution No.: 2024/06.18

Carried

TITLE:	Policy Review - 128 Public Interest Disclosure Policy and Procedure	DOC REF: 11.3.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Woodhouse

That policy 128 Public Interest Disclosure Policy and Procedure be adopted as presented and that a copy of the updated policy be made available in the Councillor Information Hub.

Resolution No.: 2024/06.19

Carried

TITLE:	Policy Review - 146 Code of Conduct	DOC REF: 11.3.4
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Neilson

That policy 146 Code of Conduct Policy be adopted as presented and that a copy of the updated policy be made available in the Councillor Information Hub.

Resolution No.: 2024/06.20

Carried

TITLE:	Financial Report for May 2024	DOC REF: 11.3.5
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PURPOSE:

Financial Summary as at 31 May 2024.

Moved: Cr Britton

Seconded: Cr Norton

That the Finance Report for May 2024 be received for information.

Resolution No.: 2024/06.21

Carried

11.4 Community Services

TITLE:	Community Services Report May 2024	DOC REF: 11.4.1
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PURPOSE:

To provide Council with an update of the activities associated with Councils' Economic and Community development activities.

Moved: Cr Norton

Seconded: Cr Beauchamp

That the Community Services Report for May 2024 be received for information.

Resolution No.: 2024/06.22 Carried

Mr Bawden left the meeting at 11.54 am.

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – May 2024	DOC REF: 11.4.2
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PURPOSE:

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

Moved: Cr Woodhouse

Seconded: Cr Britton

That the Min Min Encounter & Boulia Heritage Centre Report May 2024 be received for information.

Resolution No.: 2024/06.23 Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

CLOSED MEETING AT 12.01 PM

Moved: Cr Norton

Seconded: Cr Beauchamp

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

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

Resolution No.: 2024/06.24

Carried

OUT OF CLOSED SESSION AT 12.07 PM

Moved: Cr Britton

Seconded: Cr Beauchamp

It was resolved that Council move out of the closed session.

Resolution No.: 2024/06.25

Carried

13.1 Corporate Services

TITLE:	Write Off Outstanding Sundry Debts 2023/2024	DOC REF: 13.1.1
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PURPOSE:

To advise Council of outstanding debt owed for rental fees of unit and furniture from deceased tenant.

Closed under Local Government Regulation 2012 (254J (3)) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

Moved: Cr Norton

Seconded: Cr Woodhouse

That Council agree to write off the outstanding amount on Debtor Account Number 30373 to the value of \$259.44 for outstanding rent.

Resolution No.: 2024/06.26

Carried

TITLE:	Write Off Outstanding Debts 2023/2024	DOC REF: 13.1.2
---------------	---------------------------------------	---------------------------

PURPOSE:

To advise Council of long outstanding debt owed for rates and charges under mining leases.

Closed under Local Government Regulation 2012 (254J (3)) (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;

Moved: Cr Britton

Seconded: Cr Woodhouse

That Council agree to write off the outstanding amounts on the three assessments known as A276 \$2,277.16, A349 \$2,277.16 and A353 \$2,277.16 which total \$6,831.48, all were mining leases that were cancelled in 2020.

Resolution No.: 2024/06.27

Carried

14 General Business

Place name audit result - CEO advised the Council that notification was received from the Department of Resources that a state-wide audit of place names which may cause offense or harm was completed in July 2023. As a result of the audit, 'Blackgin Creek (Watercourse)' was identified in the Boulia Shire. The Department have advised that at this stage it is proposed to only remove the names (not replace) and that correspondence has also been sent to all the known registered Native Title Bodies or Cultural bodies in each of the respective areas advising the same.

15 Meeting Closure

The Mayor closed the meeting at 12.33 pm.

16 Confirmed

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

Unconfirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations June 2024 Report	DOC REF: 11.1.1
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REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for June 2024.

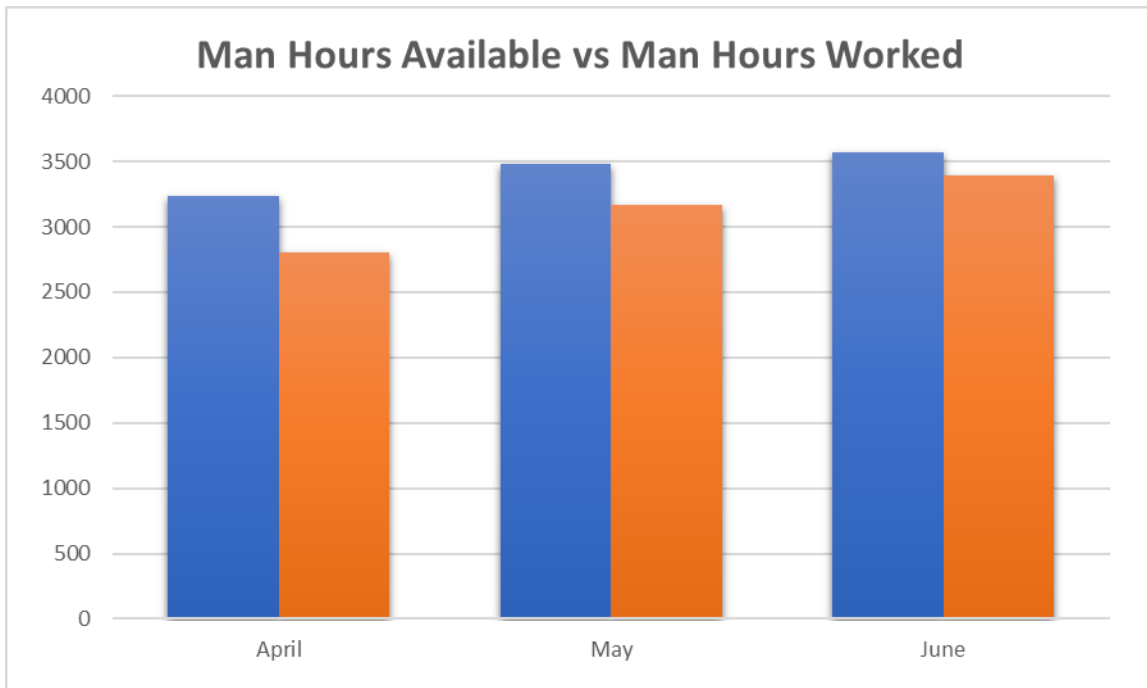
CONTENT:

Operations:

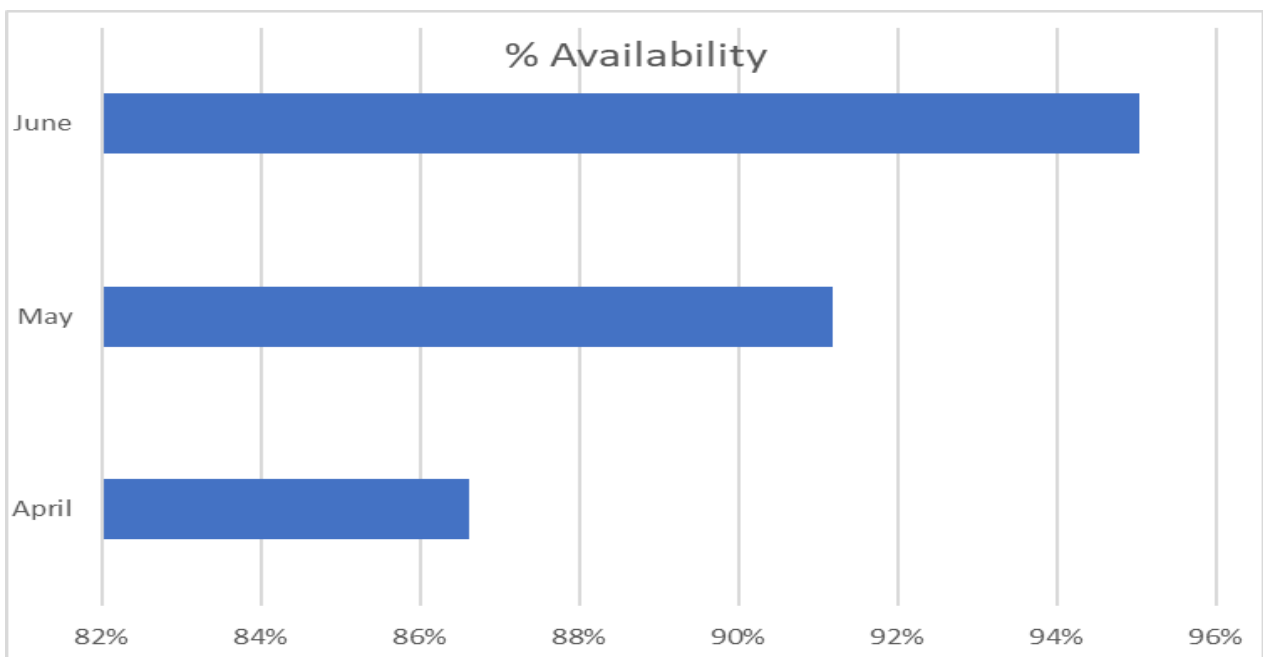
- 1) Boulia Industrial Sub-Division has been a complex item to get over the line, this has been an area of focus.
- 2) Unplanned Absenteeism is a high focus area and being constantly reviewed and monitored.
- 3) Donohue Crew carried out works for CHs 220 – 223 KM, with a view of carrying out sealing as of July 2024.

SHEQ: (Safety, Health, Environment & Quality)

- 1) 1 Near Miss for June 2024 with a Stone Chip on the Windscreen.
- 2) Site visits carried out on the SH Network alongside TMR Engineer, as also on Local Network on Donohue, South Urandangi, Coorabulka Road, Link Road & North Urandangi Road



A MoM improvement on Hours Worked as against Hours Available, there is room for improvement by way of assisting “Individuals” who are repeaters for high un-planned absenteeism.



Availability is tracking at 95% for the month, our ideal goal is 100%, this can be achieved by way of giving individual support for specific personnel.

Water Services:

- 1) Officers investigating various avenues to ensure Boulia can get “Reliable” “Safe” “Secure” Water Supply, potential submission through LGGSP.
- 2) Team is happy with using the Saltwater Chlorinator as compared to the old Chlorine Gas system.

- 3) Air Scouring for Boullia Township has been completed some photos from this exercise is as attached.





People Services:

- 1) 170 Man hours invested in training our staff across the month of June 2024.
- 2) Significant Training Programs being booked for staff across various Plant tickets, as also Project Management, AROs over future months.
- 3) Skills Matrix and Toolbox Talk being used as avenues to understand interest from Staff on Trainings and Up-Skilling opportunities they are interested in.

Projects:

- 1) BoSC has engaged Carpenter Law as our legal services to assist with the creation of the easement for the Racecourse Reserve.
- 2) 3 x TMR Projects on Djarra/Mt Isa Road a priority to provide a better commuter experience to our community.

Challenges:

- 1) Legacy Projects will take considerable time & focus to ensure close outs due to the influence of a wide variety of factors.
- 2) Structuring RMPC Crew and working in FY24/25 to ensure we have a baseline and use it to set benchmark unit rates.

Way Forward:

- 1) LGGSP Grant Funding Application a high priority for Officers to address our Town Water challenges.
- 2) Industrial Estate Sub-Division close out of Electrical Works a matter of urgency.

- 3) Utilising GK3 to carry out Betterment Project Activities (Site Surveillance/Contract Management) for South Urandangi & Wills Street jobs respectively.

CONSULTATION:

Council management and staff, George Bourne and Associates and contractors as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations June 2024 Report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Engineering Service Report June 2024	DOC REF: 11.1.2
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 16/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

2.3.1: Develop and implement a robust asset management plan to support effective long-term asset management

Key Priority 3: Economic Development - A sustainable local economy

3.2: Support local business and advocate for the region

3.2.3: Advocate and support the development of the Outback Highway

Key Priority 4: Caring for the environment

4.2 : Resilient

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

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

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2. Flood Damage Works

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

BouSC has activated for the North and Central Queensland Monsoon and Flooding, 20 December 2022 – March 2023.

Slashes Creek Submission has been approved for \$292,926.90. – Works completed and completion photos picked up and uploaded to MARs, financials need to be uploaded.

Eastern Submission has been approved for \$2,746,669.39 – Works completed; Acquittal photos completed – ready to be uploaded to MARs.

Western Submissions has been approved for \$3,838,088.82. Works have commenced.

Betterment Submission submitted for South Urandangi Road approved \$1,482,250.02

South West Queensland Flooding 6 - 23 January 2024 Activation lodged – Approved

Tropical Cyclone Kirrily, associated rainfall and flooding – Activation Lodged – Approved.

All evidence has been collected and assessed.

Flood damage submissions to be broken up into the following:

Linda Downs and Linda Downs Link - Linda Downs, Linda Downs Link, [Lodged in MARs, waiting for QRA approval]

North East Roads – Pathungra, Toolebuc, Toolebuc-Middleton – **Completed** [Ready to be lodged]

North Roads – Selwyn, Selwyn Connection, Elrose - **Completed**, waiting for QRA to finalise rates [Ready to be lodged]

South Roads – Coorabulka, Slashes, Springvale, Warra, Montague [Ready to be lodged]

Western Roads – Donohue, Cravens Peak, Wirriyerna, North and South Urandangi, Border and Headingly [Ready to be lodged]

The sum of all submissions - \$4,896,001.21

3. Donohue Highway: Outback Way Funding Package 3

There is 70.7 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. Works have commenced 5.5km sealed late October. The remaining 2.5km earth works has been postponed.

Donohue Reseals were completed 7th – 11th May

- CH111.10 - CH114.7
- CH116.45 – CH122.4
- CH206.45 – CH211.5
- CH223.5 – CH233

4. Priority Structures Upgrade. Waverly Creek Widening

New Project # 3015377 has been issued to carry out these works.

5. Industrial Subdivision

All works are being revisited, funding body has been informed of the delay, potentially looking at utilizing another contractor to carry these works.

6. Truck Pull Over

Outstanding works of Solar Lightning awarded to Peter Shaw Electrical from Blackall, anticipate completion around mid-August.

Line marking to be done with the Donohue Emergency Airstrip early Aug.

7. 58 Pituri Street Duplex Units

Design and Construction 100% complete.

Defects have been picked up and are being rectified.

8. Toolebuc Floodway

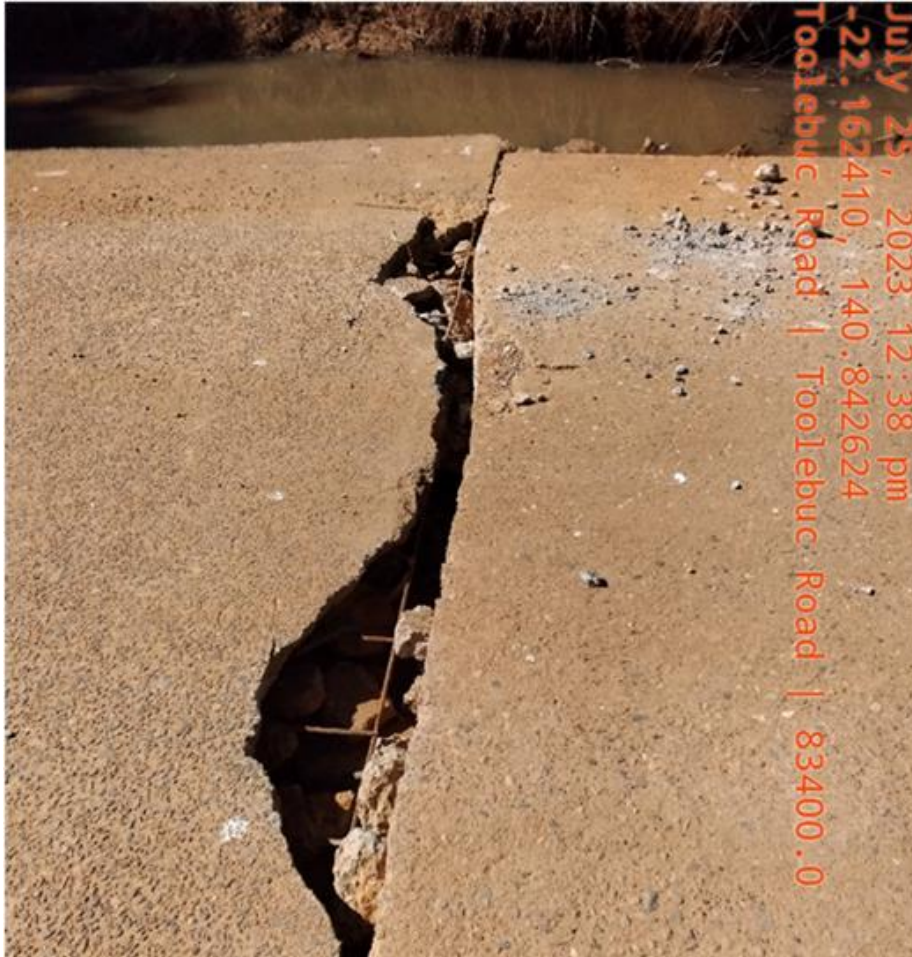
Survey and detailed design for a new floodway to improve the damaged floodway located at CH83340-CH83450 Toolebuc Road.

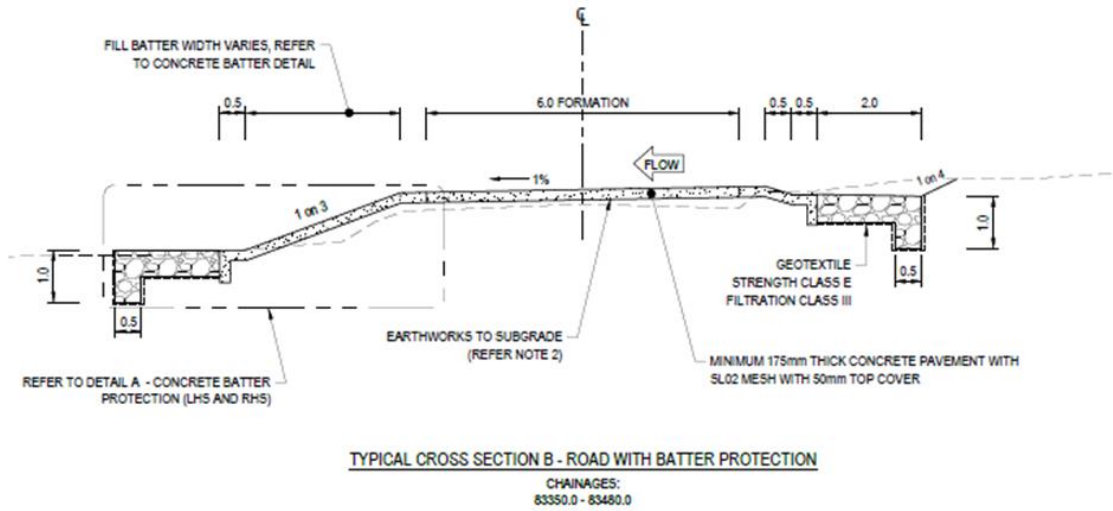
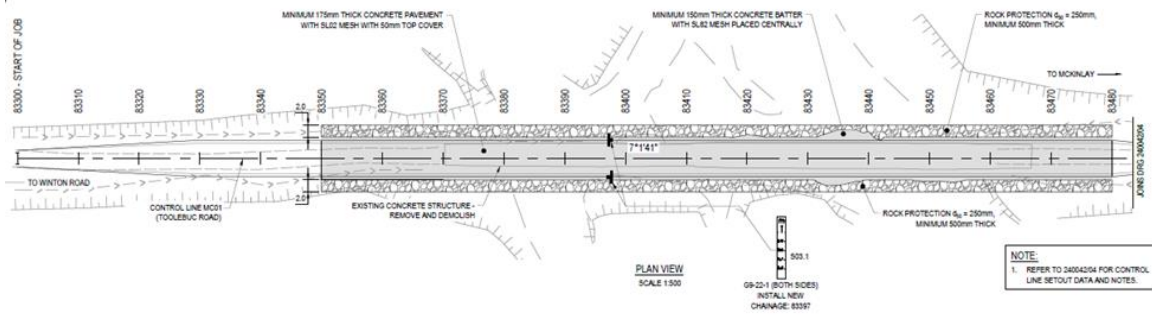
Currently, water is undermining the structure, and the concrete floodway is in poor condition.

Survey completed.

Detailed design completed.

Floodway to be submitted under betterment.





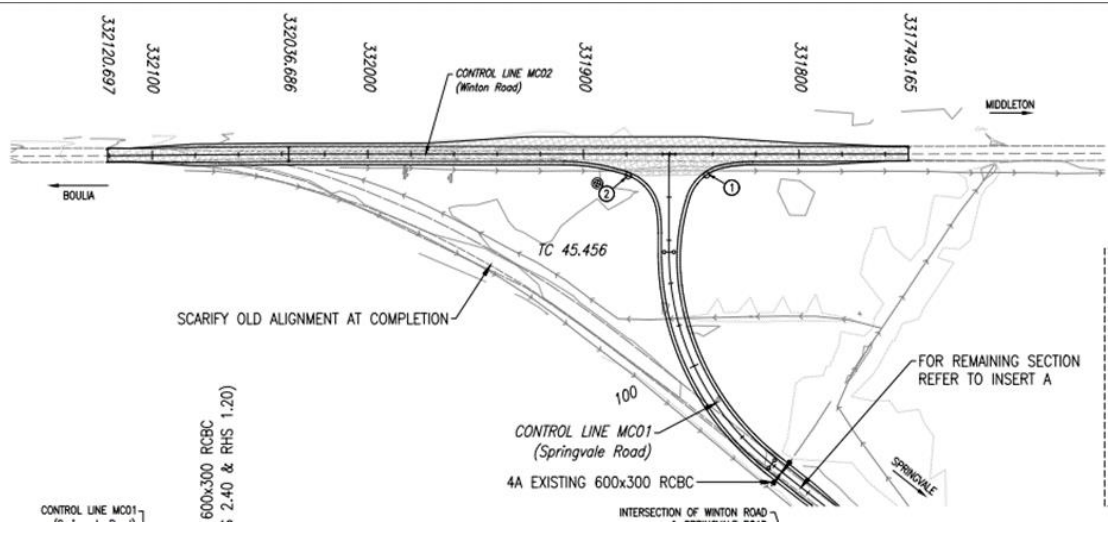
9. Springvale Intersection

To provide basic turning treatments, compliant intersection geometry and warning/regulatory signage at this intersection are required to increase safety of the road users and mitigate crash risk.

Scope: Realignment and intersection upgrade.

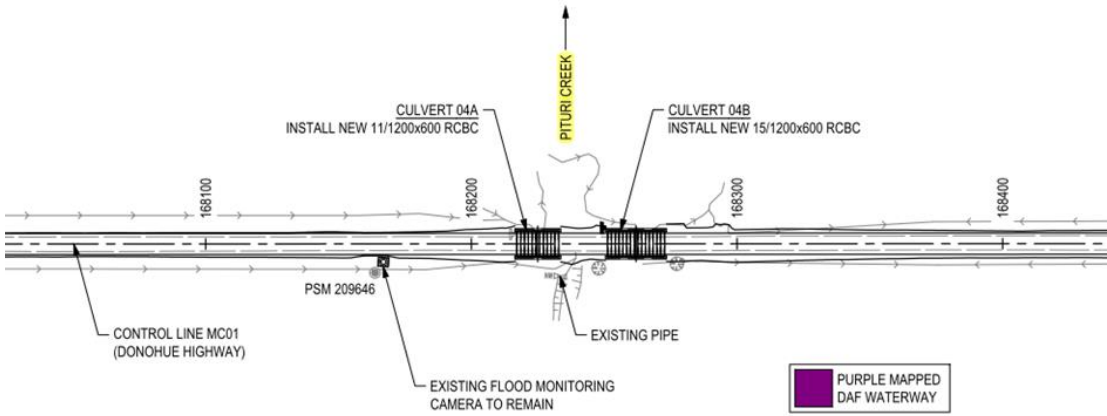
Survey completed.

Detailed design completed.



10. Pituri Creek Upgrade

Investigation into raising the level of the Pituri Creek section of the Donohue and putting in culverts to increase the flood resilience of this section. Drone footage was taken, and a detailed design has been started.



11. Wills Street Drainage

Taks for Wills Street have migrated from GBA to GK3.

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 2024 be noted.

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 499003) [11.1.2.1 - 1 page]

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (12/07/2024)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
North and Central Queensland Monsoon and Flooding, 20 December 2022 – March 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashes Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved Urandangi Bore Emergency Works Submission - approved Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashes Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
			Betterment Application	\$1,482,250.02		
South West Queensland Flooding 6-23 January 2024	Jan-24	Counter Disaster Operations				Activation Request Lodged in MARS - Approved Likely to be no REPA
	Jan-24	REPA				
Tropical Cyclone Kirrily, associated rainfall and flooding	Feb-24	Counter Disaster Operations				Activation Request Lodged in MARS - Approved Shire roads damage pick up completed. Linda Downs and Linda Downs Link Submissions lodged 10/6/2024 All other submissions ready to be lodged by Council
	Feb-24	REPA Linda Downs and Linda Downs Link	\$503,104.11			
	Feb-24	REPA North	\$640,032.03			
	Feb-24	REPA North East	\$1,447,707.74			
	Feb-24	REPA South	\$1,091,891.25			
	Feb-24	REPA Western	\$1,213,266.08			

TITLE:	Foreman Town Services and Utilities Report June 2024	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Town Services and Utilities	DATE: 10/07/2024
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CORPORATE PLAN REFERENCE:

- Key Priority 6: Supporting local services and facilities
- 6.2: Support an active healthy community
- 6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles
- 6.2.2: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
- 6.2.3: Improve disability access to facilities in each community
- 6.2.4: Facilitate health and medical service provision for Bouliia and Urandangi

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 2024.

CONTENT:

Racecourse:

Arena and Grounds	Procurement of Sanitary Bins for Racecourse, and general up-keep in view of the upcoming season.
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Town water testing and depot maintenance:

Chlorine level testing	The plant has continued running at full capacity and levels have been sitting in our desired range. The new installation of the Saltwater Chlorinator has been monitored closely and due to low levels of water usage the automatic dosage has dropped and has had to be rectified with the manual dosage system.
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Town Entrances:

Three Mile Campground	Tourist season has had a slow start and we have had gradual amounts of tourists camping at the grounds. Tourists using the site are keeping the area tidy. We have been monitoring this area and it has been upkept for rubbish and overall tidiness. Slashing has been done and will continue to do as it comes closer to events season.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due the dedication and consistency of our Parks and Gardens Crew, who are managing the cooler weather along with general maintenance being upkeep around town. Planning for the proposed upgrade of both entrances to town is still ongoing.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout June 2024: <ul style="list-style-type: none">• 3rd June – Airport• 4th June – Main Office• 5th June – Pensioner Units• 6th June – Fire Station• 7th June – Stonehouse• 10th June – Robinson Park, School Safety Park• 11th June – Sports Centre• 12th June – Post Office• 13th June – Medium Strips• 17th June – Robinson Park, Town Entrances• 18th June – School Safety Park• 19th June – Vacant Council Houses, Clinic• 20th June – Medium Strips, Sports Centre• 21st June – Private Works Yard• 24th June – Main Office• 25th June – Stonehouse• 27th June – Medium Strips

RMPC/Works Crew:

The crew have been undertaking signage and guidepost installation on the Bedourie, Donohue and Mt Isa Roads.

RMPC Surface Correction and Edge Repair on the Mount Isa Road has been an ongoing job due to damage and previous weather conditions delaying the process.

Concrete batching and other Private Works requests remain on a regular basis, however, are not currently an interruption to RMPC works.

Urandangi	Council services continued over the month of June as required (Rubbish collection etc). Work remains focussed on the continued clean up and management of fire risk. Slashing is planned and will be ongoing based on availability of Council staff or a Contractor resource for the Airstrip. There is still a current Boil Water Alert in Urandangi and is in effect until further notice.
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Water and Sewerage: Boulia Township

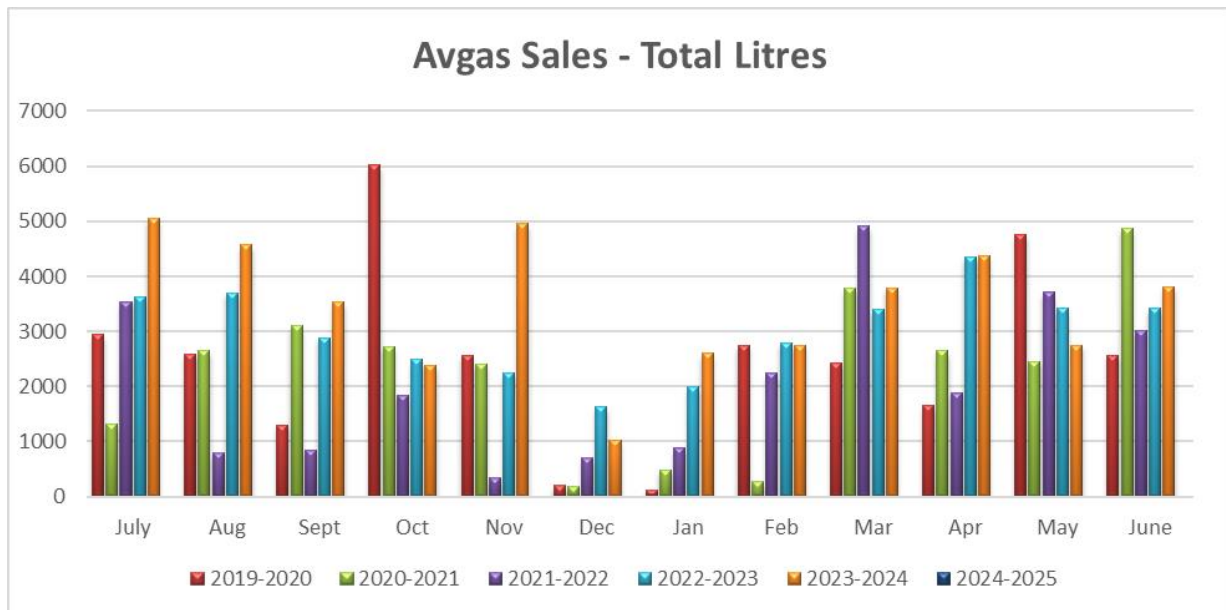
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity:

Number of call outs: RFDS/Life Flight Rescue	0
Avgas/Jet A1 Refuelling	Total 20 – 20 self-fuelled through Compac



Road Report Closures Statistics:

June 2024	Boulia/Dajarra	Dajarra/Mtlsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	30	30	30	30	25
Closed	0	0	0	0	2
Restricted	0	0	0	0	3

June 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc
Open	10	10	10	26
Closed	5	5	5	4
Restricted	15	15	15	0

June 2024	Coorabulka	Slashes Ck	Springvale	Selwyn
Open	10	10	10	10
Closed	5	5	5	3
Restricted	15	15	15	17

Boulia Feral Animal Bounty Claims:

Feral Pigs	744
Feral Dogs	0

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman Town Services and Utilities June 2024 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Road Maintenance and Construction Report June 2024	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 1024/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure
 2.1: Well connected
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines

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 Council works program for June 2024.

CONTENT:

Current and upcoming projects are as follows:

- **Donohue Highway:**
 - Commencement of work on 3km section Chainage 223 in June has now been completed.
 - Programmed for Prime on the 20th July and Seal 23rd.
 - Completed Flood Damage on Bedourie – Boulia Road.
 - Shifting camp to overtaking lane on Dajarra – Mount Isa Road to commence work on new overtaking lane.



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, Construction and Maintenance June 2024 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department June 2024	DOC REF: 11.1.5
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 18/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for June 2024.

CONTENT:

June 2024 has been a month of outstanding achievements from our road contractors, highlighted by the following:

Current Projects from the Western Submission No. BoSC.0028.2223.REC Dec 22-April 23.

Mixed Crew

- Headingly Road – Total length 60.45km. Progress along Headingly Road is well on track. Once again damage was of a severe nature with the following treatments utilised **(A)** Heavy formation grading **(B)** Medium formation grading.

Harris

- Harris crews have been undertaking damage repairs along Linda Downs Link Road and Linda Downs Road, this pavement has a combined total of 51 major damaged sections. The crews have now commenced work on the Donohue Highway.

Mixed Crew 2

- Coorabulka Road – site preparation works for two new concrete floodways.
- Floodway “1” located CH61.745.
- Floodway “3” located CH62.620.

All concrete works have been carried out within timeframe. Final roadworks to be completed by Harris in the coming fortnight.

Floodway "1" located CH61.745

Traffic Management – side track construction



Civil work – base preparation for concrete works



Formwork & steel reinforcement for concrete slab

June 21, 2024 7:23 am

-23.405235, 140.029266

Coorabulka Road | Coorabulka Road | 61760.0



Concrete Completion – Floodway 1

June 28, 2024 11:46 am

-23.404892, 140.028995

Coorabulka Road | Coorabulka Road | 61720.0



Floodway "3" located CH62.620

Civil work – base preparation for concrete works



Formwork & steel reinforcement for concrete slab



Concrete Completion – Floodway 3



Future Works

- Urandangi South Road Betterment submission
- Will's Street Drainage Works

CONSULTATION:

GBA as project managers for Council QRA Flood Damage Work.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

That the QRA Flood Damage Works Department June 2024 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Rural Lands Protection Officer June 2024 Report	DOC REF: 11.1.6
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 08/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment
 4.3: Sustainable
 4.3.1: Ensure the region’s sustainability through integrated weed and pest management practices

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:

I spent the month checking the Town Common, water facilities on the stock route and doing street patrols of the town and mowing the sides of the roads of the entrances to the town.

TOWN COMMON:

Good falls of rain have seen an increase of feed, this is looking to be the best winter rain I have seen in the near 12 years I have been here.

PONY/CAMEL PADDOCKS:

The rain has also seen some improvement of the feed in the Pony Paddock and also in the Camel Paddock.

LEASE PADDOCKS:

With the falls of rain being hit and miss, both lease paddocks have seen some good falls though one paddock has not, up till the end of the month, seen falls over the whole paddock. Where it has fallen you can see an improvement in the feed.

DOMESTIC ANIMAL CONTROL:

I have been carrying out the street patrols and I have issued two FIRST and FINAL Warning Notices about dogs roaming the streets. This has seen the dogs being kept in their yards.

I have also out on loan, two traps and I have humanely put down a total of 7 feral cats, 5 from one place and 2 from another.

There is a notice and letter going out to all households informing all dog owners that as of the 1st of July 2024 they must make sure their dogs are registered for 24/25. Failing to do so will see all owners who do not register their dogs receiving an Infringement Notice where they will be fined 2 Penalty Units, each unit being

of \$161.30 per dog, total fine \$322.60 per dog, so if you have 2 dogs the total fine will be \$645.20.

CWRPM (TECGROUP):

There has been no meeting or teleconferences this month.

WEED SPRAYING SHIRE ROADS:

I have not done any weed spraying this month, but I will be busy once the warmer weather gets here. With all the rain we have been receiving, I do believe that the weeds will grow like mad, keeping me busy for some time.

RMPC:

I have not done any weed spraying of state roads this month. I will be very busy once we get some warmer weather as the weeds will also be growing like mad, and I can see myself spending a lot of time spraying weeds.

GRAVEL/BURROW PITS:

I was going back to the old burrow pits that I have been using Grasland Pellets on for the Parkinsonia Bushes. All I was waiting for was for some of them to dry out, but more rain has put that on hold for now.

STOCK ROUTE:

There has been no enquires for travel permits this month.

1080 BAITING:

There was a total of 5 properties that did some 1080 baiting this month with a total of 2393kg of meat treated with pig strength 1080 solution.

The permanent 1080 WARNING SIGNS have arrived and I have 2 properties that want 4 each of the signs. The cost per sign is \$26.00 inc GST.



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Rural Lands Protection Officers Report for June 2024 be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report June 2024	DOC REF: 11.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Enterprise Bargaining Agreement (EBA)

The Bouliia Shire Council EBA has been signed off by all Unions and is listed for submission to the QIRC on 26th July at 10-00am.

This new Certified Agreement 2024-2027 will bring a pay rise of 4% 2024-25, 4% 2025-2026 and 3% 2026-2027 along with increased allowances for camping and living away from home to name a few. Incentives for staff to strive towards safety in the workplace are also included. Other benefits – not all monetary, encourage staff to volunteer in areas such as SES, Fire and Ambulance etc have been included.

The new Certified Agreement 2024-2027 is a solid document that ensures wages and conditions for staff while placing Council in a 'preferred employer' position for the future while still being able to manage a sustainable workforce financially.

NWQ Local Resilience fund – QRA \$4.6m

The submission for the priorities have been provided to RAPAD who have oversight on this project as a regional improvement project. Winton Shire, who are also a recipient of this funding, are also in the process of submitting their projects. Once this has been completed the RAPAD Board will approve each project and priority and we will be able to proceed.

Our projects remain:

- Hamilton Channels – upgrade to three channels
- Flood warning infrastructure

Grant - Queensland Flooding Flexible Funding Grant - \$100k (QFFFG) QFFFG2L017

Designs have now been provided by QTEQ. Locations will be Marion Downs Bridge on the Bedourie Rd and Valley Creek on the Mt Isa Rd. The damaged sites on the Winton Bouliia Rd will also need to be replaced but may be able to be claimed under QRA flood damage.

Grant – Queensland Risk and Resilience Fund Grant - \$459K (QRRF)

Application for flood warning infrastructure for the Urandangi North Rd, South Rd, Urandangi Border Rd (at Urandangi and NT Border), Donohue Hwy intersection with Mt Isa Rd and Donohue Highway at the NT Border has been applied for with quotes, designs and plans received for the progress of this project.

3 Stage – Development of residential land and Housing opportunities:

Investigation into the holistic opportunity to develop the residential estate, provide Boulia staff with the opportunity to buy their own home from Council and building social housing (Mulligan Street) and Senior Staff housing.

1. Community Enabling Infrastructure Stream (stream 2) - commencement of roads/utilities for residential estate?

Supports infrastructure for housing: footpaths, roads, utility connections, parks and public spaces.

2. National Housing Infrastructure Fund (new social and affordable housing)

Supports: construction of new social and affordable housing

Loans and grants available - grants only as part of a blended facility. Must be used for social housing and could be done under 99 yr lease and Council would be the owners.

Applicants for housing would be women and children from domestic violence and homelessness or frontline staff – police, nurses and cleaners.

This could then form the basis of us selling the existing Council houses to staff under:

3. Queensland Housing Finance Loan – staff to buy their own home?

There are costs but the deposit is only 2%. Other conditions and charges apply. Monthly repayments are 30% of continued agreed income.

While in the early stages the entire project looks feasible and we will be reporting back to Council as we progress with the options as they eventuate.

Donohue Highway – Federal Government Funding

Council work crews have successfully completed the first section of the Project Proposal Report (PPR) for Stage 7 PPR1 A chainage 170.5 to 176.5 - \$2.2m.

The second section of this road PPR1 B chainage 176.5 to 178.5 - \$672K has been delayed due to rain events.

The delays have been communicated to the Federal Government.

Submissions for future road sections which have been completed and submitted for evaluation by the Federal Government are:

- Package 3 stage 7 PPR1 C chainage 178.5 to 182.5
- Package 3 Stage 5 PPR3 C/D chainage 220.3 to 223.5 (noting that work has commenced on this section to enable the workforce to continue)

Ergon Street Lighting – extra lights

Our application in January for a further 18 streets lights in Boulia is progressing with Ergon advising that installation is earmarked for July.

Positions Vacant:

RMPC Leading Hand	This position is currently being advertised.
Groundsman	Specifically, to maintain the lawns in the Council staff housing units
DWO Admin -relief	Maternity leave relief. Council has engaged a temp to fill in until a local person can be located and trained.

Events/Conferences/Training

Date	Activity	Attendees	Location/completed
26th July	Council meeting	All Councillors	Boulia Shire Hall
20th to 21st Aug	RAPAD F2F	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	TBA
27th to 29th Aug	LGMA conference	CEO Lynn Moore DCS Kaylene Sloman	Cairns
23rd Aug	Council Meeting	All Councillors	Boulia Shire Hall
2nd to 3rd Sep	Outback Highway AGM	Mayor Rick Britton All Councillors	Boulia – Hosting event
4th Sep	Western Qld Alliance of Councils	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Mt Isa
18th Sep	Elected Member Update training (EMU)	All Councillors	Boulia Shire Hall
27th Sep	Council Meeting	All Councillors	Boulia Shire Hall
21st to 23rd Oct	LGAQ Annual Conf	Mayor Rick Britton CEO Lynn Moore Cllr Jan Norton?	Brisbane
25th Oct	Council Meeting	All Councillors	Boulia Shire Hall
26th to 27th Nov	RAPAD AGM	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Brisbane
29th Nov	Council Meeting	All Councillors	Boulia Shire Hall
13th Dec	Council Meeting	All Councillors	Boulia Shire Hall

2024 Camel Races Inkind Support (over CEO delegation):

A request for inkind assistance was received from the Boulia Camel Races Inc. for support of the 2024 annual event. As a key economic driver in our community, Council does it's best to support this volunteer driven event each year.

Attached to this report is the 2024 event spreadsheet that outlines the item of support requested and the cost to Council to provide the support. The total of the inkind support, \$44,736.97, goes above the delegation limits of the CEO and therefore requires Council approval. Unfortunately, the request for support was not able to be presented to Council prior to the July 2024 Ordinary meeting of Council, therefore endorsement of this assistance is now sort. A recommendation to reflect this is included in this report.

RECOMMENDATION:

1. That the CEO Report for June 2024 be received for information.
2. That Council endorse the inkind support request from the Boulia Camel Races Inc. for the 2024 Camel Races event to the value of \$44,736.97.

ATTACHMENTS:

1. Camel Races Inkind Support Sheet [11.2.1.1 - 3 pages]

Chief Executive Officer	Ms Lynn Moore
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Boulia Shire Council – Racecourse Reserve/Rodeo Grounds Annual Event Inkind Assistance Request for venue and equipment

This sheet is only to be used for annual events (e.g. Camel Races, Easter Races, Rodeo and Campdraft weekend). The relevant venue hire forms, bus hire forms, key access forms etc. are still to be completed in addition to this form.

Please complete all areas and provide as much information as possible in order for Council to be able to process your request.

Venue & Equipment Security Bond - payment is maditory, can not be waived as InKind



Name of Event:	Boulia Camel Races 2024
Name of all Committees involved in the request:	Rebecka Britton, Shelley Lorensen, Rae (Muffy) Lincoln, Jan Norton
Event Representative (Name):	Rebecka Britton
Event Representative Contact Number:	
Event Representative Contact Email:	
Date of Submission:	4/10/2024

Required? Y = Yes N = No	Item	Daily hire rate/hire rate per item	Notes	OFFICE USE ONLY		Additional Comments (if required)
				Days of Hire	Total Cost of Inkind Assistance	
Y	Full Use of Rodeo grounds and all facilities (pavilion, jockey's building, kitchen, bar, cold rooms, electrical mushrooms)	\$ 349.00	Please note not all keys within the set of Rodeo Grounds keys are electronic based. This means that some areas will only have one physical key available. Duplicates of physical keys will not be made therefore any physical keys signed out will be the responsibility of the person signing the key out. Council allow only 3 hours cleaning (in total) as part of InKind for the Racecourse in its entirety, anything above this is an additional cost to the Hirer	10.00	\$ 3,490.00	Cost incurred for replacement keys will be recouped from security bond
	Use of Pavilion, bar and cold room only	\$ 243.00				
	Use of Pavilion, kitchen and cold room only	\$ 159.00				
	Use of Bar and cold room only	\$ 53.00				
	Use of electrical mushroom – single phase	\$ 37.00				
	Use of electrical mushroom – 3 phase	\$ 58.00				
	Use of First Aid Room only	\$ 58.00				
	Use of Jockey's Room only	\$ 58.00				
	Clean Fee	\$75/hour				
Sub total of inkind assistance					\$ 3,490.00	

Required? Y = Yes N = No	Item	No. of days hire is required for	Estimated kms item will be used for each day	Notes	OFFICE USE ONLY					Additional Comments (if required)
					Daily hire rate	Total Daily cost	per km rate	Total per km cost	Total Cost of Inkind Assistance	
Y	Garbage Truck	9	16	Persons who are being nominated to operate any Council vehicle/machinery will need to present Council with a copy of their drivers licence/ticket prior to using any Council vehicle/machinery. They will also be required to complete Council's Workplace Health and Safety Induction.	\$ 762.08	\$ 6,858.72	\$ -	\$ -	\$ 6,858.72	
Y	Water Truck	3	3		\$ 762.08	\$ 2,286.24	\$ -	\$ -	\$ 2,286.24	
Y	8-wheeler tipper	3	3		\$ 1,305.92	\$ 3,917.76	\$ -	\$ -	\$ 3,917.76	
Y	Council ute	4	8		\$ 326.48	\$ 1,305.92	\$ -	\$ -	\$ 1,305.92	
Y	Council Bus	3	354		\$ 1,023.44	\$ 3,070.32	\$ 0.40	\$ 424.80	\$ 3,495.12	Actual KMS calculated 18/07/2024 and updated spreadsheet accordingly
Y	Small Tip Truck	4	3		\$ 762.08	\$ 3,048.32	\$ -	\$ -	\$ 3,048.32	
Sub total of inkind assistance									\$ 20,912.08	

Required? Y = Yes N = No	Item	No. of days hire is required for	Estimated hours item will be used for during the hire time	Notes	OFFICE USE ONLY					Additional Comments (if required)
					Daily hire rate	Total Daily cost	per hr rate	Total per hr cost	Total Cost of Inkind Assistance	
Y	Loader	3		Persons who are being nominated to operate any Council vehicle/machinery will need to present Council with a copy of their drivers licence/ticket prior to using any Council vehicle/machinery. They will also be required to complete Council's Workplace Health and Safety Induction.	\$ 3,046.56	\$ 9,139.68	\$ -	\$ -	\$ 9,139.68	
Y	Tractor	3	2		\$ -	\$ -	\$ 272.25	\$ 544.50	\$ 544.50	
Y	Grader	1	3		\$ -	\$ -	\$ 299.20	\$ 897.60	\$ 897.60	
Y	Bobcat (Skid Steer)	3	3		\$ -	\$ -	\$ 63.80	\$ 191.40	\$ 191.40	
Sub total of inkind assistance									\$ 10,773.18	

Required? Y = Yes N = No	Item	No. of days hire is required for	Notes	OFFICE USE ONLY	Additional Comments (if required)
				Total Cost of Inkind Assistance	
	EFTPOS Machine		Hiring party to collect and return the EFTPOS machine from the Council Administration Office & providing Council a reconciliation of all transactions made during the course of hire.	\$ -	Damages/replacement will be covered by Hirer
Y	Grand Stands (6 available)	2		\$ -	no cost
Y	Use of PA System (located at grounds)	3		\$ -	no cost
Sub total of inkind assistance				\$ -	

Required? Y = Yes N = No	Item	Amount required	No. of days hire is required for	Notes	OFFICE USE ONLY				Additional Comments (if required)	
					Daily hire rate/hire rate per item	Total cost per item	Total hire cost for all items	Total Cost of Inkind Assistance		
	Witches hats			To be collected and returned by the hirer.				\$ -		
Y	Orange barricade fencing (generally available in 50m rolls (900mm high). Please list number of rolls required)	4		Council to drop off and collect from the grounds.				\$ -	No charge as it is returned to Council post event	
Y	Lighting Towers (2 available)	2	2	Council to drop off and collect from the grounds.	\$ 21.20	\$ 42.40	\$ 84.80	\$ 84.80		
	Pin boards (8 available)			Available pinboards are those kept at the grounds. Pinboards from the Shire Hall are not to be relocated to the grounds.	\$ 5.30					
Y	Wheelie bins (90 available)	90	10	90 bins already kept out at the grounds.	\$ 7.50	\$ 15.00		\$ 675.00		
Y	Tables (17 folding tables/7 non folding available)	17	3	Originally asked for 25 (8 tables inc in hire)	\$ 4.25	\$ 72.25	\$ 216.75	\$ 216.75	8 Tables are included in Hire cost	
Y	Chairs (205 chairs available)	155	3	Originally asked for 250 (50 chairs inc in hire)	\$ 2.15	\$ 333.25	\$ 999.75	\$ 999.75	50 Chairs are included in Hire cost	
Y	Portable panels (72 panels + 4 gates available)	76	3	Panels and gates kept at the grounds.	\$ 4.00	\$ 304.00	\$ 912.00	\$ 912.00		
Y	Marquee (9m x 6m) (only one available)	1	3		\$ 106.00	\$ 106.00	\$ 318.00	\$ 318.00		
Y	Marquee set up and dismantling	1	1	Council to drop off and collect from the grounds	\$ 529.00	\$ -	\$ -	\$ 529.00		
Sub total of inkind assistance									\$ 3,735.30	

Required? Y = Yes N = No	Item		Notes	OFFICE USE ONLY		Additional Comments (if required)
				Cost per item	Total Cost of Inkind Assistance	
	Printing and laminating	Estimated printing amount required:	All printing and laminating is to be done by the Library			
		A4		\$ 0.70	\$ -	
		A3		\$ 1.65	\$ -	
		Estimated laminating amount required:				
		A4		\$ 2.15	\$ -	
		A3		\$ 3.70	\$ -	
	Sand for eroded areas of arena			\$ -	\$ -	
Y	Supply of Firewood		Whatever is available to source			Council does not supply
Y	Grading/clearing of the area	4		\$ 436.26	\$ 1,745.04	
Y	Supply of additional toilet paper	100	Costs to be incurred by Hirer		\$ 728.05	Done through Stores
				Sub total of inkind assistance		\$ 2,473.09

Required? Y = Yes N = No	Item	Daily hire rate/hire rate per item	No. of days hire is required for	Notes	OFFICE USE ONLY		Additional Comments (if required)
					Cost	Total Cost of Inkind Assistance	
	Council Bus Cleaning	264.50		Bus must be cleaned & returned with full tank of fuel or charges will apply			
	Community BBQ Trailer	N/A					
	Portable Microphone & Speakers	37.00			0	0	
					Sub total of inkind assistance		\$ -

Other Assistance Please list any other items not noted in the sections above in the following space. Please include as much detail as possible including the number of days/kms/ hours/volume etc (if applicable) that is being requested.	OFFICE USE ONLY		Additional Comments (if required)
	Cost per item	Total Cost of Inkind Assistance	
Workcamp will be primary users of plant items.	\$ -	\$ -	Workcamp not approved to operate yellow plant. Licences & Tickets to be supplied to council
Marking pegs and flagging tape	4.5621	91.24	
Track to be watered and graded appropriately prior to 09/7/2024			
1 x LARGE Generator (placed at mushroom nearest to caretaker residence) Required 10/7/2024	20.45	1963.2	
1 x SMALL Generator - to operate lighting plants for man gate exit to campgrounds. Required 10/7/2024	13.53	1298.88	
		Sub total of inkind assistance \$ 3,353.32	

OFFICE USE ONLY - Overall total of inkind assistance \$ 44,736.97

NB: No security deposit fees are applicable

OFFICE USE ONLY

Request for Inkind assistance approved by:

Council Officer Name	
Council Officer Signature	
Date	

TITLE:	Action List Update June 2024	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Action List update for June 2024 for information.

ATTACHMENTS:

1. Action List Update June 2024 [**11.2.2.1** - 7 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 27th August 2021					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO - oversight WMgr - action Road crew - delivery Budget - TMR TIDS	23/07/2024: Being addressed as TMR Project # 3015377 05/06/2024: Notice to Offeror for CN-22774 received from TMR. 22/05/2024: Special Projects for FY24/25 as per discussion between BoSC & TMR 19/4/2024 This program has been allocated to the 2024-2025 TIDS program – awaiting designs and scope of works from TMR.
Friday, 16th December 2022					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	CEO - Action WMgr - investigate DWO - oversight CSM - Info Budget - Tourism	10/06/2024 Budget from 23/24 will carry over to 24/25, total of \$26,000, already spent \$5,396 08/05/2024 This item to be discussed at ManEx. Beck Britton has some ideas to propose and so that ManEx team can confirm scope of works. 31/10/23: Planter boxes and seating ordered and received, to be installed by carpenter in off tourist season.
Friday, 21st April 2023					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS - action WMgr - oversight Budget - Flood?	23/07/2024: Being planned with an execution for August 2024 10/06/2024: Operational funds in Waste Mgt Urandangi \$20,000 available 22/05/2024: Shall be completed by end of June 2024. 15/2/2024 Further flood events have prevented this from occurring. 20/11/2023: removal in early 2024.
Friday, 18th August 2023					
4.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by ECDM	ECDM - grant? W4Q?	8/7/2024 : W4Q Project Submission has been made.

				Budget - Gen Res/town mtce or grant funding	10/06/2024: Funds budgeted in 2024/25 Capital Budget, dependent on grant funding. 24/4/24 Ordinary Council Meeting comment: consider looking at fixed roof and not a sail cloth (example similar to hall side of roof) 20/3/2024 Cllr Norton provided different option to 'shade sails'. This was forward to Council on 20/4 after budget review for their consideration.
Friday, 19th January 2024					
5.	19/1/24	2024/01.20	Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed) (b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council. Action request from 23/2/24 Ordinary Meeting: Review on Easement to be completed – consider if Council should develop and possibly sell blocks. Divert water and develop road?	DWO - primary WMgr - delivery Budget - Land Dev	10/07/2024 Paperwork is progressing on transfer of ownership for one of the blocks. Investigations continue how to progress ownership transfer for the second block. 10/06/2024 Contacting previous owners to get permission for signatures to complete transfers via Solicitor. 22/05/2024: BSC does not own the land as of date, this is being investigated by CEO EA, and once landownership has been identified, next steps can be progressed in terms of Survey. 02/05/2024 Tony Morcom working on application documents regarding easements. 27/2/2024 Tony Morcom surveyor has been contacted to proceed with the easement survey for future land development. 27/2/2024 No further interest has been shown by any applicants. 22/1/24: Letter sent to tender applicants
6.	19/01/2024		Wash Down Bay Council requested fees for charging to use the washdown bay-payment options to be investigated.	WMgr - action Budget - Gen Res	22/05/2024: WIP 15/4/2024 WMgr to contact Winton Shire Council to review their facility.
7.	19/01/2024		Outback Way Funding BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	DWO - primary GBA - design WMgr - delivery Budget - subject to grant funding	23/07/2024: Grant funding from QRA has been released, submission will be made to present BoSC case. 22/05/2024: Being investigated with QRA as a part of the \$18M funding available, as also discuss under Donohue Workshop.

					15/4/2024 DWO to discuss with Stuart from GBA on his next visit for future upgrades to the Longreach Channel.
8.	19/01/2024		Boullia Household Water BSC to investigate and advise on: 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage? 4. Water filters for each residence and business in the township.	DWO - primary WMgr - investigation Budget - W4Q/LGGSP?	23/07/2024: LGGSP submission being drafted to carry out Plan & Capital Works 10/06/2024 Capital Budget item of \$4m added to 2024/25 Budget, dependent on grant funding being available. 22/05/2024: QLD Water Representative invited to visit Boullia to see "As Is" and provide some guidance, rather than engage a consultant at the front end. 17/04/2024 Currently investigation work in progress. 5/3/2024 On hold with further work from hydrologist. Further contact to be made with Carbon and Water to investigate ALL potential solutions to this ongoing problem.
Friday, 23rd February 2024					
9.	23/02/2024		Cllr Norton: requested Council address the excessive mozzies in the man-made water hole between Harris Yard and Burke River	RLPO - investigation WMgr - oversight	22/05/2024: No need of fogging with current climate change. Further investigation into the water hole to be completed.
10.	23/02/2024		Cllr Beauchamp: Library plumbing issue – machine clearing sewer lines – should Council buy own water jetter	DWO/WMgr Plant Committee Budget - CAPEX 24/25	10/6/2024 Plant Committee to review.
Tuesday 12th March 2024					
11.	12/03/2024		Cllr Britton: Suggested each Councillor attend one of the face to face RAPAD meetings	CEO - noting EA - action Budget - RAPAD	01/7/2024 August meetings to be held 27th-28th in Longreach. Second Councillor attendance tbc. Accommodation bookings reserved. 10/6/2024 Next F2F RAPAD meeting 20/8/2024 – location to be confirmed
12.	12/03/2024		Cllr Neilson: Investigate potential for footpaths to be done via TIDS funding	W/Mgr - investigate RUS - action Budget - TIDS/Gen Res	23/07/2024: 2 TMR Funding packages available under Active Transport + Walking Grants, investigation continuing with a view of submitting for both funding streams. 22/05/2024: TIDS being channelled on Donohue, PCMP is better opportunity, investigating this further.

					24/04/2024 Ordinary Council Meeting note: Contact to be made with Kate Birse re unallocated funds for footpaths and kerbs.
Wednesday 24th April 2024					
13.	24/04/2024		Consideration to be given for a Special Rating – Solar Farm Category for rates	DCS - investigate	10/6/2024 Rate developed and submitted for initial review to be approved in the budget.
14.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	DCS - investigate	10/6/2024 To be investigated.
15.	24/04/2024		LGAQ Annual Conference 21-23 Oct. in Brisbane – Mayor would like all Cllrs to attend on rotation moving forward. Cllr to attend this years conference (with Mayor and CEO) tba upon conference program becoming available.	CEO Assist – action CEO - oversight	28/6/2024 Cllr Norton nominated attendance with Mayor and CEO. 10/6/2024 Nomination required for Cllr. 29/04/2024 CEO, Mayor and one Councillor to attend this year.
16.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2024-2025 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	DCS - Budget	10/6/02024 \$10,000 allocated in the 2024-2025 budget. RAPAD is also looking into Regional training for new Cllrs and Mayors.
Friday 31st May 2024					
17.	31/05/2024	2024/05.12	1. That the Council agrees to become a member of the proposed CUC RAPAD. 2. That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD. 3. That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an 'inkind' contribution to the project for community advancement. 4. That the CEO advise RAPAD of the outcome of this resolution.	CEO – action	19/07/2024 CUC Progression meeting held. 10/6/2024 CEO – Mayor has signed the documentation for Boulia to Participate in this program and the documents have been sent back to RAPAD/CUC.
18.	31/05/2024	2024/05.17	That Council proceed with the proposal to purchase the artwork from the Outdoor Billboard Gallery and authorise the Chief Executive Officer to carry out the purchase.	CEO Assist – action CEO - oversight	17/6/2024 Email to OHDC to proceed.
19.	31/05/2024	Cllr Woodhouse	Increased Social Housing Councillor Woodhouse raised the need for having short term emergency housing available in Boulia. Item to be added to the Action List for further progressing.	ECDM - action CEO - oversight	19/07/2024 See CEO monthly information report in July 2024 Ordinary Meeting agenda for comments on funding opportunities identified.

					17/6/2024 Land availability will determine this. Meeting with Qld Housing held and proposals put forward – they have nothing in line for Boulia.
20.	31/05/2024	Cllr Norton	Pipe out the front of the Min Min Encounter bent (water main)	DWO/WMgr - action	17/6/2024 Investigated.
21.	31/05/2024		Letter to be sent to the Committees advising that in June each year they need to submit a request to Council regarding the proposed in kind support they will need for the financial year. This will allow Council to plan ahead for equipment/manpower etc. (Workcamp)	CEO/CEO Assist - action	17/6/2024 Letters to all clubs completed with date to reply with requirements set at 30 th Sep each year.
Friday 28th June 2024					
22.	28/06/2024	2024/06.10	That subject to the amendment of all references of 'NILS' be changed to 'NLIS', policy 124 Town Common Policy as presented, be adopted. - Revised policy to be notified to all stock holders on the common - Letter of response to be sent to R.Britton regarding Town Common query	CEO Assist/EA – Action RLPO – Action	19/07/2024 Copy of updated Town Common Policy sent to owners of stock currently on the Common. Letter of response sent to R.Britton.
23.	28/06/2024	2024/06.11	That the Urandangi Drinking Water Scheme be transitioned to a non-potable supply to Commence Monday 2nd December 2024 and that the associated actions required are completed prior to this time.	DWO - Action	02/07/2024 Copy of Council resolution sent to GBA. In progress.
24.	28/06/2024	2024/06.14	10. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.	CEO Assist - Action	09/07/2024 Delegations register published on the website
25.	28/06/2024	2024/06.15	That Council grant for permission to the Desert Channels Group to conduct environmental surveys on public land within the Boulia Shire.	EA – Action CEO – sign off	03/07/2024 Reply Letter Sent
26.	28/06/2024	2024/06.16	That Council adopt the recommendations as attached to the Development Application for a Material Change of Use for a Short-term Accommodation (DA2024-04) report for development application number DA2024-04 (33 Pituri Street, Boulia - Lot 407 B2671).	CEO Assist - Action	05/07/2024 Decision Notice sent to Applicant.
27.	28/06/2024		QGAP – CEO to look into current services being provided. What Community Housing tasks are being completed? Are listings of housing applications being kept? Weather station duties?	CEO – Action	Pending
28.	28/06/2024		Cllr Britton: Grill at Roadhouse (where vehicles enter) is clogged up. Can this please be cleaned.	DWO - Action	Pending
29.	28/06/2024		Cllr Britton/Cllr Beauchamp: Potholes around Seven Post Creek and Bore Creek require attention	DWO - Action	Pending

30.	28/06/2024		Cllr Britton: Can we approach Road Contractor to see if they can run a water track over the track coming into town because with the recent winds, all the dust from that area seems to be blowing dust in over town.	DWO – Action	Pending
31.	28/06/2024		Cllr Norton: Footpath on Herbert Street where the old pool site used to be (next to Desert Sands Motel/corner of Herbert and Hamilton Street) - needs repair, is getting worse	DWO – Action	19/07/2024 Investigating funding opportunities for footpaths.
32.	28/06/2024		Cllr Norton: Parking signage at the Catholic Church - Can parking signage please be placed there until line marking is able to be done?	DWO – Action	Pending
33.	28/06/2024		Cllr Norton/Cllr Beauchamp: Give way sign on Burke Bridge – why is the give way sign on the bridge side coming into town as opposed to on the bridge side going out of town (speed for vehicles going out of town would be slower, so sign would make more sense on town side?). If sign has to remain on the Caravan Park side of the bridge, we need more warning signage in the approach to the bridge e.g 'give way ahead' and 'one lane ahead' at the 60 speed sign.	DWO – Action	23/07/2024: Under discussion with TMR as it's their corridor, they need to review their process to make this happen.
34.	28/06/2024		Cllr Woodhouse: Soap needed at Peak Creek and Waverly Creek toilets. Are the Waverly Creek toilets working properly?	DWO – Action	23/07/2024: Quality are looking after all toilet cleaning, "Peak" tourism season we are doing 2 x cleans a month.
35.	28/06/2024		Cllr Woodhouse: Purple bins around town – no lids and handles missing. Can staff make notes of damaged bins when doing bin collections	DWO - Action	Pending
36.	28/06/2024		Cllr Woodhouse: Can we please ensure that hand sanitizers are placed at the Racecourse during Camel Races.	DWO - Action	23/07/2024: Completed
37.	28/06/2024		Cllr Norton: Dajarra toilet block issues – cleanliness issues and being in working order?	DWO - Action	23/07/2024: CSC were contacted they have advised there is a pump issue and they do not have an ETA on resolution.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT ISSUE:	RESPONSE
1.	19/6/2020	DWO/WMgr	TOURISM/ LIVEABILITY Cllr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 – review of Corporate Plan in 2024-2025 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.

2.	19/06/2020	ECDM/WMgr	BRANDING/TOURISM Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	15/2/2024: To be reviewed during the 'visioning' project - new Council -March 2024– review of Corporate Plan in 2024-2025 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	WMgr	TOURISM/LIVEABILITY Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024– review of Corporate Plan in 2024-2025
4.	17/08/2020	WMgr	TOURISM Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	Review of Corporate Plan in 2024-2025 15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	Councillors CEO/DWO	LIVEABILITY - FUTURE RESIDENTIAL LAND SIZING consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024– review of Corporate Plan in 2024-2025 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	Cllrs	LIVEABILITY - FUTURE PLANNING Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	17/6/2024 Council has received development application for private boarding - currently being advertised. 15/2/2024: This is an option which needs to be considered by private individuals/organisations.
7.	22/09/2023	DWO	ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	WMgr	LIVEABILITY Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
9.	23/02/2024	CEO	LIVEABILITY Post Office/Community Hub: if Community Hub doesn't go ahead, consider Post Office being moved or refurbished and getting a container for mail (e.g 10x7 foot)	17/6/2024 Stage 'F' of the Community Hub is being planned. Possible with a reduced scope excluding the Library.

TITLE:	Manager People and Culture June 2024 Report	DOC REF: 11.2.3
REPORT BY:	Rebecka Britton Manager People and Culture	DATE: 24/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

2.3.1: Develop and implement a robust asset management plan to support effective long-term asset management

2.3.2: Implement a decision-making framework for the prioritisation of shovel-ready projects

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

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

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

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices

3.1.2: Council owned housing is managed, is affordable, and which is suitable to meet demands

3.1.3: Facilitate networks and partnerships between local business, industry groups and government

Key Priority 4: Caring for the environment

4.1: Well managed

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

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

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

7.1.2: Keeping pace with technological changes in the workplace environment

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

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

7.2.3: Support the continuation of the Employee Assistance Program

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

Key Priority 7: Valuing our greatest asset – people

7.3: Living our values

7.3.1: Be known for our excellent reputation, our friendliness and dedication service

delivery

Key Priority 7: Valuing our greatest asset – people

7.6: Develop new employment opportunities

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with an update of the activities of the Manager – People & Culture for the month of June 2024.

CONTENT:

HOUSING

Occupancy

Houses	All houses are occupied or awaiting occupation.
Melrose Units	1 unit is currently vacant – 1 is temporarily being utilised
47 Pituri Units	All rented (staff)
58 Pituri Units	4/6 are leased. Of the two units remaining, one is under lease until end of August and the other is currently vacant but will be utilised by short term contract.

Capital Upgrades

JULY PROJECTION

- 7 Wills Street – Shed
- 26 Moonah Street – Garden Shed & Footpaths
- 35 Wills Street – Flooring
- 46 Hamilton Street - Flooring

HUMAN RESOURCES

Available Positions

- Finance Officer (to be advertised locally)
- Foreman – RMPC (to be advertised with recruitment agencies)
- Gardener – Yardman (has been advertised locally)
- Future – Trainee RLPO
(Awaiting confirmation of success for First Start Program)

LEARNING & DEVELOPMENT

- Fee Free Tafe options made available to staff.
- Senior Administration enrolled in Diploma of Local Government (Corporate Services).

PEOPLE & CULTURE - MISCELLANEOUS

- New uniforms have arrived – portal for ongoing orders is underway in being developed.
- 25th July All Staff BBQ for Bouliia Shire Trade Mutt Shirts
 - Presentation on 'Funky Friday' principles of supporting one another
 - Creating an organisational wide identity with our unique 'Manic Monday' concept – so indoor & outdoor staff can have unity.

CONSULTATION: CEO – Lynn Moore

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Manager – People & Culture June 2024 report is received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	WHS Report for June 2024	DOC REF: 11.2.4
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REPORT BY:	David Parker WHS Advisor	DATE: 08/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Sustainability work being done on the ongoing audit upkeep will now be reported here in line with the Audit Rectification Plan. • Nathan Williams (LGW) visited and conducted mid-term assessment of Audit plan implementation. • Boulia Shire Council WHS Strategic Plan needs reviewing.
Toolbox talks / Presentations	<ul style="list-style-type: none"> • Toolbox talks/presentations to Council staff • Office staff – 28 June – Manual Handling • Depot staff – 3 June – Fork Lift • 17 June – Hand Safety • Mindrazr (Health and Well Being Program) has been rolled out and is being promoted each toolbox to all staff.
Compliance and Education	<ul style="list-style-type: none"> • Present WHS actions/issues/iAuditor/Audit Rectification Plan to ManEx meetings weekly. <ul style="list-style-type: none"> ◦ June – nil issues. • On-going review of existing WHS documentation <ul style="list-style-type: none"> ◦ Procedures reviewed - xx ◦ Inspection schedules reviewed - xx • Face-to-face Inductions: 1

	Online Inductions: 5		
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 (alerts sent out weekly to assigned staff/managers). 		
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 – 1 • Incidents – 1 - Slight Damage to a Council Ute, as one ute reversed and swung, and collected the second ute – damage is a scratch and dent approx 4 inches across the driver/passenger door. 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	1	Depot	
Incidents	1	Depot	
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. • 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 (Docs uploaded weekly - LGW SMS, iAuditor reports from ManEx meetings). • Qualification/Licencing Register updated to 2024 – completed. • MindRazr digital health and wellbeing platform being rolled out to all Council staff. All staff now have access and has been promoted at toolbox meetings. • Gravel Pit Inspections – created and uploaded to iAuditor. • Housing Inspections – created and uploaded to iAuditor. • Boullia Shire Council Strategic Plan (2024-2027) currently being reviewed. 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • LGW - to review the Rectification Plan. 		

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.
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CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Workplace Health and Safety Report for June 2024 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Policy Review - 116 Workplace Health, Safety, Environment and Quality	DOC REF: 11.2.5
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REPORT BY:	David Parker Workplace Health and Safety Officer	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

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:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 116 – Workplace Health, Safety, Environment and Quality.

CONTENT:

Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council’s objectives. Policy 116 – Workplace Health, Safety, Environment and Quality has a three year, or as required by legislation, review period and is now due for review.

The policy was found to still be current, therefore no change to the policy content itself is required. The only changes to be made are to update the review references on the policy cover page.

Attached to this report is the revised policy for review. It is recommended that the policy as present be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That policy 116 – Workplace Health, Safety, Environment and Quality policy, as presented, be adopted.

ATTACHMENTS:

1. Draft Workplace health safety environment and quality Policy 116 [**11.2.5.1** - 3 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Workplace Health, Safety, Environment and Quality

Category:	Policy
Policy Number:	116
Document Version:	1.0.2
Obsolete Version:	20/2/2018 18 th June 2021
Keyword Classification:	Workplace Health, Safety, Environment and Quality
Summary:	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	26 th July 2027
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Executive
Responsible Officer:	Workplace Health and Safety Officer
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice Regulations and Policies under the EP Act



BOULIA SHIRE COUNCIL

TO SUPPORT THIS POLICY, COUNCIL WILL:

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

COUNCILLORS AND EXECUTIVE OFFICERS HAVE AN OBLIGATION TO:

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

SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;



BOULIA SHIRE COUNCIL

- Adopt a risk management approach in consultation with staff to determine the risks associated with identified workplace hazards, and implement appropriate controls to protect the health & safety of staff, contractors and visitors;
- Encourage pro-active staff participation & contribution to the decision making processes of WHSE&Q matters affecting them at work, including the identification, assessment & control of workplace risks.

EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:

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

COLLECTIVELY, WE WILL:

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

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Service June 2024 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Budget 2024/2025

28th June 2024 the Council adopted the 2024/25 Operational, Capital Budgets as well as the Fees and Charges for 2024/25. Budgets are being loaded into the Finance system.

2023/2024 End of Financial Year

Work has been completed on the skeleton financial statements for our external auditor to review. 28th June 2024 we received the results of the review and have made changes.

Planning and timelines have been put in place both internally and externally with the External Audit Plan (EAP) being finalised by PKF Auditors.

Revaluation of Assets for Building and Structures plus Water and Sewerage Infrastructure has been underway, draft reports will be reviewed beginning of June in preparation to endorse and upload to Council's finance system. Assets are ready for upload to the system.

Final capitalisation of capital projects is underway to finalise the end of year for 2024. Financial Statements are being put together in preparation for our final audit.

Interim External Audit

There has been a change in External Auditor lead person, we are now working with Frederick (Erick) Manikan from PKF. The contract with QAO and the External Auditor was extended therefore PKF thought it was a suitable time to change to another Lead Auditor which are in Brisbane.

The Interim Audit is due to start beginning of May 2024, this audit has been underway remotely, liaising with Finance Manager, Graeme on the finer points. The final report has been received by Council and is currently being reviewed, this report will go to the Audit and Risk Management Meeting in August 2024.

External Audit – Recoverable Works and Job Costing

This audit was completed during May 2024. The audit covered contracts with Department of Transport and Main Roads, Queensland Reconstruction Authority as well as other smaller private works quotes and contracts to ensure effective job costing is being followed through to claims.

Exit meeting was held with Council's Executive and Tony Walsh, Internal Auditor. Received final report, this will be presented at the next Audit and Risk Management Committee meeting, planned for August 2024.

Telstra Check-In

Council was invited to do a Telstra Connectivity Planning Workshop, via Teams, this was all about looking into our future for not just Council buildings but also for the future of Council and our Shire. A questionnaire was completed and sent back to the team at Telstra. Our workshop went in-depth into the future of Council's resource demands and how Telstra can assist. This also included discussions on phone towers along the Donohue Highway.

Meetings

I have attended the following meetings during May:

- PKF – Financial Reporting - Webinar
- Internal Audit Exit meeting – Teams - Tony Walsh, Lynn Moore, Henry Mascarenhas
- Service Level Budgeting - LGFP - Webinar
- Connectivity Workshop – Rachel Cliffe, Michael Dwan, Andrew Danise, Mere Varani, Lynn Moore
- Asset Valuations - AVR Consulting, Regan Kenealy, Nick Fein, External Auditors, Graeme Gillam, Lynn Moore
- LRCI Discussion – Nabeel, PKF Auditors
- SurePact – Georgie Craft – management meetings x 2
- ReadyTech update – ReadyTech – Angelo Nardi
- RMPC contract – TMR Meeting – Garth Kath, Patrick Curtain, Henry Mascarenhas, Andrew Spyraakis
- Pre-Start Meeting – Water Mains Air Scouring – RAPADWSA
- Pre-Start Meeting – ORRTG Bridge and Culvert Assessments
- LGFP – Committee Meeting - Teams
- SurePact – PDAG Meeting - Teams
- TMR Monthly Meeting – Garth Kath, Patrick Curtain, Teams with Henry Mascarenhas

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate & Financial Services June 2024 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Comparison of Interest Rates June 2024	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council on the current Interest Rates available.

CONTENT:

Interest rates from each of the banks below as listed, show that Council currently has funds that are not tied in any contracts for the best terms available.

The other banks, to give the interest rates, they require Council to go into a fixed term contract.

Comparison on Interest Rates as at 01-07-2024

Bank	Investment \$	Term	Fixed	Interest Rate (paid monthly)
NAB	\$5,000 - \$1,999,999	3 months 6 months 12 months 13-23 months	Yes	3.5% 3.8% 4.8% 4.5%
ANZ	\$5,000 - \$99,999	3 months 6 months 12 months 18 months 2, 3, 4 or 5 years	Yes	3.60% 3.90% 4.60% 4.00%
Westpac	\$5,000 - \$2,000,000	3 months 6 months 12 or 13 months 14, 15 or 18 months	Yes	3.50% 3.75% 4.25% 4.25%
CBA – Term	\$50,000- \$1,999,999	3 months 6 months 12 months 24-33 months 60 months	Yes	3.50% 3.75% 4.60% 4.00% 4.00%
CBA – At Call	\$0 and over		No	4.35%
QTC	\$0 and over		No	4.82%

Council's Investment current investments with no fixed term.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the comparison of interest rates report for information purposes only.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	Policy Review - 139 Related Parties Disclosure Policy	DOC REF: 11.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

Council reviews policies on a regular basis to ensure they remain compliant with relevant legislation and acts and are up to date. The following policy is due for review.

Policy 139 – Related Parties Disclosure Policy

Council's Related Parties Disclosure Policy is to provide guidance for determining who are the related parties of Council, what equates to related party transactions and how to record them.

The revised policy with suggested changes (highlighted in yellow) is attached for Council consideration.

It is recommended that the policy as presented, be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That policy 139 Related Parties Disclosure Policy be adopted as presented and that a copy of the updated policy be made available in the Councillor Information Hub.

ATTACHMENTS:

1. Related Parties Disclosure Policy 139 [**11.3.3.1** - 5 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Related Party Disclosure Policy

Category:	Policy
Policy Number:	139
Document Version:	Version 11.0.2
Obsolete Version:	2017/5.22 2 nd June 2017, 2020/B7.4, 2023/B6.11
Keyword Classification:	Related Party Disclosures Policy
Summary:	This policy is to provide guidance for determining who are the related parties of Council, what equates to related party transactions and how to record them.
Adoption Date:	26 th July 2024
Resolution:	
Due for Revision	3-years hence
Revision date:	1 st July 2027
Date revoked	n/a
Related documents:	Related Party Declaration Form
Responsible Section	Finance
Responsible Officer	Director of Corporate & Financial Services
Legislation	Local Government Act 2009 Local Government Regulation 2012 Accounting Standard AASB 124 – Related Party Disclosures

OBJECTIVE:

The objective of the policy is to define the parameters for related party transactions and the



BOULIA SHIRE COUNCIL

level of disclosure and reporting required to achieve compliance with *Australian Accounting Standard AASB 124 – Related Party Disclosures*.

SCOPE & PURPOSE:

The purpose of this policy is to be applied in:

- (1) identifying Key Management Personnel (KMP); and
- (2) identifying related party relationships and transactions; and
- (3) identifying outstanding balances, including commitments, between Council and its related parties; and
- (4) identifying the circumstances in which disclosure is required; and
- (5) determining the specific disclosures to be made.

DEFINITIONS:

Arm's length terms – terms between parties that are reasonable in the circumstances of the transactions that would result from:

- (a) neither party bearing the other any special duty or obligation; and
- (b) the parties being unrelated and uninfluenced by the other; and
- (c) each party having acted in its own interests.

Close members of the family of a person – are those family members who may be expected to influence, or be influenced by that person in their dealings with the entity and include:

- (a) that person's children and spouse or domestic partner.
- (b) children of that person's spouse or domestic partner; and
- (c) dependents of that person or that person's spouse or domestic partner.

Entity – can include a body corporate, a partnership or a trust, incorporated association or unincorporated group or body.

Key Management Personnel – are those persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly including but not limited to a Councillor, Chief Executive Officer, Manager or Foreman.

Ordinary citizen transactions - transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities, such as paying rates and utility charges, using Council's public facilities after paying the relevant fee.

Related party - means a person or entity that is related to the entity that is preparing its financial statements. A related party may be an affiliate, and employee, members of the immediate family of an employee or persons having a controlling influence on controlled entities.



BOULIA SHIRE COUNCIL

POLICY STATEMENT:

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures, and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control, or significant influence.

A Related Party relationship could influence the normal business operations of Council. In some instances, Council may enter transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another - for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

IDENTIFICATION OF KEY MANAGEMENT PERSONNEL

For the purposes of this policy, Key Management Personnel are identified as the following:

- (a) Mayor and Councillors;
- (b) Chief Executive Officer;
- (c) Director of Works and Operations;
- (d) Works Manager; Foreman of Roads Construction and Maintenance and the Foreman of Roads Utilities and Services; and
- (e) Director of Corporate & Financial Services
- (f) Finance Manager.

IDENTIFICATION OF RELATED PARTIES

A person or entity is a related party of Council if any of the following apply:

- (a) They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- (b) They are an associate or belong to a joint venture of which Council is part of;
- (c) They and Council are joint ventures of the same third party;
- (d) They are part of a joint venture of a third party and Council is an associate of the third party;
- (e) They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- (f) They are controlled or jointly controlled by close members of the family of a person.



BOULIA SHIRE COUNCIL

- (g) They are identified as a close member of the family of a person with significant influence over Council or a close member of the family of a person who is a KMP of Council;
- (h) They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- (a) Entities related to Council;
- (b) Key Management Personnel of Council;
- (c) Close family members of KMP;
- (d) Entities or persons that are controlled or jointly controlled by KMP, or their close family members.

REVIEW OF RELATED PARTIES

A review of KMP's and their related parties will be undertaken on an annual basis. Particular events, such as a change of Councillors, Chief Executive Officer or other relevant staff or a corporate restructure, will also trigger a review of Council's related parties. The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment and recorded on a Related Party Declaration Form.

IDENTIFICATION OF CONTROL OR JOINT CONTROL

A person or entity is deemed to have control if they have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from involvement with the entity; and
- (c) the ability to use power over the entity to affect the number of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

REQUIRED DISCLOSURES & REPORTING

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

1. Disclosure of any related party relationship - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether there have been transactions within the relevant reporting period.
2. Compensation disclosures - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in AASB 124) in total.

RELATED PARTY TRANSACTION DISCLOSURES

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:



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- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments; and
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Council must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - (a) The amount of the transaction;
 - (b) The amount of outstanding balances, including commitments, and
 - i. Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - ii. Details of any guarantee given or received.
 - (c) Provision for doubtful debts related to the amount of outstanding balances; and
 - (d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (i) significance of transaction in terms of size;
- (ii) whether the transaction was carried out on non-market terms;
- (iii) whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (iv) whether the transaction is disclosed to regulatory or supervisory authorities;
- (v) whether the transaction has been reported to senior management; and
- (vi) whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions if the transactions are Ordinary citizen transactions and to determine the significance of each of the transactions.

REVIEW:

Key Management Personnel must update their related parties where there is a change or, in any case, review their related parties on an annual basis.

TITLE:	Policy New - 171 Work Experience and Volunteer Policy	DOC REF: 11.3.4
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance
 5.1: Confidence
 5.1.1: Manage Council’s operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

Bouliia Shire Council (Council) is approached from time to time by individuals offering their services in either a voluntary or work experience capacity or as a participant in the 'work for the dole' program. Council supports work experience students, 'work for the dole' participants and the use of volunteers as part of its commitment to involvement with the community. This commitment includes providing employment pathways for local students and providing employment opportunities for disadvantaged community members.

This policy's purpose is to identify the principles and process for accepting volunteers and detailing Council obligations and expectations. It is intended to ensure that the work performed by volunteers working at the Council is safe, meaningful and provides opportunities for learning and professional development.

It is recommended that the policy as presented, be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

Policies must be consistent with any relevant guidelines and legislation as issued.

RECOMMENDATION:

That policy 171 Work Experience and Volunteer Policy be adopted as presented and that a copy of the policy be made available in the Councillor Information Hub.

ATTACHMENTS:

1. Draft Work Experience Volunteer Policy [11.3.4.1 - 4 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Work Experience & Volunteer Policy

Category:	Policy
Policy Number:	171
Document Version:	new
Obsolete Version:	N/A
Keyword Classification:	Work experience and Volunteer working.
Summary:	Council supports work experience students, 'work for the dole' participants and the use of volunteers as part of its commitment to involvement with the community.
Adoption Date:	26/07/2024
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	26/07/2027
Date revoked:	N/A
Related documents:	N/A
Responsible Section:	Corporate Services
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	



BOULIA SHIRE COUNCIL

POLICY INTENT

Boulia Shire Council (Council) is approached from time to time by individuals offering their services in either a voluntary or work experience capacity or as a participant in the 'work for the dole' program. Council supports work experience students, 'work for the dole' participants and the use of volunteers as part of its commitment to involvement with the community. This commitment includes providing employment pathways for local students and providing employment opportunities for disadvantaged community members.

This policy's purpose is to identify the principles and process for accepting volunteers and detailing Council obligations and expectations. It is intended to ensure that the work performed by volunteers working at Council is safe, meaningful and provides opportunities for learning and professional development.

SCOPE

This policy is binding on each Council employee, whether permanent, temporary, casual, or volunteer and may also extend to others such as students on work experience, work for the dole participants, contractors, subcontractors and committee members who are or who may be perceived to be acting on Council's behalf.

The policy is not intended to create or confer any entitlement on an employee or volunteer. It does not form part of any employee's contract of employment. Any entitlement conferred or payments made under this policy are conferred or made at the absolute discretion of the Council.

The Council may at its sole discretion, on a case-by-case basis, alter the way any procedure associated with this policy is conducted to ensure it suits the particular circumstances of the case.

DEFINITIONS

'Volunteer' refers to any individual who performs a service for and directly related to the business of Council, without the expectation of monetary or material compensation. In this policy, unless otherwise stated, the term '*volunteer*' includes students on work experience and 'work for the dole' participants.

'Community volunteer' refers to people who volunteer their time to support community activities in areas such as libraries, visitor information centres, special events (such as ANZAC Day or Carols in the Park) or serve as members of Council committees and boards.

'Work experience placement' refers to a formal work experience arrangement that forms part of an education or training course (secondary or tertiary students).



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'Community project placement' refers to a work experience arrangement through a community-based organisation which works with disadvantaged community members, such as the 'work for the dole' program.

'Nominated supervisor' refers to the person who has been nominated by Council to provide the primary supervision to the volunteer or a person nominated by a community-based organisation (who is not an employee of Council) to provide the primary supervision to the volunteer.

BACKGROUND

Council acknowledges and values the significant contribution that volunteers make to our community and recognises that the work they undertake contributes to improving the quality of life and the environment throughout Boulia Shire.

Volunteering can improve health, lower stress, provide a connection to the community, reduce social isolation, and raise self-esteem. Volunteering can also provide an opportunity to develop new skills or enhance existing ones and improve career prospects. On a broader level, volunteering can contribute to the wellbeing and unity of a community.

Volunteer placements also provide an opportunity to promote Local Government and to attract applicants for future positions within Council or the broader Local Government Sector.

POLICY STATEMENT

Council will only provide volunteer or work experience opportunities where the genuine needs of the person can be met. The placement should provide meaningful duties and opportunities to observe duties that are relevant to the study or career aspirations of the applicant. All volunteers will be treated with respect and gratitude for their contribution.

Volunteers will not be engaged to replace paid staff members.

Volunteer and work experience opportunities will be limited to positions that:

- pose low risk to health and safety, and
- operate within ordinary working hours.

Volunteers are required to abide by all relevant Council policies and procedures, including but not limited to, the Employee Code of Conduct and Workplace Health and Safety requirements.

Adequate induction, orientation and support will be provided to enable work experience students or volunteers to carry out their prescribed duties. If the individual is working with



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machinery or equipment, they must be provided with personal protective equipment (PPE) and be supervised by a trained staff member.

The nominated supervisor is responsible for explaining all relevant policies and procedures that apply to the student or volunteer.

In normal circumstances, a voluntary placement will be offered for a defined period of time or the period of a project, activity or event.

Any placement made under this policy is required to meet the unpaid work experience or volunteering requirements for lawful unpaid work in Queensland.

WORK EXPERIENCE PLACEMENTS

Council may offer work experience to students enrolled in a course of study in an educational or other institution, provided that the students can provide evidence that the institution agrees to cover the students for insurance purposes while they are at Council.

Council aims to improve the future career prospects of students on work experience by providing them with:

- Improved understanding of the workplace environment and what employers expect.
- The opportunity to explore jobs or industries that interest them to inform future career and study choices.
- The opportunity to develop their skills, both technical and professional (e.g. teamwork and punctuality). These can be very useful as examples of their work in future job applications.
- A network of contacts for personal reference, future study and career advice.

COMMUNITY PROJECT PLACEMENTS

The Council may work with community-based organisations to provide meaningful work experience and skills for disadvantaged community members. These placements, which may form part of a 'work for the dole' or disability support program, are designed as an opportunity for participants to gain an understanding of the requirements of the particular occupational area in which they may wish to work.

TERMINATION OF PLACEMENT

A voluntary placement can be terminated at the discretion of Council at any time without notice or cause.

TITLE:	Financial Report for June 2024	DOC REF: 11.3.5
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REPORT BY:	Graeme Gillam Finance Manager	DATE: 24/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

5.2.3: Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only – not applicable

PURPOSE:

Financial Summary as at 30 June 2024.

CONTENT:

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

	30-Jun-24	31-May-24
Cash at Hand	14,089,696	21,366,276
Net Cash Equivalent (Debtors-Creditors)	(222,621)	144,069
Total	\$13,867,074	\$21,510,345

Income

Total revenues to 30 June 2024 were \$16,827,149. This equates to approximately 105% of this year's budget.

Expenditure

Total expenses to 30 June 2024 were \$15,311,140. This equates to approximately 74% of this year's budget. This does not include the final depreciation expense charge calculation for the year.

Liquidity

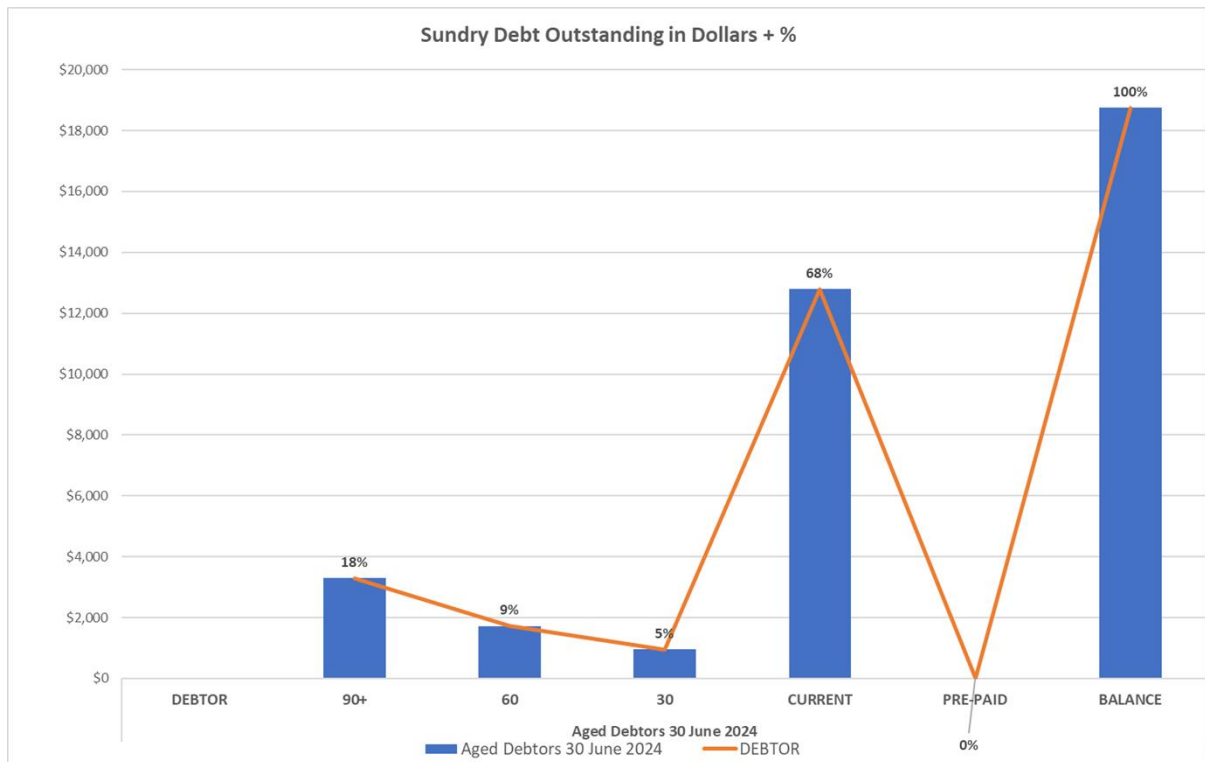
CBA		\$279,989
Floats		\$1,150
<u>Investments</u>		
CBA At Call	4.35%	\$1,986,077
QTC	4.82%	\$11,822,480
		Total
		\$14,089,696

Additional Information on Cash Position:

Cash Balances as at 30 June 2024		14,089,696
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		-
Funded		
Funded Employee Entitlements (Current and Non-Current)		1,289,369
Grant Funding (paid in Advance)		1,183,605
Working Capital Cash		1,500,000
Capital Grants		9,381,262
Operating Result for 2023/2024		(3,131,378)
Less Capital Expenditure 2023/2024		(13,542,830)
Backed by Cash		4,284,190
Cash unallocated as at 30 June 2024		9,805,506

Aged Debtors to 30 June 2024

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 3,291	\$ 1,723	\$ 947	\$ 12,786	0	\$ 18,747



**90+Days
Outstanding**

For this month, amounts greater than 90+ days total \$3,291, which constitute 18% of the total debtors. Payment arrangements are in place.

Creditors 30 June 2024

The total amount waiting for payment, not yet due is \$652,112.

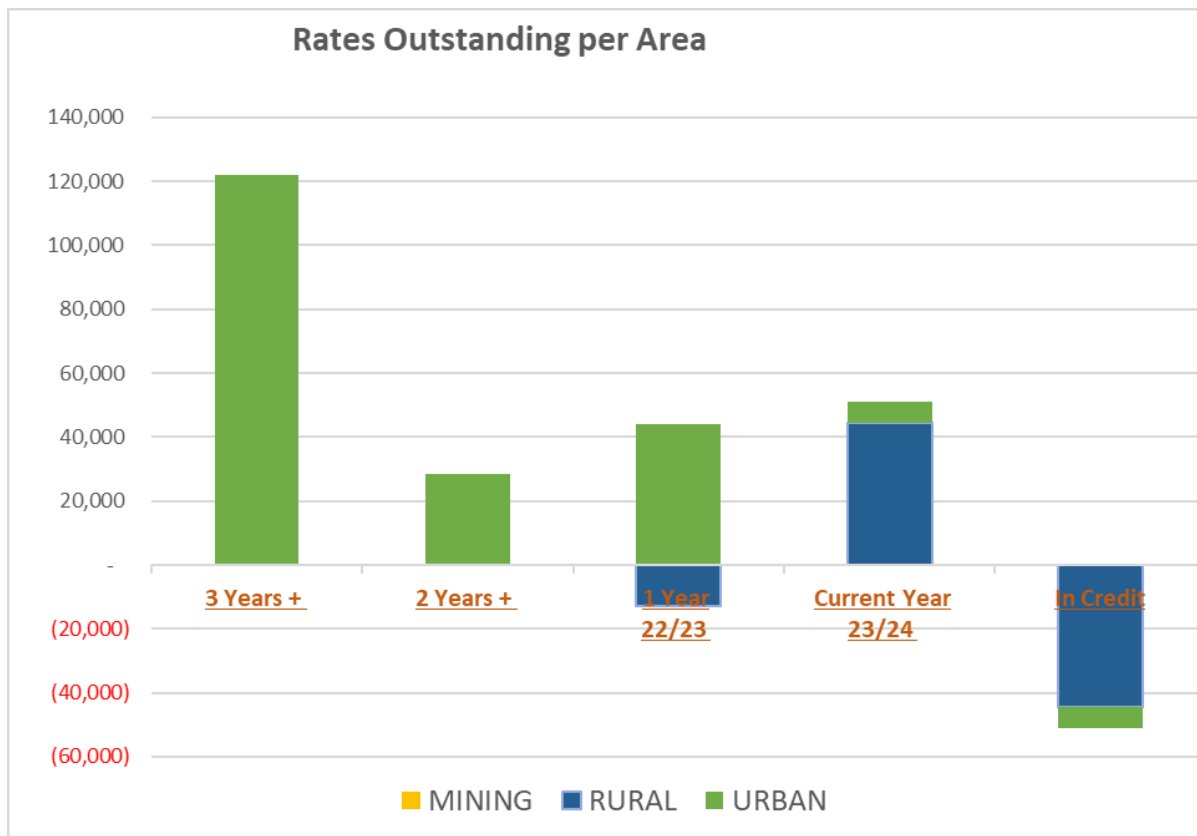
Rates 30 June 2024

Total Outstanding is \$181,295.

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$121,800	\$28,294	\$44,185	\$6,416	\$(6,416)	\$194,280
RURAL	-	-	\$(12,998)	\$44,515	\$(44,515)	\$(12,998)
MINING	-	-	\$13	-	-	\$13
ALL	\$121,800	\$28,294	\$31,200	\$50,930	\$(50,930)	\$181,295

3 Years + Analysis

Boulia - Urban	\$16,457.92	Proposed Sale of Land	
	\$1,181.71	Payment arrangement	
			\$17,639.63
Urandangi - Urban	\$32,135.42	Proposed Sale of Land	
	\$8,242.84	Payment arrangement	
	\$17,394.94	Dispute over Ownership	
	\$13.06	Outstanding Reminder	
	\$46,374.58	Deceased Estates	
			\$104,160.84
			\$121,800.47



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Finance Report for June 2024 be received for information.

ATTACHMENTS:

1. Income Statement June-24 [11.3.5.1 - 1 page]
2. FS Balance Sheet as at ME June-24 [11.3.5.2 - 1 page]
3. FS Cash Flow Statement ME June-24 [11.3.5.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue and Expenses ME June-24 [11.3.5.4 - 2 pages]
5. CONFIDENTIAL REDACTED - Capital Budget 23-24 to ME June-24 [11.3.5.5 - 3 pages]
6. CONFIDENTIAL REDACTED - LRCI #2 Progress ME June-24 [11.3.5.6 - 1 page]
7. CONFIDENTIAL REDACTED - LRCI #3 Progress ME June-24 [11.3.5.7 - 1 page]
8. CONFIDENTIAL REDACTED - LRCI #4 Progress ME June-24 [11.3.5.8 - 1 page]
9. CONFIDENTIAL REDACTED - OW #7 Progress ME June-24 [11.3.5.9 - 1 page]
10. CONFIDENTIAL REDACTED - W4Q Progress ME June-24 [11.3.5.10 - 3 pages]
11. CONFIDENTIAL REDACTED - LGGSP ME June-24 [11.3.5.11 - 1 page]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 June 2024

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,837,051	1,782,240
Fees and charges	531,674	504,900
Rental income	276,626	248,700
Interest received	807,288	301,900
Sales - contract and recoverable works	1,398,593	1,796,990
Other Income	361,316	304,500
Grants, subsidies, contributions and donations	2,730,922	7,212,550
Total Recurrent Revenue	<u>7,943,469</u>	<u>12,151,780</u>
Capital Revenue		
Grants, subsidies, contributions and donations	9,381,262	10,416,324
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>9,381,262</u>	<u>10,416,324</u>
Total Revenue	<u>17,324,731</u>	<u>22,568,104</u>
Total Income	<u>17,324,731</u>	<u>22,568,104</u>
Expenses		
Recurrent Expenses		
Employee benefits	(4,343,483)	(8,668,070)
Materials & Services	(6,705,604)	(2,687,580)
Finance Costs	(25,760)	(45,100)
Depreciation	(4,109,794)	(5,275,610)
Total Recurrent Expenses	<u>(15,184,641)</u>	<u>(16,676,360)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	(624,080)	-
Total Expenses	<u>(15,808,721)</u>	<u>(16,676,360)</u>
Net Result Attributable to Council	<u><u>1,516,010</u></u>	<u><u>5,891,744</u></u>

BOULIA SHIRE COUNCIL**Balance Sheet****as at 30 June 2024***2023/2024 Actuals***Current Assets**

Cash and cash equivalents	14,089,696
Trade and other receivables	429,491
Inventories	467,071

Total Current Assets 14,986,257**Non-current Assets**

Property, plant and equipment	202,506,646
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Total Non-current Assets 202,506,646**TOTAL ASSETS** 217,492,903**Current Liabilities**

Trade and other payables	(652,112)
Borrowings	(47,330)
Provisions	(1,291,888)
Contract Liabilities	(1,598,473)

Total Current Liabilities (3,589,803)**Non-current Liabilities**

Borrowings	(1,164,587)
Provisions	(99,461)

Total Non-current Liabilities (1,264,048)**TOTAL LIABILITIES** (4,853,851)**NET COMMUNITY ASSETS** 212,639,052**Community Equity**

Asset revaluation reserve	97,863,455
Other reserves	2,328,551
Retained surplus	112,447,046

TOTAL COMMUNITY EQUITY 212,639,052

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 June 2024

	<i>2023/2024</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2023-24</i>
Cash Flows from Operating activities:		
Receipts from customers	5,171,939	5,726,000
Payments to suppliers and employees	(11,207,972)	(11,832,000)
	<u>(6,036,034)</u>	<u>(6,106,000)</u>
Interest received	807,288	715,000
Rental income	276,625.72	357,000
Non-capital grants and contributions	2,730,922	5,766,000
Borrowing costs	(25,760)	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>(2,246,958)</u>	<u>696,000</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(13,542,830)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	9,381,262	40,829,000
Net Cash Inflow (Outflow) from Investing activities	<u>(4,161,568)</u>	<u>(5,139,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	(77,455)	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<u>(77,455)</u>	<u>1,369,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>(6,485,981)</u>	<u>(3,074,000)</u>
Cash and Cash Equivalents at beginning of Reporting period	20,575,678	20,575,678
Cash and Cash Equivalents at end of Reporting period	<u><u>\$ 14,089,696</u></u>	<u><u>\$ 17,501,678</u></u>

11.4 Community Services

TITLE:	Economic & Community Development Report – June 2024	DOC REF: 11.4.1
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REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 15/07/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

6.1.2: Provide community services through government funded programs for the benefit of disadvantage members of the community

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

7.4.1: Make Bouliá the place on everyone's bucket list

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide Council with an update of the activities associated with Councils' Economic and Community development activities.

CONTENT:

Tourism:

- Tourism Officer focus on preparing for high visitation season
- Planning continuing for the painting of mural on concrete at Heritage Centre
- Upcoming Outback Masters evening event @ Min Min Experience

Grants:

- Current submissions
 - Building Bush Tourism – Upgrade jail cells in park
 - Have received advice application not successful

Current submissions

- First Nations Sport & Rec program – Application successful in obtaining funding

Community Pool:

Closed during the month, however works program being delivered.

Community Sports Centre:

With recently appointed Sports Officer there has been a significant increase in activity at the Centre, with 273 people attending in June, equating to a 250% increase since April. Particular successes have been after school activities and weekly indoor soccer.

Library service:

The Library has previously opened from 8.15am to 1.15pm Monday to Friday. In an effort to best meet customer needs, additional hours are being trialled on a Monday afternoon, opening through to 5pm. This could particularly benefit those collecting school children.

Library patron numbers have increased significantly in 2024 with five of the six months to date, being above the period in 2023. During June the visitation was 240, nearly three-fold that in previous year.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2023	51	137	86	131	129	88	131	197	275	182	205	152
2024	101	140	237	162	143	240						

Library activities:

This month our First 5 Forever program was held twice a week. Set days being Wednesday and Fridays. We have started to plan and have a month-to-month calendar that we send to all the local mums.

School holiday activities were on this month, and we had a few local children attend with family members.

Tarsha has started a local book club and is holding meetings in the Library.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	240
Wi Fi	22
Number of new members - local	0
Tourist Members	0

Economic Development:

In better focusing this activity area a number of generally small initiatives were commenced during the month, including:

- Leading work on the negotiation of an extended twelve-month contract with Southern Cross Austereo (Channel 7 network) to broadcast promotional material on the Bouliia Shire.
- Organising two productions to visit in August comprising a children's show and comedy/musical for more mature audience.
- Investigating some broader economic opportunities such as agri-tourism.
- Improving signage to key facilities and as such improve visitation.
- Investigating grant opportunities that support community activity.

- Pursuing opportunities with Workcamp to implement broader projects.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Economic and Community Development Report for June 2024 be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Review of Boulia Arts and Cultural Policy Report	DOC REF: 11.4.2
REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 24/07/2024

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate

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

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 1: A strong supportive community environment

1.3: Boulia Shire to have active inclusive communities

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

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

Key Priority 4: Caring for the environment

4.1: Well managed

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

6.2.1: Encourage and promote community wellbeing, including healthy and active lifestyles

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

RISK MANAGEMENT:

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

PURPOSE:

To provide Council with an opportunity to undertake its periodic review of the Arts and Cultural Policy and consider opportunities to better deliver programs across regional arts and cultural.

CONTENT:

Arts and culture: It is important to value the significant role that arts, culture and creativity play in enriching peoples' lives and communities and securing prosperous and creative futures.

Summary of current policy: This seeks to support Council in recognising its artistic and cultural obligations to a diverse society and how the preservation of our history and culture is a benefit to the community.

The policy is to be applied during the process of determining how Regional Arts Development Funding (RADF) or similar is to be distributed amongst the community.

The strategies include the provision of financial contributions to the Regional Arts Development Fund, engage creative community members, foster Indigenous art, support local artists and encourage partnerships with touring groups that undertake cultural tours.

Revisions to the policy: The key directions and priorities of the current policy are considered contemporary and can reasonably be re-adopted subject to the updating of names and dates (Attachment 1).

The one sizable change is the preparation of a supporting procedure as an addendum to the updated policy. This is envisaged to address:

- Establishment and composition of a committee comprising Councillors and community members that can more formally assess funding applications, before referral to Council.
- Guiding framework across appointment, term, roles, meetings and good governance.
- Coordination with two annual RADF grant rounds annually, to coincide with Committee meetings held following the closure of each round.
- Provision of support by the person appointed as the RADF Liaison Officer.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the amended Arts and Cultural Policy, including the addendum be adopted and the CEO be authorised to undertake the necessary implementation.

ATTACHMENTS:

1. DRAFT Arts and Cultural Policy - 117 [11.4.2.1 - 6 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Arts and Cultural Policy

Category:	Policy
Policy Number:	117
Document version:	2 1.0.3
Obsolete version:	25th July 2018 20 th July 2021
Keyword classification:	Arts and Culture
Summary:	Policy is for Council to recognise its artistic and cultural obligations to a diverse society and how the preservation of our history and culture is a benefit to the community. Council is therefore committed to providing opportunity for residents to participate in developmental workshops/forums and other cultural or artistic mediums involving Arts and Culture.
Adoption date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	26 th July 2027
Date revoked:	n/a
Related documents:	n/a
Responsible Section:	Economic and Community Services Development
Responsible Officer:	Manager Community Services Economic and Community Development Manager
Legislation:	Local Government Act 2009



BOULIA SHIRE COUNCIL

OBJECTIVE

Boulia Shire is an area rich in its own cultural history and home to people from many diverse backgrounds. Boulia has a strong local Indigenous, pioneering and outback culture.

The objective for Council is to recognise its artistic and cultural obligations to this diverse society and how the preservation of our history and culture is of benefit to the community. Council is therefore committed to providing an opportunity for residents to participate in developmental workshops/forums, visiting tours and other cultural or artistic mediums involving Arts and Culture.

SCOPE

This policy has been developed as a guide to Council when considering matters, which will have an impact on the cultural life of Boulia Shire residents.

This policy will be applied during the process of determining how Regional Arts Development Funding (RADF) or similar is to be distributed amongst the community.

POLICY

The objective of this policy is to:

- Establish and manage a committee composed of Council and community members to assess applications for Regional Arts Development Funding and provide recommendations to Council (refer to policy Addendum for further Boulia Arts and Cultural Committee information).
- Regulate and monitor the approval process of Regional Arts Development Funding applications providing they meet the KPO's of Council.
- Provide a transparent and accountable process for any funding approval related to RADF and Arts & Culture programs.

DEFINITIONS

Art: In this policy, the term art has a broad definition referring to all art forms which include visual arts, crafts, music, theatre, entertainment, heritage, community festivals, workshops and events and public space design.

Culture: The word culture in this policy describes a way of life for a group of people or a time. It is the representation of customs, traditions, a set of common understandings, shared beliefs and values. It can include associations with land, language, ways of living and working, artistic expression, relationships and identity.



BOULIA SHIRE COUNCIL

GOALS AND STRATEGIES

Goals and strategies are meant to enhance Council's capacity to effectively develop Art programs or projects and Community Events, to preserve our heritage in the community and to build creative capital in our community.

STRATEGIES:

- Ensuring adequate Council staff and resources are available where possible and within Council budget guidelines to realise strategies identified for implementation.
- Provide a financial contribution to the Regional Arts Development Fund and ensure budgets are kept within Council guidelines.
- Support and utilise Regional Arts Development Fund Guidelines.
- To make available alternate discretionary funding for Arts and Cultural activities which do not fully meet RADF guidelines but are still deemed to be valuable activities for the community.
- To engage creative community members when developing solutions to a range of issues pertaining to arts and cultural projects.
- To encourage and foster Indigenous art at all levels in partnership with Indigenous groups.
- Encourage partnerships with ARTour or similar groups to continue facilitating regional cultural tours.

COMMUNITY GROUPS

To encourage and support the participation of community members in local Arts and Heritage groups to promote town pride and a better awareness and understanding of Local History and Cultures.

STRATEGIES:

- Provide adequate financial and in-kind support to local arts and heritage groups
- Operate the Regional Arts Development Fund to assist groups and organisations in sourcing relevant experts to deliver training/ workshops in relevant fields and deliver new works.

FACILITIES AND SERVICES

Provide facilities/venues for arts and cultural activities and the preservation of historic and heritage artefacts.

STRATEGIES:

- Preserve Indigenous and non-Indigenous culture wherever possible.



BOULIA SHIRE COUNCIL

- Provide a library service in the Shire shire that meets the needs of the community and follows the State Governments rural library lending policies.
- Facilitate an awareness of the shire's unique heritage and cultural importance by area promotion when and where possible.
- Maintain functional Community infrastructure e.g. Racecourse Reserve Complex and Boulia Heritage Centre Stonehouse Museum.

LOCAL ARTIST AND HERITAGE ENTHUSIASTS

To provide support and encouragement to local artists and Heritage enthusiasts such as the Boulia Historical Society to retain a culture of knowledge that is able to be passed onto visitors and generations to come.

STRATEGIES:

- Identifying skills development needs of local artists and pursuing opportunities for appropriate training to be delivered within the Shire.
- Support the collection of locally significant stories as a valued resource.
- Support local artists in acquiring training to further their own skills and in turn be able to pass them onto other community members by way of workshops or professional development courses

DISCLOSURE:

This policy does not remove any other obligations under the *Local Government Act*, any other legislation, or relevant codes and policies regarding the disclosure of any interests.



BOULIA SHIRE COUNCIL

Boulia Arts and Cultural Committee – Addendum

Purpose: The Boulia Arts and Cultural Committee (BACC) provides advice and assistance to the Council on the delivery of the Regional Arts Development Fund (RADF) program. This recognises the value of arts, culture and heritage as key drivers of diverse and inclusive communities.

Membership: Council will establish a BACC Committee with membership that is culturally and geographically representative of the community by:

- Publicly advertising for expressions of interest and/or
- Direct invitation of Committee members.

The Committee will consist of two Councillors, one of whom will be the chairperson, and up to five community members.

The term of appointment will be for a maximum of four years.

To be considered for a position a community member will need to:

- Provide Council with a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.
- Indicate which groups they represent within the community.

Nominations for community members will be assessed by a panel including the RADF Liaison Officer and two other Council employees appointed by the Chief Executive Officer. The panel will submit their recommendations for community members for endorsement by Council.

A member may be removed from the BACC committee by Council if they do not meet the expectations of this Addendum.

Community membership of the BACC is on a voluntary basis and eligible for remuneration or reimbursement of expenses.

Authority: The BACC is an advisory group and does not have the authority to direct Council or staff or authorise expenditure.

Administrative support: Provided by the RADF Liaison Officer to the committee.

Roles and responsibilities: Attend and participate in BACC meetings through the assessment of grant applications against current RADF criteria and recommend funding allocations to Council. Recognising that advice on any real or perceived conflict of interest is reported to the RADF Liaison Officer prior to the meeting.

Council's Chief Executive Officer will appoint a staff member as the RADF Liaison Officer to support the Committee and local RADF program.

Meetings: These will be coordinated with the two annual RADF grant rounds. There will be a need for a quorum of at least 50% of committee members. Agendas,



BOULIA SHIRE COUNCIL

applications and support material will be circulated in sufficient time to enable consideration prior to each meeting.

Committee members may also be invited to additional meetings to address any issues that may arise.

Meetings are not open to the public for observation.

Grant approval process: Once the BACC has reached agreement on the grant applications to be recommended for a level of funding the RADF Liaison Officer will submit the matters to a Council Meeting for determination.

Confidentiality: All matters discussed at Committee meetings, together with all material are confidential. The Chair may determine that some material should be released for community information/engagement.

Communication: Dialogue with the media and other stakeholders is to be undertaken by Council unless otherwise approved by CEO.

Amendment of Addendum: The BACC may recommend to Council variations to the Addendum which Council will consider. Council may at any time through consideration at a Council Meeting vary the terms of this Addendum.

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – June 2024	DOC REF: 11.4.3
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REPORT BY:	Karen Savage Tourism Officer	DATE: 21/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

6.2.2: 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 Boulia Heritage Centre and to promote tourism in the Shire and surrounding region.

CONTENT:

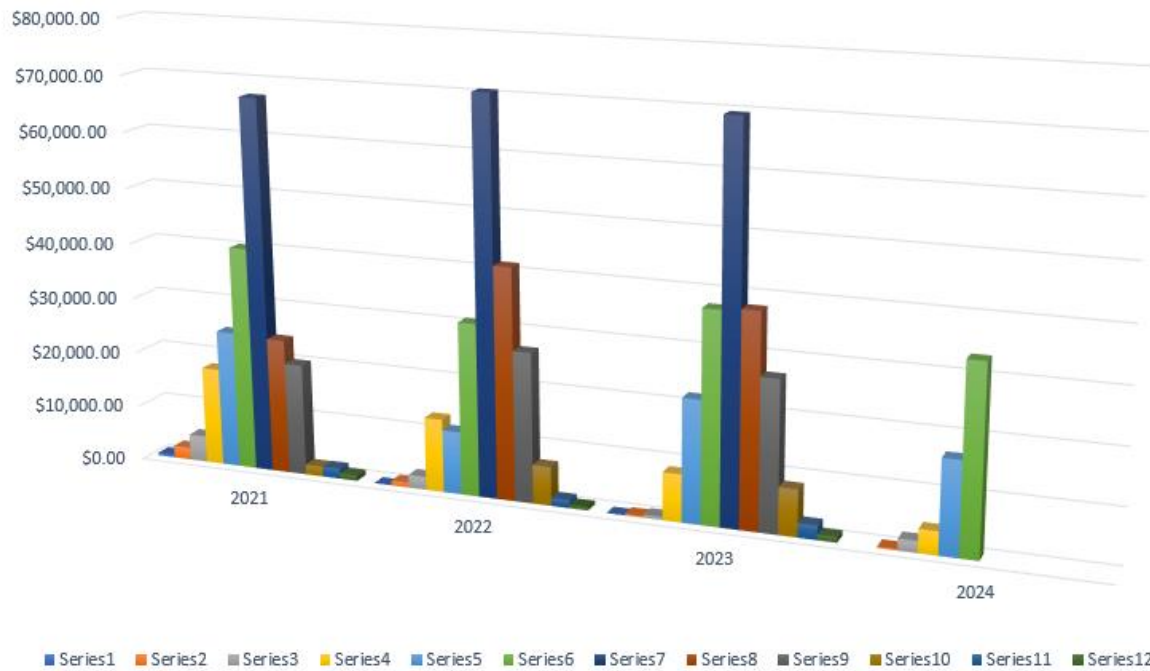
Monthly Activity Statistics: June 2024

Sales – tickets/merchandise	\$ 34608.61
MME total Visitor Stats	1280
MME Tickets	400
BHC Tickets	80
COMBO Tickets	183
Rezdy Online Bookings during the month (no payment taken)	1

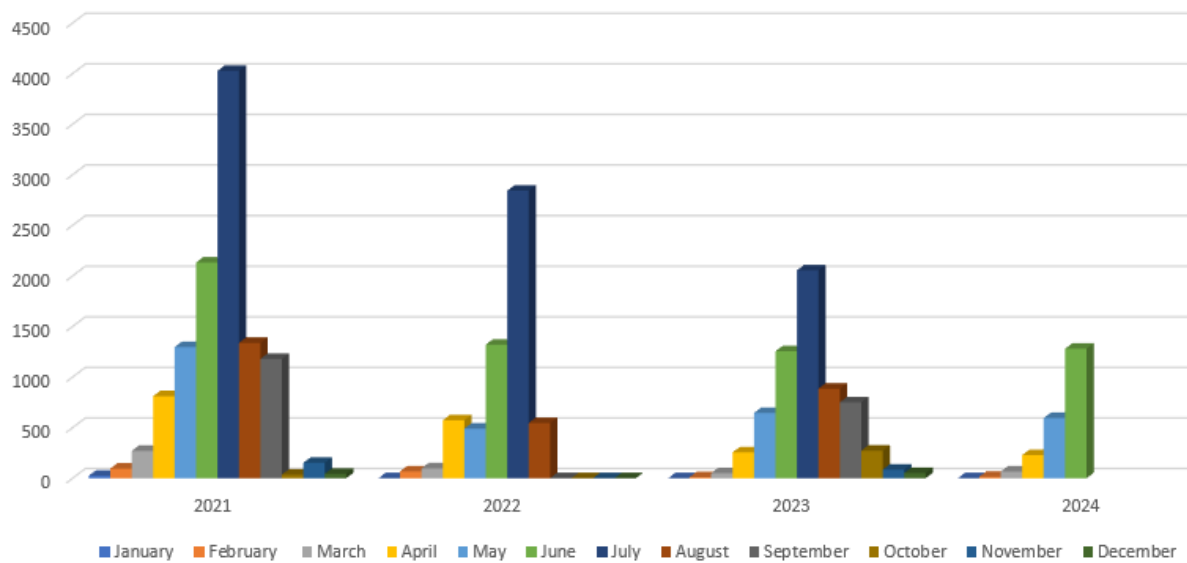
Social Media Statistics: June 2024

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	448 profile views, 136 interactions 53 website visits from the profile 2 Five-star reviews

MME & BHC YTD INCOME



MME & Heritage Complex Visitor Information



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

Visitor numbers definitely improved this month. June stats show numbers slightly increased over last year however, there is still a real reluctance to spend money on tours! This appears to be due to the general cost of living with many travellers saying their allocated funds are just not stretching this year.

Group Bookings: 5 group bookings this month with very positive reviews, however a noticeable decrease in spending of these groups.

Social Media: Facebook posts reached 2325 people this month with 125 engaging in posts.

Explore Queensland Network: n/a

Merchandise: Merchandise is selling well, however income remains slightly lower than last year this time.

Bouliá Heritage Centre:

The Heritage Complex has had some wonderful reviews with a comment made "this is the best small town museum I have ever visited!".

General:

Telephone enquiries remain high for travel during July and Camel Races. A great week was recorded the week before the Big Red Bash which brought our statistics up from 50% of normal numbers to 95-100%!

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Bouliá Heritage Centre Report June 2024 be received for information.

ATTACHMENTS: Nil

Reviewed by Economic and Community Development Manager	Mr Paul Bawden
Approved by Chief Executive Officer	Ms Lynn Moore

12 Late Reports

Nil

13 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.
- j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the *Local Government Act 2009*.

TITLE:	CEO Performance Review 2023-2024	DOC REF: 13.1.1
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CLOSED SESSION REFERENCE:

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;

PURPOSE:

To advise Council that the Performance Review of the CEO Lynn Moore has been completed.

TITLE:	Pitta Pitta Land Compensation Claim	DOC REF: 13.1.2
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CLOSED SESSION REFERENCE:

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:

(h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;

PURPOSE:

To confirm Councils' position on the request for land for the Pitta Pitta Group land compensation through Department of Agriculture and Fisheries.

14 General Business

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