

Boulia Shire Council



General Meeting

Thursday 20th June 2019



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BOULIA SHIRE COUNCIL

12th June 2019

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Thursday 20th June 2019** at the **Boulia Airport Terminal** commencing at **10 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meeting Pg.1
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:
 - ENGINEERS REPORT – GBA CONSULTING
 - Item E1 Engineering Services Report – News brief Pg.12
 - DIRECTOR OF WORKS AND OPERATIONS
 - Item DWO1 Grants Work Status Summary Pg.15
 - Item DWO2 Boulia Works Program 2018/21 Pg.18
 - Item DWO3 See Closed Session
 - INFORMATION REPORTS
 - Item A NDRRA Flood Damage Works Department Pg.19
 - Item B Foreman, Road Maintenance and Utility Services Pg.21
 - Item C Foreman, Roads Maintenance and Construction Pg.24
 - Item D Rural Lands Protection Officer Pg.25
 - Item E Work Camp Report Pg.27
 - CHIEF EXECUTIVE OFFICER
 - Item CEO1 CEO Briefing for April 2019 Pg.28
 - Item CEO2 Action List Pg.31
 - Item CEO3 Policy Review - Risk Management Policy Pg.38
 - Item CEO4 Security Access Card and CCTV Policy Pg.49
 - Item CEO5 Bronze Statue Request Pg.57
 - Item CEO6 Domestic and Family Violence Leave Policy Pg.60
 - Item CEO7 Wangkamahdla People (QUD52/2016) Native Title Determination Pg.66
 - Item CEO8 Donation of Min Min Café Equipment Pg.68

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



TELEPHONE: (07) 4746 3188
FACSIMILE: (07) 4746 3136

EMAIL:
admin@boulia.qld.gov.au
ABN: 20 492 088 398

BOULIA SHIRE COUNCIL

| | | |
|------------|---|--------|
| Item CEO9 | See Closed Session | |
| Item CEO10 | Councillors Remuneration Report Including Experience Level Payments | Pg.71 |
| Item CEO11 | Policy Review – 104 Gifts Policy | Pg.88 |
| Item CEO12 | Appointment as authorised persons | Pg.93 |
| Item CEO13 | Delegations to CEO and CEO to Staff Review | Pg.94 |
| Item CEO14 | Operational Plan and Budget 2019-2020 | Pg.102 |
| Item CEO15 | Corporate Plan 2019-2024 | Pg.162 |
| Item CEO16 | See Closed Session | |

MANAGER CORPORATE & FINANCIAL SERVICES

| | | |
|----------|---|--------|
| Item FM1 | Manager Corporate & Financial Services Report | Pg.163 |
|----------|---|--------|

COMMUNITY SERVICES MANAGER

| | | |
|-----------|---|--------|
| Item CSM1 | Community Services Report | Pg.167 |
| Item CSM2 | Online Booking System for Min Min Encounter | Pg.172 |
| Item CSM3 | Min Min Sign Report | Pg.173 |

INFORMATION REPORTS

| | | |
|--------|----------------------------------|--------|
| Item F | Min Min Encounter | Pg.174 |
| Item G | Boulia Heritage Complex | Pg.176 |
| Item H | Boulia Sports and Aquatic Centre | Pg.178 |
| Item I | Library | Pg.179 |

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

| | |
|------------|--|
| Item DWO3 | George Bourne & Associates Hourly Rates and Expenses |
| Item CEO9 | Ann Britton Photography |
| Item CEO16 | Sale of Houses |

Ms Lynn Moore
Chief Executive Officer

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

Local Government Regulation - 275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -
 - (a) the appointment, dismissal or discipline of employees; or
 - (b) industrial matters affecting employees; or
 - (c) the local government's budget; or
 - (d) rating concessions; or
 - (e) contracts proposed to be made by it; or

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BOULIA SHIRE COUNCIL

- (f) starting or defending legal proceedings involving the local government; or
 - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

DECLARATION OF INTERESTS

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

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

COMMONLY USED ACRONYMS

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



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Conflict of Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

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

Signed

Date

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COUNCILLOR DECLARATION OF INTEREST
Declaration of a Material Personal Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

Signed

Date

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**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON WEDNESDAY 22nd MAY 2019
COMMENCING AT 10 AM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 10.12 am

Mr Stuart Bourne, Mr Harin Karra and Mr Jim Newman entered the meeting at 10.12 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

**2019/5.1 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS –
MAY 2019 ORDINARY MEETING OF COUNCIL**

Moved: Councillor Rick Britton Seconded: Councillor McGlinchey
Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the May 2019 Ordinary Meeting of Council and resolved to handle each declaration as follows:

| Councillor | Agenda Item Number | Type of Declaration | How the interest will be handled |
|--------------|---|----------------------------|---|
| Beck Britton | DWO4 (Closed Session) DWO5 (Closed Session) DWO7 (Closed Session) | Material Personal Interest | Councillor Beck Britton has a real material personal interest in the matter and, accordingly, must leave the meeting room, including any place set aside for the public, and stay away while this matter is discussed and voted on. |

2019/5.6 RURAL LANDS PROTECTION OFFICER

PURPOSE:

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

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

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

Carried

2019/5.7 BOULIA WORK CAMP REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 24th April to 2nd May 2019.

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

That the Boulia Work Camp report is received for information.

Carried

2019/5.8 GRANTS WORK STATUS SUMMARY

PURPOSE:

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

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

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

Carried

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

2019/5.9 2019-21 WORKS FOR QUEENSLAND APPROVED PROJECTS

PURPOSE:

The purpose of this report shows a breakdown of the approved list of projects under the 2019-21 Works for Queensland Round 3 program.

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

That the Council accepts the 2019-21 Works for Queensland funding allocation of \$1,030,000 and further, Council authorises the Chief Executive Officer to sign the necessary documents.

Carried

2019/5.10 CLOSED MEETING AT 10.58 AM

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

Closed Session

Local Government Regulation 275

(e) contracts proposed to be made by it;

Carried

2019/5.11 OUT OF CLOSED SESSION AT 11.25 AM

Moved: Councillor Neilson Seconded: Councillor Beauchamp

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

Carried

The following recommendations were resolved from the closed session: 2019/5.12, 2019/5.13, 2019/5.14, 2019/5.15, 2019/5.16, 2019/5.17, 2019/5.18, 2019/5.19.

2019/5.12 CENTRAL HIRE: VARIATION 3 URANDANGIE BORDER RD – GEORGINA CULVERT APPROACH SLAB RECONSTRUCTION

PURPOSE:

To provide a summary and recommendation for the emergency concrete works required on the Urandangie Border Rd – Georgina River culvert as a result of recent flooding from February and March 2019 events.

Moved: Councillor McGlinchey Seconded: Councillor Neilson

That Council accept Variation 3 from Central Hire for the concrete works on the Urandangie Border Rd – Georgina Crossing.

Carried

2019/5.13 CENTRAL HIRE P/L VARIATION 4 FOR NDRP SPRINGVALE ROAD FLOODWAY RECONSTRUCTION T2018-19-1

PURPOSE:

To provide pricings for review and recommendation of various concrete works (Drought Communities Program) to be completed in Boulia Township.

Moved: Councillor Neilson Seconded: Councillor McGlinchey

That in relation to NDRP Springvale Road Floodway Reconstruction tender number T2018-19-1, Council accept all three schedules for variation four from Central Hire at a total cost of \$201,313 excluding GST.

Carried

Mr Bourne, Mr Newman and Councillor Beck Britton left the meeting at 11.08 am.

2019/5.14 PLANT COMMITTEE - REPLACEMENT TOYOTA HILUX – TENDER NO: T2018-19-5

PURPOSE:

To submit to Council the outcomes of the recently distributed tenders for the sale and purchase of vehicles.

Moved: Councillor Rick Britton Seconded: Councillor Beauchamp

That, for Tender No. T2018-19-5, Boulia Shire Council accept the tender price of \$58,820 less trade-in of \$23,350 for Unit 566, Toyota Hilux Dual cab (inclusive of goods and services tax) from Black Toyota Dalby for the purchase of a Toyota Hilux Dual Cab.

Carried

2019/5.15 PLANT COMMITTEE - REPLACEMENT TOYOTA HILUX – TENDER NO: T2018-19-6

PURPOSE:

To submit to Council the outcomes of the recently distributed tenders for the sale and purchase of vehicles.

Moved: Councillor Rick Britton Seconded: Councillor Beauchamp

That for Tender No. T2018-19-6, Boulia Shire Council accept the tender price from Black Toyota Dalby to purchase a new Toyota Hilux Dual cab of \$58,820 (inclusive of goods and services tax). Further, sell the unit 574, Toyota Hilux Dual cab to Adrien Wells for \$25,010 (inclusive of goods and services tax).

Carried

2019/5.16 PLANT COMMITTEE - REPLACEMENT TOYOTA PRADO – TENDER NO: T2018-19-7

PURPOSE:

The Council's budget provided for the replacement of one Prado and this report seeks endorsement of the Plant Committee recommendation to accept the tender without trade-in from Black Toyota Dalby and sell the unit 572 vehicle to Tim Edgar.

Moved: Councillor Rick Britton Seconded: Councillor Beauchamp

That for Tender No. T2018-19-7, Boulia Shire Council accept the tender price from Black Toyota Dalby to purchase a new Toyota Prado GXL of \$79,994.60 (inclusive of goods and services tax). Further, sell the unit 572, Toyota Prado GX to Tim Edgar for \$35,000 (inclusive of goods and services tax).

Carried

2019/5.17 PLANT COMMITTEE - PURCHASE TOYOTA HILUX UTILITY – TENDER NO: T2018-19-8

PURPOSE:

The Council's budget provided for the purchase of a new Toyota Hilux single cab utility, and this report seeks endorsement of the Plant Committee recommendation to accept the tender from Black Toyota Dalby.

Moved: Councillor Rick Britton Seconded: Councillor Beauchamp

That for Tender No. T2018-19-8, Boulia Shire Council accept the tender price from Black Toyota Dalby to purchase a new Toyota Hilux Single Cab Utility for \$34,160 (inclusive of goods and services tax).

Carried

Councillor Beck Britton returned to the meeting at 11.16 am.

2019/5.18 PLANT HIRE AND TRADE SERVICES REGISTER OF PREQUALIFIED SUPPLIERS TENDER BSC T2017/18-4 12 MONTHS TERM EXTENSION RATES REFRESH

PURPOSE:

The purpose of this report is to document the contract extension rates refresh of tenders associated with Plant Hire and Trade Services Register of Pre-Qualified Suppliers (Project), leading to the recommendation for extending the Panel by a 12 month term for the Plant Hire and Trade Services Register of Pre-Qualified Suppliers.

Moved: Councillor Beauchamp

Seconded: Councillor Rick Britton

That Boulia Shire Council approves to extend the Panel by a 12 month term (01/07/2019 to 30/06/2020) with the rates refresh of the Plant Hire and Trade Services Register of Pre-Qualified Suppliers List RFT/Contract No: BSC T2017-18-4.

Carried

2019/5.19 APPLICATION FOR WORK CAMP ASSISTANCE – BOULIA GOLF CLUB

PURPOSE:

To advise Council of a new application received for Work Camp assistance and to request Council's decision on whether or not the application is to be approved or denied.

Moved: Councillor Neilson

Seconded: Councillor Rick Britton

That Council acknowledge the assistance for Work Camp as follows:

| Applicant | Approved/Denied |
|------------------|-----------------|
| Boulia Golf Club | Approved |
| Applicant A | Denied |
| Applicant B | Denied |

Carried

The meeting was adjourned for morning tea at 11.27 am.

The meeting resumed at 11.37 am. Mr Karra left the meeting at 11.37 am.

2019/5.20 MINUTES OF THE APRIL 2019 ORDINARY MEETING

Moved: Councillor Beck Britton

Seconded: Councillor Rick Britton

That the Minutes of the General Meeting held on 17th April 2019 be accepted.

Carried

2019/5.21 MINUTES OF THE MAY SPECIAL MEETING OF COUNCIL

Moved: Councillor McGlinchey

Seconded: Councillor Rick Britton

That the Minutes of the Special Meeting of Council held on 7th May 2019 be accepted.

Carried

2019/5.22 CEO BRIEFING FOR APRIL 2019

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor Beck Britton

That the CEO report is received for information.

Carried

2019/5.23 ACTION LIST

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor McGlinchey

That the updated Action List report be received for information.

Carried

The meeting was adjourned for lunch at 11.57 am.

The meeting resumed at 12.47 pm.

2019/5.24 CLOSED MEETING AT 12.47 PM

Moved: Councillor McGlinchey Seconded: Councillor Rick Britton

Closed Session

Local Government Regulation 275

- (a) the appointment, dismissal or discipline of employees;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government

Carried

2019/5.25 OUT OF CLOSED SESSION AT 1.53 PM

Moved: Councillor McGlinchey Seconded: Councillor Neilson

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

Carried

The following recommendations were resolved from the closed session: 2019/5.26, 2019/5.27, 2019/5.28.

2019/5.26 REMOTE MECHANICAL SERVICES CONTRACT

PURPOSE:

To advise Council of the expiry of the contract for the mechanical services contract and the new contract which has now been developed, reviewed and agreed upon between the Chief Executive Officer and the contractor.

Moved: Councillor Rick Britton Seconded: Councillor Beck Britton

That Council, pursuant to regulation 235 resolve that:

1. because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for mechanical services and
2. award the contract for mechanical services to Grant Jensen trading as Remote Mechanical Services in accordance with the rates and terms as agreed in the contract.

Carried

2019/5.34 MANAGER CORPORATE & FINANCIAL SERVICES REPORT

PURPOSE:

Financial Summary as at 30th April 2019.

Moved: Councillor Beck Britton

Seconded: Councillor Neilson

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

Carried

2019/5.35 BOULIA HERITAGE COMPLEX (INFORMATION REPORT)

PURPOSE:

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

Moved: Councillor Neilson

Seconded: Councillor Rick Britton

That the Boulia Heritage Complex report is received for information.

Carried

2019/5.36 BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)

PURPOSE:

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

Moved: Councillor Beck Britton

Seconded: Councillor Rick Britton

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

Carried

At the April 2019 Ordinary Meeting of Council, Councillors chose to defer making a recommendation from the Councillors Remuneration Report regarding -

Attendance at meetings where the Mayor or Councillor is not being compensated by the other party ie: paid to attend then the meeting fee is to apply. Other meetings as approved by Council in advance will also attract the meeting fee.

Until a report with more information was presented to Council.

The matter of Councillor remuneration was discussed and the following recommendation was subsequently made –

2019/5.37

Moved: Councillor Beck Britton

Seconded: Councillor McGlinchey

That a pay level matrix be established for Councillor remuneration.

Carried

NB: The Min Min Site Signage report was deferred from the April 2019 Ordinary Meeting of Council for discussion at the May 2019 Ordinary Meeting of Council, however due to information still being sought for this matter, the report was not yet presented to Council.

Meeting Closure

The Mayor closed the meeting at 3.24 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

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

UNCONFIRMED MINUTES

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|----------------------------|
| TITLE: | Engineering Services Report - Newsbrief | DOC REF: Item E1 |
|---------------|---|----------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | STUART BOURNE GBA - SENIOR CIVIL ENGINEER | DATE: 07/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

Water - *Objective* – Provision of an abundant quantity of quality water.

Sewerage and Waste - *Objective* – Provide sustainable and environmentally sound sewerage and waste services for the communities within the shire.

Infrastructure - *Objective* - Develop, improve and maintain infrastructure to meet the needs of the community.

Roads - *Objective* - Strive to develop, improve and maintain roads to a high standard.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

| | |
|---|--|
| 20 th – 23 rd May | Flood Damage completion pickup (Matt), Council Meeting, stormwater replacement (Stu) |
| 27 th – 31 st May | CH Clearances DCP new Bores (Matt/Michael) |

2. Road Maintenance Performance Contracts

RMPC pavement and signage defects pickup completed on DTMR roads. 85% of defects have been collected on Barcaldine/Cloncurry sections. Grid/Culvert defects still remaining to collect on Boulia-Mt Isa Rd, will be completed in coming months. Approximate defect value of \$6 million.

3. Main Roads Minor Works Performance Contracts

RoadTek works:

- 'Boulia North' chg 5.07 – 17.75km (12.68km - rehab and widen). Nearly 3km sealed and opened to traffic
- 'Lucknow' chg 223.78-245.3km (sections of rehab and widening). Works commenced.
- Top Limestone Creek – design complete, some funding allocated – pending details.

4. Flood Damage Works

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

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

The March 2018 flood event (North and North West Queensland Low and Associated Rainfall and Flooding 24th February – 8th March 2018) Emergency work (BoSC 21.18) has been approved and acquitted (\$433k). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works to be completed by June 2020.

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

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency work pickup is 95% complete, a small section of Urandangie South Rd is remaining. Emergency works has commenced and is 85% completed. Works to be finished by 28 June 2019.

Variation 3, Emergency works on the Georgina Culvert on the Urandangie Border Rd has been issued to Central Hire for remediation works to the damaged section of the culvert, under DRFA Emergency works. Works to be completed by Central Hire by 28th June 2019.

NDRP Springvale Road concrete floodway replacement: Central Hire was the successful tenderer, letter of acceptance has been signed and returned. Contract has been issued. Variation 1 for a second floodway on the Springvale Rd has been approved. Works commencement has been pushed to June 2019 due to flooding and wet weather.

5. Other

RAPAD Water and Sewer Alliance

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

Donohue Highway: Outback Way Funding Package 2

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

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

Drought Communities Program (DCP)

Daly Bros were the successful tenderers for the New Bores. Daly Bros have finished the bore on the Toolebuc-Middleton Rd and have moved to the Toolebuc Rd site. Bore drilling to be completed by 30th June 2019.

Variations under NDRP Springvale Road Floodway Reconstruction T2018-19-1 Contract were awarded to Central Hire to complete reconstruction of new sections of Footpath, Kerb and Channel and replacement of a stormwater culvert on Pituri St. The stormwater culvert is completed and footpath works have commenced.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

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

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (10/06/2019)

| QRA Event Code | Activation | Type | Submitted Value(Inc PM,Esc and Cont) | Approved Submission Value (Inc PM,Esc and Cont) | Total Expenditure to Date | Status | Comments |
|----------------|---------------|------------------|--------------------------------------|---|---------------------------|----------------------------|---|
| BoSC.19.16 | Sept. 2016 | REPA | \$ 1,626,724.35 | \$ 1,625,911.76 | \$ 1,899,909.61 | Approved | Works completed, Acquittal Stage |
| BoSC.23.18 | March. 2018 | REPA | \$ 7,200,421.00 | \$ 3,994,189.65 | \$ - | Approved | Approved - pending commencement |
| | Jan/Feb .2019 | Emergency Works | | | | Pickup and Emergency works | Emergency works completed and acquittal commenced |
| | Mar. 2019 | Emergency & REPA | | | | Pickup and Emergency works | Emergency works commenced |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|----------------------------|------------------------------|
| TITLE: | GRANTS WORK STATUS SUMMARY | DOC REF: Item DWO1 |
|---------------|----------------------------|------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Mr Harin Karra Director of Works and Operations | DATE: 10/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

2. SOCIAL - 'Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle'.

2.1.6 - Continue to provide or support the provision of parks and reserves, aquatic centres, sporting facilities, cemeteries and other important community services in a responsible manner.

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Two

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program

(Dept. of Infrastructure and Regional Development – Federal funding)

BoR - Building Our Regions Funding (DSD – Dept. of State Development – State funding)**RAU - Remote Airstrip Upgrade Funding**

(Department of Infrastructure, Regional Development and Cities)

NDRP - 2017-18 Natural Disaster Resilience Program

(State of Queensland acting through the Queensland Reconstruction Authority)

GGPS - Get Playing Places & Spaces**STCO - Stronger Communities Programme (Round 3)**

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

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at June 10, 2019

| GRANTS | PROJECTS Description | Grant Source | Approved Grant | Council Contribution | Total Allocation for the Project \$ | Grant end date | Current Status of the Project |
|--|---|-----------------------|----------------|----------------------|-------------------------------------|----------------|--|
| 1. Sewer Upgrade | Relining project | BoR | \$ 500,000 | \$ - | \$500,000 | 30/06/2019 | Completed. Acquittal process commenced. |
| 2. Shire Hall renewal | Refurbish shire hall | DCP-Drought | \$ 443,870 | \$34,240 | \$478,110 | 30/06/2019 | Awning completed. |
| 3. Jockeys Room | Build extension onto existing shed | DCP-Drought | \$ 257,900 | \$8,600 | \$266,500 | 30/06/2019 | Project completed and acquittal completed. |
| 4. RSL refurbishment | Kitchen – use stove and maybe cupboard from Hall | Council Project | | \$35,000 | \$35,000 | - | Variation verbally approved. Awaiting on letter conformation W4Q 2 - \$80,000 |
| 5. Urandangie clinic \$50k | Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting. | RFDS | \$ - | | \$50,000 | 30/06/2019 | New sink, taps and hot water system have been replaced. Verandah has been re-oiled. New cistern to be installed. |
| 6. Well Being Centre | House - 3 Dialysis Rooms | DCP-Drought \$572,900 | | \$7,200 | \$580,100 | 30/06/2019 | St Hilliers site establishment completed. Earthworks commenced. Removed old shed and morgue shed. |
| 7. Depot Cement Shed | Demolish existing shed and replace | Council Project | | \$250,000 | \$250,000 | - | Hold until next FY. |
| 8. Racecourse Sewer Connection | An upgrade to improve the quality of sewer treatment & wastewater disposal in compliance with relevant standards & regulations. | (W4Q2) | \$ 450,000 | \$0 | \$450,000 | 30-Jun-19 | 90% work completed. Connection to the pump station will be connected by end of June. |
| 9. Upgrade Council Depot Security | Upgrade new switch board, install new security cameras & lighting for the Depot. | (W4Q2) | \$ 100,000 | \$0 | \$100,000 | 30-Jun-19 | Cameras will be installed to have completed the project by end of May 2019. |
| 10. Toilet & Shower for New Truck Parking / Rest area Facility | Construct new toilet and shower for the new truck parking facilities. | (W4Q2) | \$ 100,000 | \$0 | \$100,000 | 30-Jun-19 | Variation applied to withdraw the project. |
| 11. Stage 2 Toilet Ramp & Solar Hot Water System Urandangie | Install new disabled ramp & solar hot water system for shower Urandangie. | (W4Q2) | \$ 40,000 | \$0 | \$40,000 | 30-Jun-19 | Project Completed. |
| 12. Community Hall Flooring | Repair & polish Community Hall wooden flooring. | (W4Q2) | \$ 35,000 | \$0 | \$35,000 | 30-Jun-19 | Project completed. |
| 13. Airport Fencing at Urandangie | Install new security fence around Urandangie Airport. | (RAU) | 50,000.00 | 0.00 | \$ 50,000 | 30-Jun-19 | Project variation approved. |
| 14. Boulia Post Office | Install new disabled ramp, repair loading deck, new access door, internal refurbishing & painting. | (W4Q2) | \$ 100,000 | \$0 | \$100,000 | 30-Jun-19 | Outside paint work commenced. |
| 15. Cenotaph Lighting | Remove damaged cable & install new conduit. | (W4Q2) | \$ 15,000 | \$0 | \$15,000 | 30-Jun-19 | Project Completed. |

Boulia Shire Council Projects / Grants Update Register

| <i>GRANTS</i> | <i>PROJECTS Description</i> | <i>Grant Source</i> | <i>Approved Grant</i> | <i>Council Contribution</i> | <i>Total Allocation for the Project \$</i> | <i>Grant end date</i> | <i>Current Status of the Project</i> |
|---|---|--|-----------------------|-----------------------------|--|-----------------------|---|
| 16. River Water Pipe Upgrade | Remove old steel pipe & install new poly line. | (W4Q2) | \$ 65,000 | \$0 | \$65,000 | 30-Jun-19 | Project completed. |
| 17. Shade Shelter & Seating at Bubbler Park area | Install new shade structure with seating at bubbler park. | (W4Q2) | \$ 20,000 | \$0 | \$20,000 | 30-Jun-19 | Variation applied to withdraw the project. Listed on W4Q Round 3. |
| 18. Workshop Refurbishing | Install shady area & painting. | (W4Q2) | \$ 35,000 | \$0 | \$35,000 | 30-Jun-19 | Work will be completed end of June 2019. Awaiting on Central Hire. Contractor not able to start due to wet weather. |
| 19. Playground Softfall | Construction of new Softfall for the playground at the pool. | (W4Q2) | \$ 20,000 | \$0 | \$20,000 | 30-Jun-19 | Project completed on 5/4/2018. |
| 20. Disinfection Systems Implementation for Boulia Town | Install new disinfection system for Boulia Town water & modification to the mains to install the system | LGGSP | \$ 155,250 | \$103,500 | \$ 258,750 | 30-Jun-19 | Working. Project completed. |
| 21. Asset Management Plan | Set up Asset Management plan for the Council | LGGSP | \$ 18,000.00 | \$ 12,000.00 | \$ 30,000 | 30-Jun-19 | Project Completed. |
| 22. Boulia Robinson Park Security Cameras & Lighting | New Security Cameras install & colorbond fencing | LGGSP | \$ 18,630.00 | \$ 12,420.00 | \$ 31,050 | 30-Jun-19 | Project Completed. |
| 23. Boulia Airport Crack seal repair and switchboard upgrade | Repair RWY, upgrade new stainless-steel weatherproof switchboard and backup power connection. | RAU | 32,624.53 | 36,624.53 | \$ 69,249 | 30-Jun-19 | 90% project completed. |
| 24. Urandangie Airport Upgrade | Patch repair, resealing RWY, line marking, RWY emergency solar lights. | RAU | 187,130.00 | 187,130.00 | \$ 374,260 | 30-Jun-19 | 80% project completed. |
| 25. Floodway Upgrade - Springvale Road | Upgrade Floodway | NDRP | \$ 147,210 | \$147,210 | \$294,420 | 30-Jun-20 | Side-track completed. Central Hire contractor onsite. |
| 26. Disabled Toilet Robinson Park "Meeting Place" Men's Shed Installation | Construct New wheelchair accessible toilet and baby change table facility | Stronger Communities Programme (Round 3) | \$ 20,000.00 | \$ 20,370.00 | \$ 40,370 | 30-Jun-19 | Project and acquittal completed. |
| 27. Tennis Courts - 2 Synthetic grass courts to support Tennis & Basketball | Refurbish Tennis courts | Get Playing Places & Spaces | 89,800.00 | 23,000.00 | \$ 112,800 | 30-Jun-20 | Deed has been signed. Contractor will be on site September 2019. |
| 28. Installation Bores, Reconstruct Floodway's, Town Works | 6 new bores on the Council road network, renew footpaths, renew K&C and renew one storm water drainage. | Drought Communities Extension and TIDS | 1,050,000.00 | 21,831.00 | \$ 1,071,831 | 30-Jun-19 | Work commenced. |
| 29. Boulia Industrial Estate | Construct Industrial blocks | Building our Regions Round 4 | 994,800.00 | \$ | \$ 994,800 | 13-Jul-20 | Surveying completed. Designing started. Earthworks commenced. |

BOULIA SHIRE COUNCIL
Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|---------------------------|
| TITLE: | NDRRA FLOOD DAMAGE WORKS DEPARTMENT (INFORMATION REPORT) | DOC REF: Item A |
|---------------|---|---------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Gordon Stumbris Consultant Works Overseer | DATE: 09/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: Roads

Outcome 3.4 Strive to develop, improve and maintain roads to a high standard

- 3.4.5 Improve and maintain the road network to decrease closure periods due to flooding and subsequent damage
- 3.4.6 Maintain and improve the safety of the shire road network

PURPOSE:

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

CONTENT:

Emergent Works March 2019 Rain Event up-date:

Both Contract Crews have completed 16 out of 18 roads damaged by the above Rain Event, the two (2) outstanding roads are as follows -

- (A) South Urandangie Rd (Current Site) and
- (B) Linda Downs Rd,

We have twelve working days to finalise this Flood Emergent Works (by 26-6-2019). Our current work schedule indicates finalisation within this timeframe.

On top of a heavy Emergent Works Program I am pleased to report Contract Staff have carried out and completed the following -

- Project (1) Two side-tracks along Springvale Rd, Chainage 21.44 and 21.90 to enable proposed New Concrete Floodways to be constructed;
- Project (2) Site preparation of 100 x 100 metre pads for the Drilling Contractor (currently underway – 1st Site Toolebuc/Middleton Rd). We have completed three (3) of the six required;
- Project (3) Gravel Works for the March 2018 full Restoration Program (REPA) has commenced for the following roads that form part of the schedule of works - (A) Coorabulka Rd, (B) Toolebuc Rd, (C) Toolebuc/Middleton Rd, (D) Pathungra Rd, (E) Elrose Rd, (F) Springvale Rd, (G) Slashers Creek Rd. Our aim is to carry out all works relating to gravel on ONE VISIT, thereby eliminating expensive mobilisation costs.

CONSULTATION: GBA as project officers on NDRRA Flood damage work.

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

RECOMMENDATION:

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

ATTACHMENTS: Shire Roads Emergent Works March event update

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

| FLOOD DAMAGE ANALYSIS June Review of March 2019 Rain Event Emergent Works (IMPACT ON COUNCIL'S ROAD NETWORK) 317 Damaged Sections | | | | | | | | Boulia Shire Council - Length per Zone (kms) | | |
|---|----------------------------|---------------------|------------------------------|----------------------------|----------------------------|-------------------------------|---------------------|---|---------------------------------|---------------|
| | | | | | | | | Eastern Zone | Central Zone | Western Zone |
| Road Name | Number of Damaged Sections | Number Completed | Length of Road Damaged (kms) | % of Road Length Completed | Pick Up Photos Taken Y / N | Completion Photos Taken Y / N | Area East of Boulia | | Area West of Boulia & Mt Isa Rd | |
| 1 | Coorabulka Road | 24 | 24 | 21.00 | 100.00% | Y | N | 76.89 | 38.82 | 163.81 |
| 2 | Springvale Road | 15 | 0 | 6.37 | 100.00% | Y | N | | | |
| 3 | Warra Road | 1 | 0 | 0.05 | 100.00% | Y | N | Total Damaged Pavement Across Shire Associated with March 2019 rain Event 279.52 Kms | | |
| 4 | Slashers Creek Road | 21 | 21 | 1.41 | 100.00% | Y | N | | | |
| 5 | Toolebuc Road | 24 | 16 | 43.98 | 100.00% | Y | N | | | |
| 6 | Pathungra Road | 15 | 15 | 1.06 | 100.00% | Y | N | | | |
| 7 | Toolebuc / Middleton Road | 6 | 0 | 3.02 | 100.00% | Y | N | | | |
| | | Total Length | | 76.89 | 100.00% | Fully Completed | | 100.00% | 100.00% | 78.75% |
| 8 | Elrose Road | 15 | 15 | 5.92 | 100.00% | Y | N | 218.00Kms Completed / 61.52 Kms to be Completed @ 9-6-2019 ON - Schedule | | |
| 9 | Selwyn Road | 38 | 38 | 30.83 | 100.00% | Y | N | | | |
| 10 | Selwyn Connection Road | 4 | 4 | 0.63 | 100.00% | Y | N | | | |
| 11 | Fort Williams Road | 5 | 3 | 1.44 | 100.00% | Y | N | | | |
| | | Total Length | | 38.82 | 100.00% | Fully Completed | | Emergent Works for this March 2019 Rain Event needs to be Completed by 26th June 2019, We as a Contract Management Team are on Schedule to Ensure compliance with this timeframe | | |
| 12 | North Urandangie Road | 14 | 0 | 7.89 | 100.00% | Y | N | | | |
| 13 | Headingly Road | 13 | 0 | 6.20 | 100.00% | Y | N | | | |
| 14 | Urandangie Border Road | 12 | 0 | 18.54 | 100.00% | Y | N | | | |
| 15 | South Urandangie Rd | 25 | 0 | 39.25 | 30.00% | Y 85% | N | | | |
| 16 | Linda Downs Road | 16 | 0 | 34.25 | 0.00% | Y | N | | | |
| 17 | Linda Downs Link Road | 9 | 9 | 12.92 | 100.00% | Y 85 % | N | | | |
| 18 | Donohue Highway | 38 | 35 | 34.07 | 100.00% | Y | N | | | |
| 19 | Cravens Peak Rd | 19 | 0 | 10.69 | 100.00% | Y | N | | | |
| | | Total Length | | 163.81 | 78.75% | Nearly 80% Completed | | | | |



Indicates the TWO Outstanding Projects required to complete All Works

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|---------------------------|
| TITLE: | WORKS DEPARTMENT (INFORMATION REPORT) | DOC REF: Item B |
|---------------|--|---------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Mr Ron Callope Foreman, Road Maintenance and Utility Services | DATE: 11/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

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

PURPOSE:

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

CONTENT:

Race Course:

| | |
|-------------------|---|
| Arena and grounds | Work has commenced for all the repairs needed at the Racecourse. The main damage on the racetrack has been repaired however this will just need to be touched up before the Camel Races. All other duties required to have the grounds ready for the Camel Races has also commenced and is currently ongoing. |
|-------------------|---|

Town water testing and Depot maintenance:

| | |
|------------------------|---|
| Chlorine level testing | Issues previously reported have been resolved with the system now running to expected capacity. |
|------------------------|---|

Parks and Gardens:

| | |
|--|--|
| Council, Min Min, ANZAC and Airport gardens | All garden areas are being worked on (watering, weeding etc) to ensure they are kept looking good. The Robinson Park was cleaned and the mats replaced on the play areas this month. |
| Signage | RMPC signage is still an ongoing project. |
| Mowing/Whipper Snipping and other town maintenance tasks | <p>Our crew was kept busy with mowing and whipper snipping being completing in the following areas on these days throughout May:</p> <p>Airport – 1st & 14th School Park – 20th Footpaths – 16th, 20th, 21st, 22nd, 23rd, 27th, 29th & 30th Robinson Park – 2nd, 17th & 29th Council Administration Building – 8th Median Strips – 7th & 28th Post Office – 15th Sports Centre & Oval – 9th, 27th & 28th Stonehouse – 22nd Min Min Encounter – 16th Pensioner Unit – 23rd SES/Fire Station – 20th Melrose Place – 7th</p> <p>The team also worked on - Cleaning Gutters – 3rd & 13th Linemarking – 13th & 15th</p> |

Town entrances:

| | |
|---|---|
| Boulia–Bedourie–Winton roads intersection | The moon rocks project is on hold at the moment waiting for the availability of WORK Camp. General whipper snipping maintenance has been completed. |
| Three Mile Campground | The area has been maintained with general whipper snipping and slashing. |

RMPC/Works crew:

| RMPC budget | <p>In total we still currently have 758 defects noted on all our RMPC listed roads (with the recent flood event we are yet to complete new tasks).</p> <p>RMPC works has recommenced now that the recent emergent works is near completion. Reseal and prep works on Bedourie Road ch-118.73km to ch-119.58km is 50% completed and Winton Road ch-292.06 to ch-315.212km is scheduled to recommence as of 13th June 2019.</p> <p>Also we have supplied to RoadTek 116mq of concrete so far this month for the Boulia North job.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|----------------------|------------|--|--|------|--------|------------|---------------------|----|--|--|---------------------|----|--|--|--------------------|----|--|--|----------------------|----|---|--|------------------------|----|--|--|-------------------------------|----|--|--|---------------------|--|--|----|---------------------|----|--|---|-------------|----|----|--|---------------|----|---|--|-------------------|----|--|---|---------------|--|--|----|-----------|----|--|--|
| Emergent Works | <p>RMPC Crew have now completed their tasks for the emergent works being carried out on the Boulia-Bedourie Road.</p> <p>The following table shows the road closure statistics from 1st – 31st May 2019:</p> <table border="1"> <thead> <tr> <th rowspan="2"><u>1-31 May 2019</u></th> <th colspan="3">TOTAL</th> </tr> <tr> <th>Open</th> <th>Closed</th> <th>Restricted</th> </tr> </thead> <tbody> <tr> <td>BOULIA - DAJARRA RD</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td>DAJARRA - MT ISA RD</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td>BOULIA - WINTON RD</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td>BOULIA - BEDOURIE RD</td> <td>26</td> <td>5</td> <td></td> </tr> <tr> <td>BOULIA - QLD BORDER RD</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td>QLD BORDER - ALICE SPRINGS RD</td> <td>31</td> <td></td> <td></td> </tr> <tr> <td>URANDANGIE SOUTH RD</td> <td></td> <td></td> <td>31</td> </tr> <tr> <td>URANDANGIE NORTH RD</td> <td>26</td> <td></td> <td>5</td> </tr> <tr> <td>TOOLEBUC RD</td> <td>18</td> <td>13</td> <td></td> </tr> <tr> <td>COORABULKA RD</td> <td>23</td> <td>8</td> <td></td> </tr> <tr> <td>SLASHERS CREEK RD</td> <td>26</td> <td></td> <td>5</td> </tr> <tr> <td>SPRINGVALE RD</td> <td></td> <td></td> <td>31</td> </tr> <tr> <td>SELWYN RD</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table> | <u>1-31 May 2019</u> | TOTAL | | | Open | Closed | Restricted | BOULIA - DAJARRA RD | 31 | | | DAJARRA - MT ISA RD | 31 | | | BOULIA - WINTON RD | 31 | | | BOULIA - BEDOURIE RD | 26 | 5 | | BOULIA - QLD BORDER RD | 31 | | | QLD BORDER - ALICE SPRINGS RD | 31 | | | URANDANGIE SOUTH RD | | | 31 | URANDANGIE NORTH RD | 26 | | 5 | TOOLEBUC RD | 18 | 13 | | COORABULKA RD | 23 | 8 | | SLASHERS CREEK RD | 26 | | 5 | SPRINGVALE RD | | | 31 | SELWYN RD | 31 | | |
| <u>1-31 May 2019</u> | TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Open | Closed | Restricted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOULIA - DAJARRA RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DAJARRA - MT ISA RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOULIA - WINTON RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOULIA - BEDOURIE RD | 26 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BOULIA - QLD BORDER RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| QLD BORDER - ALICE SPRINGS RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| URANDANGIE SOUTH RD | | | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| URANDANGIE NORTH RD | 26 | | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOOLEBUC RD | 18 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COORABULKA RD | 23 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLASHERS CREEK RD | 26 | | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPRINGVALE RD | | | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SELWYN RD | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Urandangie:

| | |
|------------|--|
| Urandangie | Regular Council services continued over the month of May (mowing, whipper snipping, rubbish collection etc.) |
|------------|--|

Water and Sewerage:

Boulia Township

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

Boulia Airport activity:

| | |
|---------------------------|---|
| Number of call outs: RFDS | Nil (that required Council assistance). |
| Fuel re-supply | 15 in total, 6 of which were call-outs. |

Boulia Feral Animal Bounty Claims:

| | |
|------------|---|
| Feral Pigs | 0 |
| Feral Dogs | 0 |

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|---------------------------|
| TITLE: | ROAD WORKS DEPARTMENT (INFORMATION REPORT) | DOC REF: Item C |
|---------------|---|---------------------------|

| | | |
|-------------------|---|----------------------------|
| REPORT BY: | Mr Jimmy Newman Foreman Roads Maintenance and Construction | DATE: 11/06/2019 |
|-------------------|---|----------------------------|

| |
|---|
| <p>CORPORATE PLAN REFERENCE: ROADS Outcome 3.4 Strive to develop, improve and maintain roads to a high standard. 3.4.1 Continue sealing of Donohue Highway from Outback Highway with Outback Highway Funds</p> |
|---|

| |
|--|
| <p>PURPOSE: To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.</p> |
|--|

| <p>CONTENT:</p> <p>Current and Upcoming Projects are as follows:</p> <ul style="list-style-type: none"> • Completed the Emergent Works on the Bedourie – Boulia Road, sacrificial seal on 11/06/2019 <u>Boulia – Bedourie Road</u> <table border="1" style="margin-left: 40px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="5">93D SEAL AREAS</th> </tr> <tr> <th>Start Ch</th> <th>End Ch</th> <th>Length</th> <th>Width</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>126.7</td> <td>126.79</td> <td>90</td> <td>8</td> <td>720</td> </tr> <tr> <td>126.79</td> <td>126.85</td> <td>60</td> <td>3</td> <td>180</td> </tr> <tr> <td>126.96</td> <td>127.1</td> <td>140</td> <td>8.5</td> <td>1190</td> </tr> <tr> <td>127.21</td> <td>127.42</td> <td>210</td> <td>8.5</td> <td>1785</td> </tr> <tr> <td>129.65</td> <td>129.89</td> <td>240</td> <td>5</td> <td>1200</td> </tr> <tr> <td colspan="2">Totals</td> <td>740</td> <td></td> <td>5075</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Boulia – Winton Road sections of flood damages repairs are complete from Boulia Township to Macsland Station turnoff (5.5km). • Signage and replacing guideposts in conjunction with RMPC heavy shoulder grading work has been ongoing. • RMPC – shoulder resheeting from Boulia Township to the refuse tip turnoff on the Boulia – Bedourie Road. • Once completed on the RMPC jobs the crew will go onto continue pave and seal on the Donohue Highway – Stage 1 Chainage 111.1km to 114km and 114.7km to 116.5km. | 93D SEAL AREAS | | | | | Start Ch | End Ch | Length | Width | Area | 126.7 | 126.79 | 90 | 8 | 720 | 126.79 | 126.85 | 60 | 3 | 180 | 126.96 | 127.1 | 140 | 8.5 | 1190 | 127.21 | 127.42 | 210 | 8.5 | 1785 | 129.65 | 129.89 | 240 | 5 | 1200 | Totals | | 740 | | 5075 |
|---|----------------|--------|-------|------|--|----------|--------|--------|-------|------|-------|--------|----|---|-----|--------|--------|----|---|-----|--------|-------|-----|-----|------|--------|--------|-----|-----|------|--------|--------|-----|---|------|--------|--|-----|--|------|
| 93D SEAL AREAS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Ch | End Ch | Length | Width | Area | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 126.7 | 126.79 | 90 | 8 | 720 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 126.79 | 126.85 | 60 | 3 | 180 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 126.96 | 127.1 | 140 | 8.5 | 1190 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 127.21 | 127.42 | 210 | 8.5 | 1785 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 129.65 | 129.89 | 240 | 5 | 1200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals | | 740 | | 5075 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| CONSULTATION: DWO as required. GBA as Project Officers on RMPC work. |
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| GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations. |
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| <p>RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction report for information.</p> |
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| Reviewed by Director of Works and Operations | Mr Harin Karra |
| Approved by Chief Executive Officer | Ms Lynn Moore |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|---------------------------|
| TITLE: | RURAL LANDS PROTECTION OFFICER (INFORMATION REPORT) | DOC REF: Item D |
|---------------|--|---------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | GRAHAM SMERDON Rural Lands Protection Officer | DATE: 31/05/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: Preserve the pristine natural resources of the Shire by managing the environment in a sustainable manner.

Objective - Actively maintain practices which ensure environmental sustainability.

PURPOSE:

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

CONTENT:

RLPO:

I spent the month doing pest and weed control.

TOWN COMMON:

The date for the common muster has not been set yet. The common is still very water logged at this time and the feed is starting to look good. I put some of the Graslan Pellets on some Parkinsonia bushes that were growing on the Town Common.

DOMESTIC ANIMAL CONTROL:

There was one dog caught and the owner did not want to pay to get the dog back so it was humanly put down.

CWRPMG (TECH GROUP):

A meeting was held in May to discuss the forming of a Work Plan, Priority Collaboration and Planning, for the control of pest weeds. I am just waiting to hear more about what is going to happen and what is going to be done once the plan is up and going.

WEED SPRAYING SHIRE ROADS:

I have not done any weed spraying this month however I have been putting out some of the Graslan Pellets that we received from Desert Channels Queensland.

RMPC:

I have not done any RMPC weed spraying this month. Will look at doing some on the Boulia to Winton Rd as the prickly bushes have started to come up after the rain.

GRAVEL/BURROW PITS:

I have put the Graslan Pellets out at 13 sites along the North Urandangie Rd in table drains/burrow pits and where ever they were growing along the road side. Some of the pits had from 50 to over 100 Parkinsonia bushes growing in them.

STOCK ROUTE:

No funding was received for the capital works for 15 Mile bore as funding went to all of those shires who lost a lot of their stock route assets in the floods. When new EOIs are called I will reapply for capital works funding for the 15 Mile.

I have issued a Stock Route travel permit for stock to travel from Headingly Station to Boulia then on down to the Diamantina Shire boundary. They are droving 1500 head of

young heifers, the start date was the 28th of May and they should be out of the Boulia Shire by the 8th of July 2019.

1080 BAITING:

The first round of baiting has taken place with 7 properties baiting for a total of 2,975kg of meat treated with pig strength 1080 poison and 537.5kg of meat treated with dog strength 1080 poison giving a final total of 3,512.5kg treated. A couple of other properties have asked if I would come out and treat some meat for them in June and July as they are busy with stock work at this time. They will have from between 500 to 2000kg of meat to be treated.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|-------------------|--|----------------------------|
| TITLE: | Boulia Work Camp Report | DOC REF: Item E |
| REPORT BY: | Vic Strowger Custodial Correctional Officer Townsville Correctional Centre | DATE: 31/05/2019 |

CORPORATE PLAN REFERENCE: Community Development

Outcome 2.1 Support opportunities to develop the community through partnerships.
Item 2.1.3 Continue community support and opportunities for WORK Camp

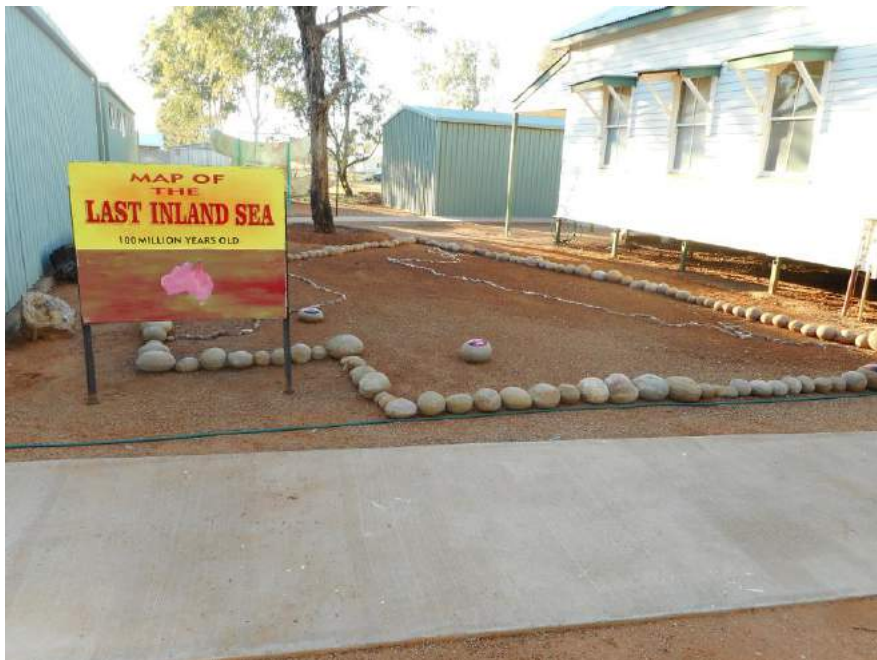
PURPOSE:

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

CONTENT:

During this period the below community work was conducted:

- Stonehouse Museum maintenance
- Golf Club maintenance – includes fairways
- State School – whipper snip and mow
- Mow/whipper snip town yards as per approved list
- Paint Camel Races Office
- Maintain Tennis Area
- Maintain Cemetery
- Re-paint road lines around town
- Tractor slash camping grounds at the Racecourse Reserve
- Relocate Eromanga Inland Sea map to the Stonehouse Museum
- Repaint sign and paint town location stones of Eromanga Inland Sea.



Relocation of the map of the last Inland Sea (Eromanga). Repainted sign and painted location stones of Boulia, Eromanga, Lightning Ridge, Brisbane and Cairns.

RECOMMENDATION:

That the Boulia Work Camp report is received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|------------------------------|------------------------------|
| TITLE: | CEO Briefing For May 2019 | DOC REF: Item CEO1 |
|---------------|------------------------------|------------------------------|

| | | |
|-------------------|---------------------------------------|----------------------------|
| REPORT BY: | Lynn Moore Chief Executive Officer | DATE: 05/06/2019 |
|-------------------|---------------------------------------|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Effectively and efficiently manage Council responsibilities by ensuring all governing legislation is adhered to, and by coordinating and planning all resources.

PURPOSE:

To summarise activities from the CEO office.

CONTENT:

Sale of Council staff houses

Valuations have been completed – Waiting on the valuation report.

Regional Community Hub

Initial concept drawings have now been received from Griffith University for comment by Council which are tabled at this meeting.

Marmanya rates

Expressions of Interest have been advertised with closure on 10th June.

Enterprise Bargaining

First meeting with the Unions occurred on 14th and 15th May. Significant work has been done on the documents with estimates on budget implications added to the draft budget document. Secondary meeting to be held in Brisbane with the Queensland Services Union (QSU). Second draft has been reviewed by the senior staff for 'content'. Good progress is being made here. Once the document is finalised it will give some security to staff and Council alike.

'Corporate Plan Your Vision, Your Plan, Our Future 2019-2024' and Community Meeting

A Community Meeting was held on 15th May at 5-30pm. A reasonable turn out to the meeting to which the community were asked to provide input for the next four year plan. The community were asked to provide input via survey, whiteboard, sticky notes. Initial drafts of the results have been prepared and are tabled with this document.

LGAQ visit Tuesday 16th July

Councillors are invited to meet with the LGAQ during their visit on 16th July – no time has been set for this visit at this stage (letter attached).

Future meetings

| Meeting | Date | Attendees | Reason |
|---------|------|-----------|-------------------------------|
| QSU | 11/6 | Lynn, CEO | Certified Agreement, Brisbane |

CEO MEETINGS

| May 2019 | CONTACT | REASON/ISSUE |
|-----------|--------------------------|-------------------------------------|
| 30/4/2019 | ManEx | Weekly meeting |
| 1/5 | IT Vision | Mapping Training – catch up session |
| 2/5 | IT Vision | Workflow Engine training |
| 2/5 | IPWEA | Asset Management |
| 7/5 | Councillor Workshop | Budget meeting |
| 8/5 | Bouliia PHC | Clinic/Wellbeing centre |
| 9/5 | IPWEA | Asset Management |
| 10/5 | Electoral Commission Qld | Election meeting 2020 |
| 14/5 | Australian Works Union | Union meeting – Certified Agreement |
| 14/5 | ManEx | Weekly meeting |
| 15/5 | Cllr Neilson | Budget Review |
| 16/5 | IPEWA | Asset Management |
| 17/5 | RAPAD | Board teleconference |

| | | |
|------|----------------------|------------------------------------|
| 17/5 | TMR | Road meeting |
| 21/5 | ManEx | Weekly meeting |
| 22/5 | Council meeting | Monthly meeting |
| 23/5 | IPEWA | Asset Management |
| 23/5 | Ergon Energy | Rep visit |
| 27/5 | RAPAD | Board meeting |
| 27/5 | CWRPMG | Pest management meeting |
| 27/5 | Regional RAPAD CEO's | Quarterly meeting |
| 31/5 | OHDC | Monthly Outback Way teleconference |

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS

| May 2019 | EMAIL CORRESPONDANCE |
|----------|---|
| 1/5 | RAPADWSA Water Security Data Plan EOI |
| 1/5 | Local Government Biosecurity Planning Project |
| 1/5 | Tourism Forum Action Plan Draft |
| 1/5 | VIC Network Update - April 2019 |
| 1/5 | Funding agreements for Donohue Highway Package 2 |
| 1/5 | CEO Performance review |
| 1/5 | Mt Isa road side track |
| 1/5 | Free passes to Min Min and Stonehouse - Mt Isa side track |
| 2/5 | Bi-annual meeting Local Disaster Management Group |
| 2/5 | Evac Sub Plan for meeting |
| 3/5 | WQLGA - photos |
| 3/5 | Council Invitation to Attend – Developing Nth Australia 2019 |
| 6/5 | Property and title search 14 Herbert St |
| 6/5 | Update from the Office of the Independent Assessor Boulia Shire Council |
| 6/5 | Budget |
| 7/5 | RMPC Defect Break Down as of 7/5/19 |
| 8/5 | Minutes of WQLGA Annual General Meeting - 8 April 2019 |
| 8/5 | Update - Local Government Reform |
| 8/5 | Outback Queensland Tourism Association |
| 9/5 | Community meeting - base info your briefing note |
| 10/5 | Council meeting date |
| 10/5 | Drought Communities Programme - Boulia Wellbeing Facility Project |
| 13/5 | Emergency contact details - for emergency services |
| 13/5 | CEO meeting - proposed for Friday, 24 May - Boulia |
| 13/5 | Final Stock Route Network Regulation and Strategy Submission |
| 13/5 | Expression of Interest - Marmanya (003) - advertising approval |
| 15/5 | EBA negotiation progress |
| 16/5 | Central Hire Variation 4 - additional report |
| 16/5 | Department of Local Government, Works for Queensland |
| 16/5 | Project Plan Review IT Vision |
| 16/5 | Community Meeting Feedback - 'Confidential at this stage' |
| 17/5 | Top Limestone Creek Floodway Upgrade |
| 17/5 | RAPAD draft minutes 17 May; RAPAD final minutes 25, 26 March |
| 20/5 | LGMA Queensland Awards for Excellence Gala Dinner |
| 23/5 | 2019 LGAQ Annual Conference Motions |
| 23/5 | Donohue/Plenty Hwy |
| 23/5 | Cooridgee Reserve |
| 24/5 | Survey Plan Industrial Estate - SP301773 - final layout May 2019.pdf |
| 26/5 | Golf Club and the old Min Min stove and range hood/benches? |
| 31/5 | Sample TV Commercials |

ATTACHMENTS: CEO1.1 Formal letter from LGAQ visit

RECOMMENDATION:

That the CEO report is received for information

Chief Executive Officer

Ms Lynn Moore

30 May 2019

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

Dear Ms Moore

The Local Government Association of Queensland (LGAQ) as a member driven and responsive association, works hard to ensure that you, our members, are fully informed and consulted, and able to participate in all of our policy development and representational processes.

Over the past years myself as the Chief Executive Officer and Mayor Mark Jamieson, President of the Association, have endeavoured to personally visit every council.

I am proposing to visit your region on Tuesday 16th July. We hope to meet with Mayor Britton, yourself and as many councillors or senior members of staff who may wish to attend.

This is your opportunity to talk to us face to face about your council's issues and ask questions about the LGAQ's direction, policies, services and activities.

To assist us in organising this meeting, please contact Nicole Johnson via email Nicole_johnson@lgaq.asn.au or phone 07 3000 2223.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Greg Hallam', written over a light grey circular stamp or watermark.

Greg Hallam PSM
CHIEF EXECUTIVE OFFICER

Bouliia Shire Council Action List

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

| Friday 26 th October 2018 | | | | |
|---------------------------------------|------------|---|---------|---|
| 26/10/2018 | 2018/10.25 | - That the proposed wording for the Min Min Hotel Site be reworked and circulated to Councillors via email. - That the sign size be 2200 x 1100 mm. | CSM | 31/5/2019 A sketch may now be added to the sign as per request. 23/4/2019 More research being done and information sought on Facebook re site. 28/3/2019 Consult with Cr Beauchamp has produced further need of more intensive research. 28/2/2019 Further talks with Cr Beauchamp have resulted in further research work being undertaken. |
| 26/10/2018 | 2018/10.27 | - That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy. - That Council investigate the option of a pool disinfection alarm system. | WHS/DWO | 10/6/2019 One more Salto key to be installed to the pool gate. 1/05/2019 Salto keys have been installed on other doors, except pool entry gate. 10/3/2019 Work in progress. 9/1/2019 Working with disinfection system supplier 12/11/2018 24hr Member access to begin in 2019. Pool disinfection alarm system options being investigated. |
| 13/05/2014 | 2014/5.2 | That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for future funding opportunities – Project: Regional Development Hub | CEO | 30/5/2019 Concept drawings tabled at this meeting. 30/4/2019 Visit completed – proposal to go to Council in June/ July. 31/3/2019 Griffith Uni engaged to complete concept designs. 13/3/2019 Report to Council in March Ordinary Meeting. 9/2/2019 Staff, community and Councillor consultation held. 4/1/2019 Consultant engaged |
| Friday 21 st December 2018 | | | | |
| 21/12/2018 | | Plaque at Urandangi Airport to be reissued | DWO | 10/6/2019 Working on new plaque design information with Ellen. 10/03/2019 Contacted various people for plaque photo. Still no information or photo received. Ellen Miller (daughter of Les also trying) for information or photo. 12/2/2019 Contacted GBA and a few station managers, no one has photos for the plaque. Email sent to the Monuments and Memories to check if anything in their records. 9/1/2019 Email sent to Ellen Miller regards to plaque photo |
| 21/12/2018 | 2018/12.18 | - That Council accept Bill Suters offer of the moon rocks and that the rocks be displayed at the Boulia Heritage Complex. - That Council approves to utilise the Work Camp to complete this project. | CSM | 31/5/2019 Work Camp completed - report this month. 23/4/2019 Waiting on Work Camp to return. 28/3/2019 In progress. 28/2/2019 No further information on this project at this time. 14/1/2019 Paperwork in progress to engage Work Camp assistance |

| Wednesday 23 rd January 2019 | | | | |
|---|-----------|---|-----|---|
| 23/01/2019 | | Investigate potential for organic status at the Racecourse Reserve Spelling Facilities | DWO | 10/6/2019 Certification audit will be carried out on June 27th 2019. 01/05/2019 Application process commenced. 10/3/2019 Working in progress with application. Allocated budget on W4Q R3 funding. |
| Monday 18 th February 2019 | | | | |
| 18/02/2019 | | Investigate potential for a Helipad to be marked out near the fuelling point at the Boulia airport and possible future Helicopter landing spots | DWO | 10/6/2018 Identified new location at the Rodeo Grounds at May Council meeting. 01/05/2019 Map will be tabled for the Council meeting. 13/3/2019 Investigation in progress |
| 18/02/2019 | 2019/2.13 | <ul style="list-style-type: none"> - That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc (deregistered) land at Urandangie. - That Council resolve to: <ul style="list-style-type: none"> - have the Office of Fair Trading divest the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie directly to another group with similar interests to the original association OR if unable to do so to - sell the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie pursuant to Division 3, Subdivision 2, s142 of Local Government Regulation 2012 once divested to Council free of all encumbrances. - That the CEO be authorised to do all things necessary to progress the finalisation of the outstanding rating issue including the execution of documents, the service of notices and sale/auction pursuant to the sale of land for overdue rates. | CEO | 30/5/2019 EOI closes 10th June. 30/4/2019 Issue pertaining to Lots resolved. Office of Fair trading EOI to go out mid May, closing mid June. Office of Fair Trading to be the primary contact. 31/3/2019 Awaiting final go-ahead from Public Trustee. |

| | | | | |
|---|-----------|--|---------|---|
| 18/02/2019 | 2019/2.14 | 1. That Council formally resolve to seek Ministerial approval for the closed sale of the listed properties: 7 Wills St, 54 & 58 Moonah St, and 6 Mulligan St. 2. That the council authorise the CEO to do all things necessary to progress this matter. | CEO | 30/5/2019 Valuations completed – awaiting report. 30/4/2019 Letter issued to the four properties re the approval to purchase. Valuations arranged as per conditions from the Minister. 31/3/2019 Ministerial approval has been granted with conditions. This is an excellent result for the staff of Boulia Shire Council. Valuations work etc will commence soon. |
| Wednesday 20th March 2019 | | | | |
| 20/03/2019 | | Cllr Beck Britton: Look at putting previously filmed interviews on the Min Min Lights/Boulia up on the Council Facebook page/website | EA/CSM | 31/5/2019 Staff looking into trying to edit these interviews. 23/4/2019 In progress. 28/3/2019 Tourism Officer managing social media will put up links as the interviews are long. |
| 20/03/2019 | | Cllr Neilson: Look at the possibility of turning the lights that can be seen at night when driving into town a feature (e.g. LED lights, 'follow the lights' sign | DWO | 08/04/2019 In progress |
| 20/03/2019 | | Cllr Neilson: Look at possibility of creating 'weir's' at the road points at Mucklandama and Beneacca | DWO | 08/04/2019 In progress |
| 20/03/2019 | | Cllr Beauchamp: Look at the possibility of key/hose nozzle collection for the wash down bay | DWO | 08/04/2019 Will be reviewed later in the year when the wash down bay upgrade is undertaken through W4Q R3. |
| Wednesday 17th April 2019 | | | | |
| 17/04/2019 | | Consider creating a map pin pointing road crew work locations for regular distribution in the Channel Chatter and Council website. | DWO | 1/5/2019 Project plan will be published in the CCC each month. |
| 17/04/2019 | | Cllr Beauchamp: Check if the data loggers have still been gathering data on chlorine readings while the disinfection system has been paused and manual dosing has been occurring. | DWO/GBA | 13/05/2019 In progress. |
| 17/04/2019 | | Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff. | CSM | 31/5/2019 Staff have some ideas to do this promotion in house in June. 13/05/2019 Staff will be actioning this. |
| 17/04/2019 | 2019/4.15 | That Council proceed with the Sports Centre outer wall mural project and the quote from mural artist Joel Fergie be approved. | CSM | 31/5/2019 Joel will start work on this in September. Also to look at the Robinson Park toilets - aging 23/4/2019 Email sent to Joel accepting quote, potential completion in October after finalisation of content. |

| | | | | |
|--------------------------------------|-----------|---|----------|--|
| 17/04/2019 | 2019/4.22 | That the CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via enquiries@lg.remunerationtribunal.qld.gov.au | CEO | 30/4/2019 Not determined yet. |
| Wednesday 22nd May | | | | |
| 22/05/2019 | | Investigate with Winton Shire the possibility of doing works on the Toolebuc Link Road | DWO | 10/06/2019 – In progress. We may be able to provide gravel to McKinlay Shire, however all details are yet to be confirmed. |
| 22/05/2019 | | Confirm Middleton Road pit permit status | DWO | 10/6/2019 – Council pit. |
| 22/05/2019 | | Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished | RLPO/DWO | 24/05/2019 RLPO has been out to the Cooridgee Reserve and inspected the boundary fence between Wirrilyerna and Cooridgee and the fence and floodgates/fences are all up and in good order. He was not able to go and check the fence on the other side of the Burke River as the crossing was washed out, the road down to the crossing on Cooridgee side will need some work soon as there is a very long and deep scour running down one side of it. The floodgate/fence on Goodwood/Clearview boundary is still down due to there being water in the river. RLPO has taken photos. |
| 22/05/2019 | | Cold Room bar at the Rodeo Grounds - has the seal been fixed? | DWO | 10/6/2019 All the cold rooms are working. New seal to be installed. |
| 22/05/2019 | | RAPAD Youth Program – request further information | CEO | 10/06/2019 Further information received to be tabled at June Council meeting for discussion. |
| 22/05/2019 | 2019/5.28 | <ul style="list-style-type: none"> • That the Council execute the Contract for the purchase of 14 Herbert Street (Lot 604 on CP B2671 Title Ref 20126006) to enable the future development of the Regional Community Hub. • That the Council authorise the CEO to do all things necessary to enable the purchase to proceed and have the transfer executed into Council's name. | CEO | 30/5/2019 Contract signed and conveyancing arranged. 30/4/2019 Land owned by Mr Robinson has been agreed upon. Formal contract to follow in June. |
| 22/05/2019 | 2019/5.37 | That a pay level matrix be established for Councillor remuneration. | CEO | 10/06/2019 Report to go to Council meeting. |

| POSSIBLE FUTURE PROJECTS identified for WORKS FOR QUEENSLAND FUNDING or similar funding | | | | |
|--|---------|--|--|--|
| 22/11/2017 | CSM/DWO | Fence for Stonehouse Complex | | |
| 20/02/2018 | | Shade for the Campdraft area at the back of the arena – volunteers section | | |

| | | | |
|------------|---------|--|---|
| 20/09/2017 | DWO | Investigate the cost of installing solar lights in Boulia streets which presently have no lighting | DWO - little progress |
| 20/2/2019 | CSM/DWO | Wool bales (fibreglass etc) for the dray when it is moved? Is this a project for Greg Tuckwell? | |
| 28/2/2019 | | Rodeo grounds arena fencing renewal | |
| 28/2/2019 | | Shower and toilet block for Campdrafters/Rodeo competitors | |
| 17/3/2019 | | Fuel Tank – Urandangie Depot | |
| 17/3/2019 | | Fossil Expansion – Boulia | |
| 17/3/2019 | DWO | Cement Shed | Will be constructed at Boulia new industrial precinct |
| 17/3/2019 | | Steel Yard | W4Q round 3 |
| 17/3/2019 | | Dinosaur in River | |
| 17/3/2019 | | Augmented Reality | |
| 17/3/2019 | | Awning beside Hall | |
| 17/3/2019 | | Upgrade Wash Down Bay | W4Q Round 3 |
| 17/3/2019 | | Water connections to River Blocks in Boulia | |
| 17/3/2019 | | Water connection to Golf Club | |
| 17/3/2019 | | Mobile Flag Poles | |
| 17/3/2019 | DWO | Mobile VMS Trailer – electronic signs | |
| 17/3/2019 | | Shade for car parking at Administration office | |
| 17/3/2019 | | Table for jigsaw | |
| 17/3/2019 | | Board Room Table | |
| 17/3/2019 | | Redesign walkway – Administration Office | |
| 17/3/2019 | | Hydrosmart SES Bore | W4Q Round 3 |
| 17/3/2019 | | Hydrosmart Urandangie | W4Q round 3 |
| 17/3/2019 | | Fibre Optic connection Administration – Depot | |
| 17/3/2019 | | Community Liaison Officer – not completely funded by Council & Qld Health | |
| 17/3/2019 | | Street scape – town Boulia | |
| 17/3/2019 | | Turf Oval (behind Sports Centre) | |
| 17/3/2019 | | Shaded Grandstand that is portable | |
| 17/3/2019 | | Heat the Pool | |
| 17/3/2019 | | Permanent safe bar tables at Rodeo Grounds | |
| 17/3/2019 | | Deck off the Bar at Racecourse | |
| 17/3/2019 | | Deck off the front of Min Min Encounter | |
| 17/3/2019 | | Street art with recycled materials depicting our history | |
| 17/3/2019 | | Childcare centre | |
| 17/3/2019 | | Sports & Recreation Officer (possibly integrate with Community Liaison Officer) | |
| 17/3/2019 | | School of the Air room | |

| | | | |
|-----------|--|---|--------------------------|
| 17/3/2019 | | TV Transmission | |
| 17/3/2019 | | Tafe Courses held in Boulia | |
| 17/3/2019 | | Flights to Longreach | |
| 17/3/2019 | | Rest Area – Power House Bore | |
| 17/3/2019 | | New Housing – Rental Stock | |
| 17/3/2019 | | Existing blocks Council owned subdivided if over 2023m2 | |
| 17/3/2019 | | Lease Sports Centre | |
| 17/3/2019 | | Moving of the Jail House to complex | Allocated 2019-20 budget |
| 17/3/2019 | | New fencing in some housing properties | |
| 17/3/2019 | | Mural on the Sports Centre wall and Robinson Park disabled toilet | |
| 17/3/2019 | | New grid and fencing at Racecourse | |

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

| | |
|----------------|--|
| RECOMMENDATION | That the Action List item update be received for information |
|----------------|--|

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|------------------------------|
| TITLE: | POLICY REVIEW - Risk Management Policy | DOC REF: Item CEO3 |
|---------------|---|------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 10/05/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

PURPOSE:

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

CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

It is recommended that the policy as listed be adopted and the term for review to reflect a three year review unless changes to legislation require the policy to be reviewed earlier.

The listed policy has had no material changes made.

| POLICY | NO. | OFFICER | TYPE |
|------------------------|-----|---------|------|
| Risk Management Policy | 123 | CEO | Gov |

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That the policy as presented be adopted.

| POLICY | NO. | OFFICER | TYPE |
|------------------------|-----|---------|------|
| Risk Management Policy | 123 | CEO | Gov |

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

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

ATTACHMENTS: Policy 123 Risk Management Policy

| | |
|-------------------------------------|---------------|
| Approved by Chief Executive Officer | Ms Lynn Moore |
|-------------------------------------|---------------|



BOULIA SHIRE COUNCIL

Risk Management Policy

| | |
|------------------------------|--|
| Policy Number: | Policy 123 |
| Date of Operation: | 20/6/2019 – 01/07/2022 |
| Version | 2019 Version 3 |
| Summary: | To articulate Council's Risk Management Policy, framework and organisational roles and responsibilities. |
| Archived Documents | Version 2 |
| Previous period of operation | Three years or as affected by legislation |
| Due for Revision | June 2022 |
| Authorised Officer | Council Resolution |
| Resolution Date | 20 June 2019 |
| Resolution Number | |

Introduction

This document is for use by people who create and protect value in Boulia Shire Council by managing risks, making decisions, setting and achieving objectives and improving performance.

The risks faced by Boulia Shire Council are many and varied and it can be reasonably argued that Local Government, by the very nature of the multitude of services provided to the community, faces a wider range of risk than the majority of corporate companies.

Council recognises that risk management is essential for sound strategic and financial planning, making informed decisions and in the operation of the Council.

Apart from minimising financial loss and adverse publicity, risk management it must balance legal requirements and public expectations, together with providing for the safety and wellbeing of employees, contractors and the community in general.

Adoption of the **AS/NZS: 31000:2018 Risk Management Standards** will ensure that the Boulia Shire Council meets its duty of care. The Standard will form the basis of Council's risk management philosophy, strategies and processes.

Council will ensure that the organisation, its employees and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on the achievement of council goals as defined in the Council's Corporate Plan.

Purpose

The purpose of this policy is to clearly document Council's commitment to risk management principles to:

- Increase the likelihood of achieving objectives;
- Encourage proactive management;
- Establish a reliable basis for decision making and planning;
- Improve operational effectiveness and efficiency and improve organisational resilience;
- Enhance health and safety performance as well as environmental protection;
- Improve the identification of opportunities and threats;
- Improve financial reporting and governance; and
- Comply with relevant legal and regulatory requirements.

Definitions

Risk: A risk is defined as the effect of uncertainty on the achievement of goals.

Risk Management: Risk Management is defined as the coordinated activities necessary to direct and control an organisation with regards to risk.

Risk Management is about managing the likelihood of something adverse occurring, or it having occurred having a strategy and resources in place to mitigate the consequences.

Each risk is evaluated and assigned values in accordance with the defined risk parameters, which may include likelihood, consequence (severity or impact), and thresholds.

The assigned risk parameters can be integrated to produce additional measures, such as risk exposure, which can be used to prioritize risks for handling.

Risk Management Framework: A Risk Management Framework is the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Scope

The Policy applies to all services and functional areas of the organisation.

Risk Management is not a stand alone function that is separated from the main activities and processes of the organisation. It is an integral part of all organisational processes, including strategic planning, project and change management processes.

Policy Statements

1. **AS/NZS: ISO 31000:2018 'Risk Management – Principles and Guidelines'** will form the basis of Council's risk management philosophy, strategies and processes.
2. Council will protect the public's interest in the use, maintenance and utilisation of the Council's assets and resources.
3. Council will maintain a Risk Management Framework that articulates the approach for Bouli Shire Council to adopt in identifying and managing risks, which if not realised could prevent Council effectively achieving its' Goals and Strategies. The Risk Framework is defined at **Appendix 1**
4. Appropriate risk treatment strategies will be included in the organisational procedures and processes needed to assist Council in achieving its business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines. Assessing risk in terms of likelihood and consequence is tabled in **Appendix 2**

5. The risk management policy is to be communicated to all persons and stakeholders that need to be aware of these requirements, so that awareness and familiarity with what is required is achieved. This includes defining the roles and responsibilities with regard to risk management, which is at **Appendix 3**.

6. Council is to maintain a Register of Risks, which is reviewed by the CEO.

7. Council is to be informed of any risks assessed to be 'Very High' and of the mitigation strategy implemented to manage the risk at the first Council meeting after the risk has been identified.

Appendices:

1. The Risk Management Framework
2. Assessing the Risk in terms of Likelihood and Consequence
3. Organisational Structure for Risk Management within the Boulia Shire Council

APPENDIX 1

THE RISK MANAGEMENT FRAMEWORK

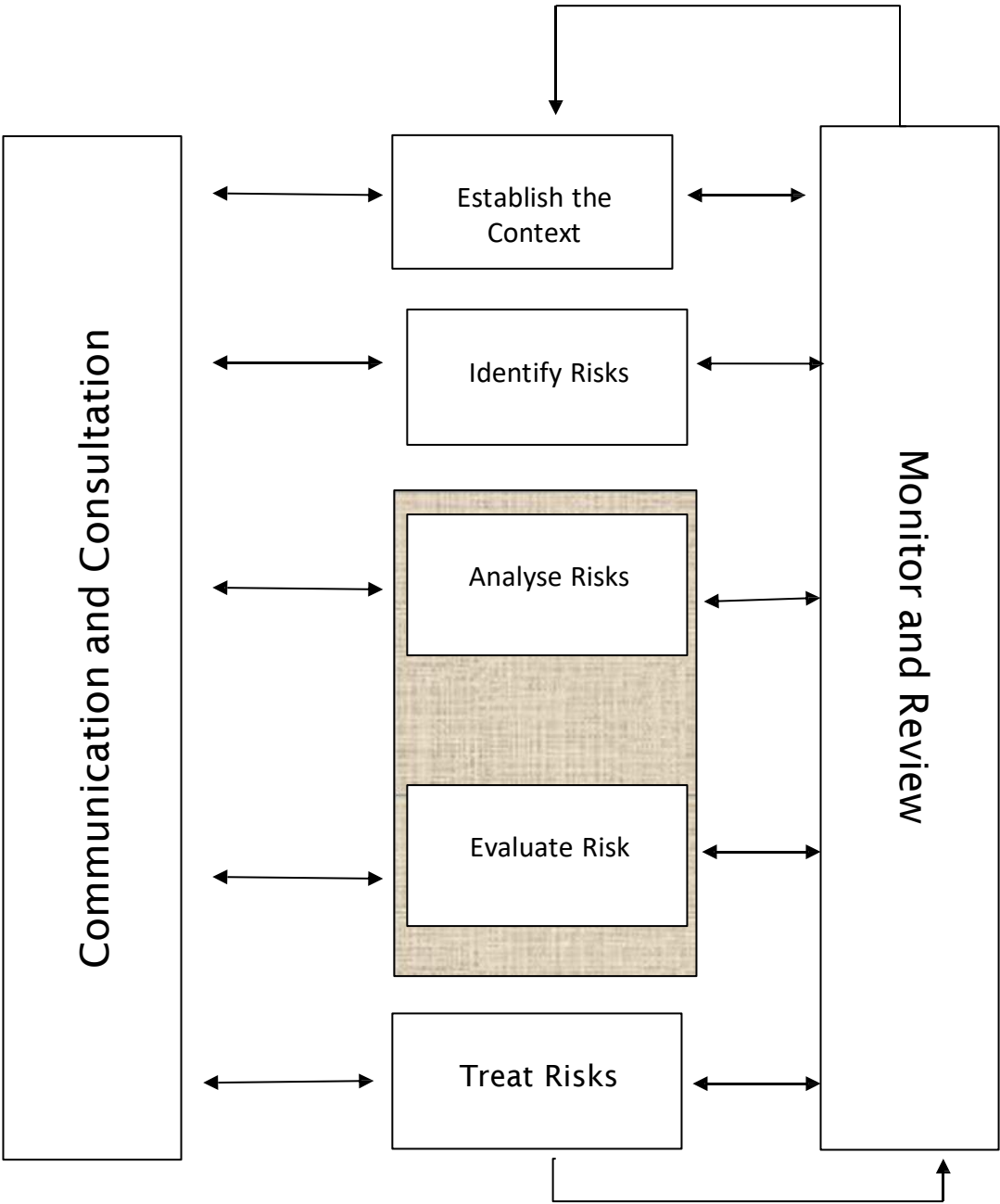
Council will maintain procedures to provide the CEO and Councillors with a systematic view of the risks faced in the course of our administrative and business activities.

Where appropriate these procedures will be consistent with the Standards Australia risk management standard, **AS/NZS: 31000:2018 'Risk Management – Principles and Guidelines'**.

This will require the Council to:

1. **Establish a context** This is the strategic, organisational and risk management context against which the rest of the risk management process in the Council will take place.
Criteria against which risk will be evaluated should be established and the structure of the risk analysis defined.
2. **Identify Risks.** This is the identification of what, why and how events arise as the basis for further analysis.
3. **Analyse Risks.** This is the determination of existing controls and the analysis of risks in terms of the consequence and likelihood in the context of those controls. The analysis should consider the range of potential consequences and how likely those consequences are to occur. Consequence and likelihood are combined to produce an estimated level of risk.
4. **Evaluate Risks.** This is a comparison of estimated risk levels against pre-established criteria. This enables risks to be ranked and prioritised.
5. **Treat Risks.** For higher priority risks, the Council is required to develop and implement specific risk management plans including funding considerations. Lower priority risks may be accepted and monitored.
6. **Monitor and Review.** This is the oversight and review of the risk management system and any changes that might affect it. Monitoring and reviewing occurs concurrently throughout the risk management process.
7. **Communication and Consultation.** Appropriate communication and consultation with internal and external stakeholders should occur at each stage of the risk management process as well as on the process as a whole.

Schematically, the risk management process is depicted in the following diagram.
(next page)



APPENDIX 2

ASSESSING THE RISK IN TERMS OF LIKELIHOOD AND CONSEQUENCE

Assessing Risk

Risk is assessed based on the likelihood of the risk occurring and the consequence to Council, communities, individuals and other should the risk actually occur.

The **likelihood** of a risk is to be assessed as being:

| | Level | Description |
|---|----------------|--|
| A | Almost certain | Almost certain Expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Moderate | Should occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur only in exceptional circumstances |
| F | Never | It is not foreseeable that this will occur |

The **consequence** of a risk is to be assessed as being:

| | Level | Description |
|---|---------------|---|
| 1 | Insignificant | <ul style="list-style-type: none"> No Injuries low financial loss |
| 2 | Minor | <ul style="list-style-type: none"> Minor First Aid treatment medium financial loss release immediately contained |
| 3 | Moderate | <ul style="list-style-type: none"> Moderate Medical treatment required high financial loss on site release contained with outside assistance |
| 4 | Major | <ul style="list-style-type: none"> Major Extensive injuries major financial loss off-site release with no detrimental effects |
| 5 | Catastrophic | <ul style="list-style-type: none"> Death huge financial loss toxic release off site |

The combination of Likelihood and Consequence is scored according to the combination box below.

| Likelihood | Consequences | | | | |
|------------|--------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| A | S | S | H | H | H |
| B | M | S | S | H | H |
| C | L | M | S | H | H |
| D | L | L | M | S | H |
| E | L | L | M | S | S |

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

Defining the Scoring - Thresholds of Risk

The following are the default Risk Thresholds for the Boulia Shire Council, along with associated mitigation strategy for that Threshold:

- **Level 1-2 Risk Threshold** within the above table– record the Risk, monitor its status and reassess every three months;
- **Level 3 Risk Threshold** – develop a Risk Management Plan, monitor the Risk and reassess every month as Council is reasonably exposed;
- **Level 4 Risk Threshold** – develop a Risk Management Plan, plan to mitigate the Risk, ensure strategies and resources are in place to remedy any consequence, monitor the Risk and reassess on a weekly basis as Council is highly exposed; and
- **Level 5 Risk Threshold** - actively resolve the Risk as Council is extremely exposed.

The application of one of the above should result in some level of risk mitigation and this should be recorded in the Risk Register to reflect the level of action taken or in some cases the inability to implement a fully effective mitigation strategy.

The residual risk remaining should be recorded and reviewed on a regular basis. For example, the application of a risk mitigation strategy may not have resulted in the risk almost being resolved but the risk still needs to be monitored, the residual risk would be 'low and monitoring'.

The risk condition state of 'low and monitoring' should be recorded in the Register of Risks to ensure that the risk continues to be reviewed and reassessed on a regular basis.

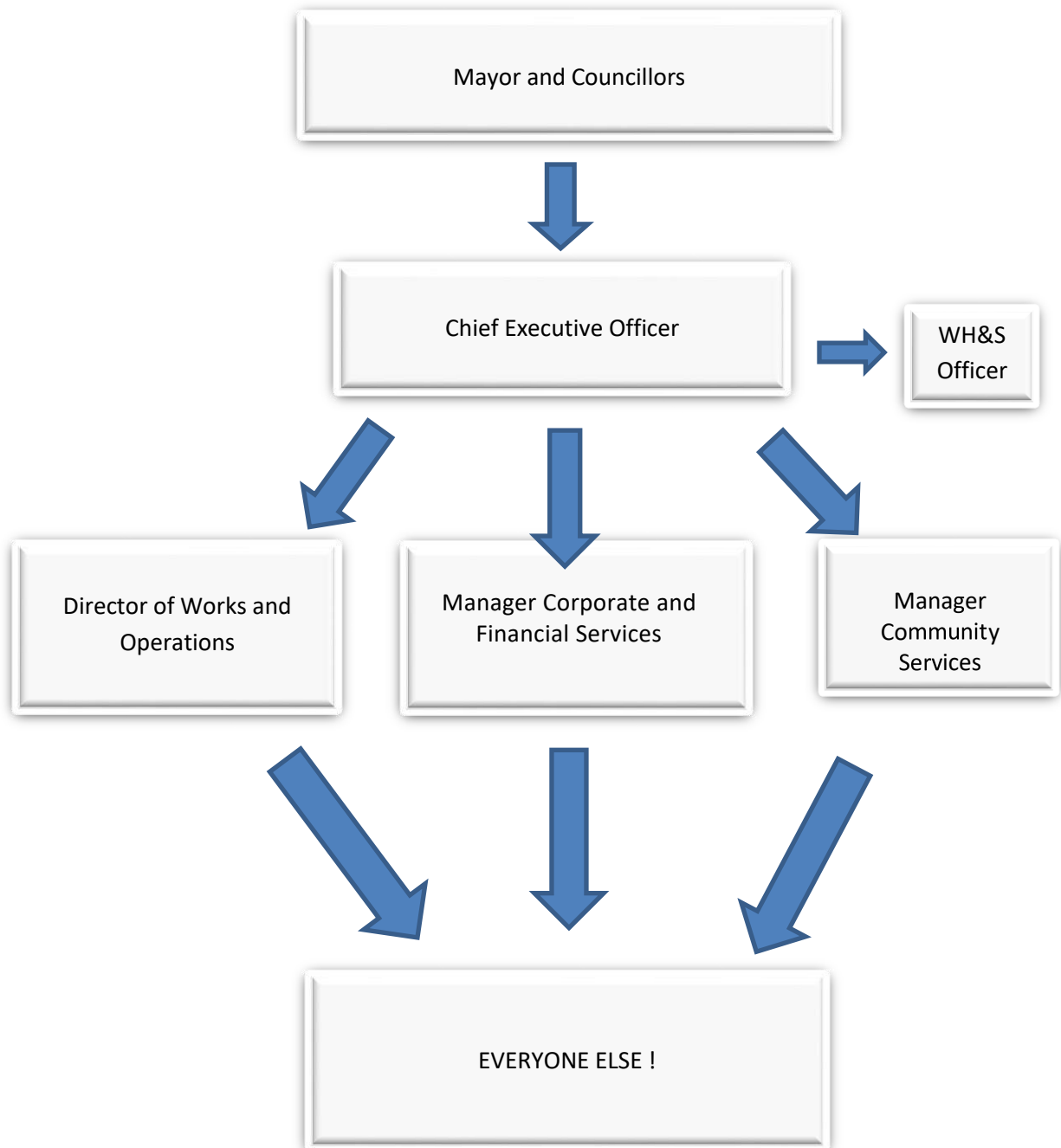
RISK CATEGORISATION

In order to manage risk properly, risk should be categorised. Within the Boulia Shire Council, the following risk categories are to be used to group risk:

1. **Financial** - Representing a financial risk to Council
2. **Operational** - Service Delivery, to represent a risk that may impede Council in the delivery of its services to the community and other stakeholders
3. **Corporate** - to represent a risk that could adversely impact of the council in any manner – political, structural, media, etc
4. **Reputational** – representing future risks to council.

APPENDIX 3

Organisational Structure for Risk Management within Boulia Shire Council



| | |
|---|--|
| Boulia Shire Council | To provide strategic direction to Boulia Shire Council staff regarding the management of risks to the community and Council, enhancing and endorsing Risk Management Policy, and for endorsing mitigation strategies for 'Very High' risks. |
| CEO | To ensure that the Boulia Shire Council, Councillors and staff, adhere to the Council's Risk Management Policy, including the appropriate training of Councillors and employees in Risk Management. To review the Risk Register and advise Council and other Stakeholders of any risks the CEO believes that Council and the other Stakeholders should be aware of. |
| Director of Works and Operations | Is responsible to the CEO for ensuring the adherence to the Risk Management Policy and for briefing staff on any risks that may be associated with the performance of their role and responsibility. The position is also responsible for advising and managing any risks associated with the management, maintenance and renewal assets within the Boulia Shire and for providing technical advice in regard to mitigation strategies as and when required. |
| Manager Corporate and Financial Services | Is responsible to the CEO for ensuring the adherence to the risk Management Policy within the Corporate Services Branch and for briefing staff on any risks that may be associated with the performance of their role and responsibility. |
| Manager Community Services | Is responsible to the CEO for ensuring the adherence to the risk Management Policy within the Community Services Branch and for briefing staff on any risks that may be associated with the performance of their role and responsibility. |
| Workplace Health and Safety Officer | Is responsible to the CEO for advising and managing any risks associated with Councillors and officers' daily routines and individuals and organisations visiting and/or using Council premises, and for providing technical advice in regard to mitigation strategies as and when required. |
| Everyone Else | Everyone else is required to assist and support the above people on request with risk management and in particular to advise line managers of any risks identified. |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--------------------------------------|------------------------------|
| TITLE: | SECURITY ACCESS CARD AND CCTV POLICY | DOC REF: Item CEO4 |
|---------------|--------------------------------------|------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 28/05/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

PURPOSE:

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

CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

Bouliia Shire Council has an integrated security system covering most Council owned and operated buildings and/or structures. The systems are comprised of security access control equipment (security door access readers, security access cards, door alarms) and Closed Circuit Television Systems (CCTV) operations that are used in Council areas and publicly accessible areas.

By implementing these systems, Council endeavours to protect the safety of its assets, employees and the community. A Security Access Card and CCTV Policy has been developed to provide a framework for the establishment and operation of these Council security systems to ensure they are managed in accordance with relevant legislation and this report seeks Council's adoption of the policy.

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:**

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

RECOMMENDATION:

1. That Policy 152 Security Access Card and CCTV Policy as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

ATTACHMENTS: Draft Policy 152 Security Access Card and CCTV Policy

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Security Access Card and CCTV Policy

| | |
|--------------------------------|--|
| Category: | Policy |
| Policy Number: | 152 |
| Document Version: | 1 |
| Obsolete Version: | n/a |
| Keyword Classification: | Security Access Card, CCTV, video surveillance footage |
| Summary: | This policy is designed to give guidance for Council's security access card system and the viewing and release of Council CCTV footage within the relevant legislation. |
| Adoption Date: | |
| Resolution: | |
| Due for Revision: | 3 years or as legislation changes |
| Revision date: | */*/2022 |
| Date revoked: | n/a |
| Related documents: | Boulia Shire Council Deed of Confidentiality Boulia Shire Council Code of Conduct Boulia Shire Council Privacy Plan Policy 127 Complaints Management Policy and Process |
| Responsible Section: | Executive |
| Responsible Officer: | Chief Executive Officer |
| Legislation: | Information Privacy Act 2009 Local Government Act 2009 Right to Information Act 2009 Aviation Security Regulations |

OBJECTIVE

Boulia Shire Council has an integrated security system covering most Council owned and operated buildings and/or structures. The systems are comprised of security access control equipment (security door access readers, security access cards, door alarms) and Closed Circuit Television Systems (CCTV) operations that are used in Council areas and publicly accessible areas.

Council endeavours to protect the safety of its assets, employees and the community with a range of initiatives including the installation of security access control equipment and CCTV cameras in public spaces and other Council controlled facilities and land.

This document aims to provide a framework for the establishment and operation of Council's security systems to ensure they are managed in accordance with relevant legislation. It applies to all of Council's security systems and CCTV systems installed or being established in public spaces by Council and within Council owned or controlled facilities and land and must be followed by all Council employees and Contractors engaged by Council to provide services in relation to them.

DEFINITIONS

To assist in interpretation, the following definitions apply:

| | |
|----------------------------------|---|
| Access | The act of viewing, or requesting copies of CCTV footage. |
| Closed Circuit Television (CCTV) | The use of video cameras to transmit images to a specific site where it can be monitored by authorised personnel for surveillance in public spaces or the protection of assets. |
| Contractor | A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law. |
| Council | Boulia Shire Council |
| Data Subject | An individual who is a subject of personal information (i.e. an individual making an access request for CCTV footage about themselves). |
| Decision Maker | Employee with delegated decision making powers under the Right to Information Act 2009 and the Information Privacy Act 2009. |
| Employee | Local government employee: (a) the Chief Executive Officer; or (b) a person holding an appointment under section 196 of the Local Government Act 2009. |
| Law Enforcement Agency | A body of the Commonwealth or a State or Territory with responsibility for imposing law or sanctions. |
| Personal Information | Information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or |

opinion.

| | |
|----------------------|--|
| Regulatory Body | A government body formed or mandated under the terms of a legislative Act to ensure compliance with the provisions of the Act. |
| Secure Area | Area containing the CCTV recording system, which is only accessible by authorised employees or contractor employees. |
| Security Access Card | An individual electronically chipped card that identifies a person and allows full or partial access to a secured Council owned/operated site. |
| Security Profile | An individual profile that allows persons to enter/exit, arm/disarm, nominated buildings/doors or areas within specified days/hours. |
| System | Council's CCTV surveillance system including CCTV cameras and Council's Security Access Card system. |

SECURITY ACCESS CARD PROCEDURES

Security Access Card systems are used as a tool to control, monitor and restrict the flow of persons to certain areas of buildings.

Security Access Cards are issued to Council employees, visitors and approved contractors who access buildings or premises that Council owns or operates. The cards, when swiped (badged) across an electronic reader will allow and/or decline access to enter/exit security operated doors as per the card holders approved security profile.

All security access cards remain the property of Council and must be returned to the Council Administration building at the completion of facility hire, work or termination of employment.

Cards can be voided by authorised Council personnel 24/7 upon request by a Manager/Director if cards are believed to be misused or used inappropriately. Managers are then responsible for making a request to have the card reactivated, if necessary.

Contractors engaged by Council for the service or maintenance of the Security Access Card system must also comply with the details of this policy and the *Information Privacy Act 2009*.

CCTV PROCEDURES

Procedures for the use of CCTV footage are designed to guide the operation of Council's CCTV systems to ensure:

- Compliance with the *Information Privacy Act 2009* and other uses intended for those purposes, and
- Use is only for the intended purposes of preventing and detecting crime, managing response, recovery and investigation activities for incidents, accidents and emergencies to promote public safety and enhance the security of Council Operations and Assets, as outlined in this policy.

Council operates CCTV systems at selected sites to assist in protecting the safety and security of its assets, employees and the community. Council will operate its CCTV systems in accordance with the following principles:

Purpose

CCTV systems will be operated within applicable legislation and only for the purposes for which it was intended:

- To assist in the protection of assets and employees;
- To act as a deterrent for anti-social behavior and crime in public spaces to create a safer environment for the community;
- To assist law enforcement agencies with early identification and more rapid response to unacceptable behaviour, suspicious activity and crime;
- To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces and Council infrastructure.

Public Interest

CCTV systems will be operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- Development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all images recorded;
- Appropriate signage in place to inform the public that a CCTV system is operating;
- Informing authorised employees and contractors involved in the recording, observation and capture of images of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.

Security of CCTV Equipment and Images

- Use of CCTV equipment must be restricted to authorised employees and contractors only in accordance with standard operating procedures;
- Employees and contractors who have access to CCTV systems must be subject to a criminal history check;
- Employees and contractors must seek approval to view any images or footage;
- Measures must be taken to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- Equipment must be maintained to ensure its effective operation; and
- Relevant record keeping practices must be applied.
- The CCTV system is protected with appropriate technology to prevent corruption or unauthorised access.

Systems

The control of CCTV systems remains with Council. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Chief Executive Officer will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

CCTV equipment and the location of each camera will be chosen to meet the quality and image capture standards necessary to achieve Council's purpose for operating the system, taking into account the field of vision of the camera, light levels and other environmental conditions, and the desire to minimise the capture of images not relevant to Council's purposes.

While every reasonable effort will be made to ensure maximum effectiveness, it is not possible to guarantee the system will detect every incident taking place within the areas of coverage.

Systems will be operated on a continuous basis recording images/footage 24 hours a day. CCTV cameras will be configured to record images/footage only, with any sound recording facilities (if available) switched off or disabled unless required and authorised for lawful operational purposes.

Appropriate signage will be installed to inform the public and employees:

- That a CCTV system is operating in the area;
- The purposes for processing the CCTV images; and
- That Council is the agency responsible for processing the images.

To ensure privacy, wherever practicable the CCTV cameras will not be focused directly on domestic or residential accommodation.

CCTV equipment will be maintained and tested in accordance with a regular schedule to ensure optimum operation and image quality fit for purpose. Impediments such as the growth of foliage or other factors that may obscure images will be identified and addressed, and the accuracy of date and time stamps confirmed.

Recording and Storage of Images/Footage

Images/footage captured will be recorded on digital equipment located in secure areas within Council owned or controlled buildings. Images/footage will be stored for a fixed period of time usually determined by the system's storage capacity and business needs, after which time they will be automatically erased.

Access to this secure area will be controlled and limited to Council authorised employees or contractors only, for the purposes of monitoring images/footage or maintenance of equipment. Any access to CCTV monitors for viewing or downloading of images/footage will be documented in the CCTV Footage Access Log maintained at the Council Administration Building.

Recording media used for the monitoring and capture of images/footage remains Council property.

Monitoring of Images/Footage

This section outlines the monitoring of images/footage only and does not allow the downloading of images/footage by authorised employees, contractors or the Queensland Police Service (QPS). The downloading of images/footage is subject to a request to Council.

Only the Chief Executive Officer can authorise employees or contractors to be involved in the monitoring of images/footage within any building. The Chief Executive Officer must ensure authorised personnel have undertaken a criminal history check and are fully briefed and trained with respect to all operational and administrative requirements relating to the operation of CCTV, including training in the data security requirements and the *Information Privacy Act 2009*.

Requests for Viewing or Copies of Images/Footage

Access to and disclosure of images/footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images/footage be required for evidential purposes. These aspects of this procedure reflect Information Privacy Principles 2 and 4 of the *Information Privacy Act 2009*.

All requests for CCTV footage are to be directed to the Chief Executive Officer for consideration.

Internal Requests

Requests for viewing or copies of recorded images/footage for Council purposes will be made on the relevant Internal CCTV Footage Release Request Form signed by the section manager requesting the information. Access will be restricted to images/footage required in relation to investigation of incidents pertaining to work, health and safety; unlawful, suspicious, inappropriate or unauthorised activity; aviation safety and security; public safety; or serious allegations about conduct or behaviour. Any images/footage supplied will only be viewed by employees or Council contractors authorised by the Chief Executive Officer.

Requests from Law Enforcement Agencies or Regulatory Bodies

Requests from QPS (Queensland Police Service) for recorded images/footage in relation to the investigation of an alleged offence will be made on the *Footage Release Request Form - Queensland Police Service or other Regulatory Body* and be authorised by the Chief Executive Officer.

Requests from regulatory bodies for recorded images/footage in relation to the investigation of an alleged offence will be made on the *Footage Release Request Form - Queensland Police Service or other Regulatory Body* and be authorised by the Chief Executive Officer.

Other External Requests

All other requests by persons or organisations external to Council for obtaining recorded images/footage must be made using the Right to Information and Information Privacy Access Application Form.

Access will not be granted unless the decision maker is satisfied that this is consistent with Council's obligations under the *Right to Information Act 2009* or the *Information Privacy Act 2009*.

Third parties wishing to access recorded images/footage in relation to an alleged offence should be directed to report to the QPS for investigation. QPS may request a copy of the recorded images/footage in accordance with the *Requests from Law Enforcement Agencies or Regulatory Bodies* section noted above.

Requests by individuals for their own images/footage captured on CCTV will be dealt with in accordance with the section below titled *Access by Data Subjects*.

Request to view for Emergency and Operational Situations

In the event of an emergency situation, please contact the Chief Executive Officer directly to view CCTV footage.

To obtain a recording of any CCTV footage, please refer to the following section (*Recording of Supplied Images/Footage*).

Recording of Supplied Images/Footage

Images/footage requested for police investigations must be supplied directly to QPS, not to any third party, and a QPS receipt obtained when the recordings are collected. This receipt will be registered in Council's electronic records system.

Where images/footage are released to a third party (including QPS), under the provisions contained in the *Right to Information Act 2009* or *Information Privacy Act 2009*, or retained for any other purpose in accordance with this procedure, these images/footage will be transferred to a digital medium format.

Where applicable, any recording medium will be cleaned before re-use to ensure images/footage are not recorded over images/footage previously recorded.

Copies will be retained by Council in a secure location on Council's electronic record system. Files will be given a unique reference number by the employee creating the file and a record made in the CCTV Footage Log.

Copies of recordings will be securely destroyed at the end of their lifespans as determined in accordance with the General Retention and Disposal Schedule and Aviation Security Regulations.

Access by Data Subjects

Council must comply with Information Privacy Principle 2, by placing signage that informs individuals that images/footage are being recorded by the CCTV surveillance system.

Individuals whose images/footage are recorded have a right to request to view the images/footage of themselves or be provided with a copy of the images/footage. Applications must be made using the Right to Information and Information Privacy Access Application Form.

The person requesting needs to provide enough information to enable location of the images/footage. The requestor must provide the following information:

- Date, time and location;
- An accurate description of the incident and anyone else who may have been involved (for example, police, ambulance); and
- Proof of identity, containing a photograph (for example, driver's licence or passport).

Following assessment of the request a written decision will be provided to the applicant in accordance with the requirements of the *Information Privacy Act 2009*.

In responding to a data subject access request, Council employees will use redaction tools to obscure images of other individuals in cases where releasing the unredacted images would involve an unfair intrusion into the privacy of the third parties concerned. Where Council is unable to comply with a request without disclosing information relating to another individual who can be identified from that information, Council is not obliged to comply with the request unless that individual has consented to the disclosure or it is reasonable, in the circumstances, to comply without the individual's consent.

Complaints/Breaches

Breaches of this procedure by Council employees or contractor employees may constitute misconduct under the Code of Conduct. Disciplinary action may apply to Council employees.

It is recognised that there may be concerns or complaints in respect to the operation of a CCTV surveillance system. Any concerns or complaints will be managed in accordance with Council's Complaints Management Policy and Process.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

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|---------------|-----------------------|------------------------------|
| TITLE: | BRONZE STATUE REQUEST | DOC REF: Item CEO5 |
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| REPORT BY: | Lynn Moore Chief Executive Officer | DATE: 31/05/2019 |
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CORPORATE PLAN REFERENCE:

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

Outcome 2.1 Support opportunities to develop the community through partnerships.

Item 2.1.6 Continue to provide or support the provision of parks and reserves, aquatic centres, sporting facilities, cemeteries and other important community services in a responsible manner

PURPOSE:

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

CONTENT:

Correspondence has recently been received from Mr George Sives who has placed a request to Council on the possibility of him placing a life sized bronzed statue of his donkey at the Boulia cemetery.

Mr Sives's motivation behind this idea stems from his passion for both donkeys and the Royal Flying Doctor Service (RFDS) and he hopes that the placement of the statue will in turn provide some benefit to the RFDS.

What Mr Sives proposes to do is purchase a double plot so the statue (to be approx. 6 foot high x 6 foot long) can be placed alongside him. In addition, Mr Sives has also proposed he would purchase security cameras for the cemetery. He would also donate books and records on donkeys to the Visitor Information Centre to provide a learning opportunity about this animal for visitors. Mr Sives hopes the statue would create a 'drawcard' for tourists and then through the placement of a RFDS donation tin at the Visitor Information Centre, funds could be raised for the RFDS service.

While Mr Sives has proposed he will purchase the statue and security cameras, considerations Council may need to take into account are the installation of the statue and the ongoing maintenance costs of both the statue and the security cameras.

GOVERNANCE IMPLICATIONS:

Ongoing maintenance considerations may need to be taken into account for future budgets.

ATTACHMENTS: Letter from Mr George Sives

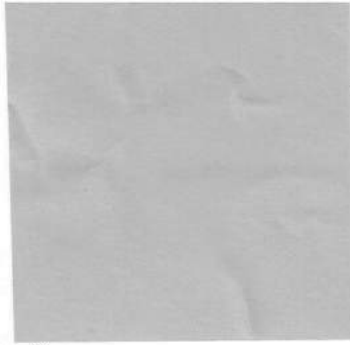
RECOMMENDATION:

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

Chief Executive Officer

Ms Lynn Moore

24/05/2019



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|---------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> AGENDA | A | I | BOULIA SHIRE COUNCIL RECEIVED |
| CEO | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| DWO | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 28 MAY 2019 |
| FM | <input type="checkbox"/> | <input type="checkbox"/> | |
| SAO | <input type="checkbox"/> | <input type="checkbox"/> | DOG ID. |
| CSM | <input type="checkbox"/> | <input type="checkbox"/> | |
| CLLR's/Mayor | <input type="checkbox"/> | <input type="checkbox"/> | RETENTION: |
| Ex Assn | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

To Whom It May Concern

As per phone conversation this week I wish to show my passion towards the Royal Flying Doctors. I ask for permission from the Council to have a life size bronzed statue of my donkey, Candy, as my headstone when my time prevails. She is currently approximately 6 foot high and 6 foot long. I am willing to purchase a double plot for this statue to be placed beside me on the second one and also security cameras to place around the cemetery.

My passion for donkeys has been well and truly over 30 years running and my last legacy is to be buried watching over Candy. I have many books and records on these beautiful animals and I would also donate these to the Tourist Information Centre so people can be educated about what this animal did for humanity.

This will benefit the Royal Flying Doctors as I believe this will be another monument which will draw Tourists to and donations can be made to the Flying Doctors through a donation tin at the Tourist Information Centre.

If this isn't able to be done I am happy to speak to you in relation to what you may be willing to allow me to do so I can make this happen and know I'll be happy where I'm buried.

You can contact me on [REDACTED] at any time to discuss this.

Hoping you will take this into great consideration

George Sives

[REDACTED]
[REDACTED]



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

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|---------------|---|------------------------------|
| TITLE: | DOMESTIC AND FAMILY VIOLENCE LEAVE POLICY | DOC REF: Item CEO6 |
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| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 04/06/2019 |
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CORPORATE PLAN REFERENCE:

4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

PURPOSE:

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

CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

Boulia Shire Council is strongly committed to providing a healthy and safe working environment for all employees and recognises that employees are sometimes faced with difficult situations in their work and personal life, such as domestic and family violence (DFV), which may affect their attendance and performance at work.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear. DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

It is unacceptable in any setting, including the workplace.

All Council employees have a responsibility to model the public service values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV. Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

A Domestic and Family Violence Leave Policy has been developed to provide guidance in relation to employees effected by domestic and family violence and this report seeks Council's adoption of the policy.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That Policy 153 Domestic and Family Violence Leave Policy as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

ATTACHMENTS: Draft Policy 153 Domestic and Family Violence Leave Policy

| | |
|-------------------------|---------------|
| Chief Executive Officer | Ms Lynn Moore |
|-------------------------|---------------|



BOULIA SHIRE COUNCIL

Domestic and Family Violence Leave Policy

| | |
|--------------------------------|--|
| Category: | Policy |
| Policy Number: | 153 |
| Document Version: | 1 |
| Obsolete Version: | n/a |
| Keyword Classification: | Domestic Violence, Family Violence |
| Summary: | To provide guidance in relation to employees effected by Domestic and Family Violence |
| Adoption Date: | |
| Resolution: | |
| Due for Revision: | Three years unless otherwise impacted by legislation |
| Revision date: | |
| Date revoked: | n/a |
| Related documents: | Policy 116 - Workplace Health, Safety, Environment and Quality Policy 137 - Employee Assistance Program Policy Policy 146 - Code of Conduct |
| Responsible Section: | Executive |
| Responsible Officer: | Chief Executive Officer |
| Legislation: | <ul style="list-style-type: none"> - Domestic and Family Violence Protection Act 2012 - Work Health and Safety Act 2011 - Public Service Act (2008) - Code of Conduct for the Queensland Public Service - Family Leave (Queensland Public Sector) Award – State 2012 - Domestic and Family Violence Leave Procedure - Leave Application Form - Workplace Safety Plan Agreement - Domestic and Family Violence Risk Assessment Checklist |

PURPOSE

Boulia Shire Council (“Council”) is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence (“DFV”), which may affect their attendance and performance at work.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear. DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

Council leaders, managers, supervisors and all employees are committed to making Council a great place to work. Council can make a significant difference to employees affected by DFV by providing appropriate safety and support measures.

DFV is unacceptable in any setting, including the workplace. Any Council employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to model the public service values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV. Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

APPLICATION

This policy applies to employees of Council, including contractors, agency temporary staff, work experience and industry placements, trainees and volunteers.

POLICY

1.1 Confidentiality and Disclosure

Council employees have the right to choose whether, when and to whom they disclose information about being affected by DFV. This policy does not override any legal obligations to disclose information. Information disclosed by an employee in relation to DFV will be kept confidential, except to the extent that disclosure is required or permitted by law.

1.2 Awareness Raising

Council will make available and promote the online awareness raising program, *Recognise, Respond, Refer: Domestic Violence and the Workplace*, jointly developed by the Queensland Government and Australia’s CEO Challenge. All employees are strongly encouraged to complete the program. Council will ensure that information on support options are made available to employees.

1.3 Support Options Available to Employees

There are a number of support options available to assist employees affected by DFV. In relation to clauses 1.3.3 to 1.3.6, these arrangements should be reviewed at regular intervals to ensure that they are appropriate.

1.3.1 Evidence

An employee is required to provide evidence that the employee has experienced DFV and needs to take leave as a result. Acceptable evidence includes;

- a) evidence from the police; or
- b) evidence of a legal proceeding or court report; or
- c) evidence from a doctor or other health practitioner; or
- d) a report from a Counsellor; or
- e) written advice or a statutory declaration from the employee.

1.3.2 Leave Entitlement

- a) An employee, other than a casual employee, is entitled to 10 days of DFV leave on full pay in a calendar year (non-cumulative) if -
 - i. The employee has experienced DFV; and
 - ii. The employee needs to take DFV leave as a result of DFV.
- b) The employee may need to take DFV leave if the employee is -
 - i. Recovering from an injury caused by the violence; or
 - ii. Attending an appointment related to the violence, including an appointment to attend counselling, to obtain legal advice, for medical treatment or with police officers; or
 - iii. Preparing for a court appearance related to the violence; or
 - iv. Attending court for a proceeding related to the violence; or
 - v. Finding housing that is necessary because of the violence; or
 - vi. Organising child care or the education of a child that is necessary because of the violence.
- c) All applications for DFV leave are to be made in writing to a Human Resources representative and are required to include evidence as outlined in subsection 1.3.1.
- d) The employee does not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a fraction of a day.

The employee may also access further paid or unpaid leave, including sick leave, carers leave, annual leave, long service leave, special unpaid leave or other accrued time to attend to matters arising from DFV - this will be in accordance with the directives relating to each type of leave.

1.3.3 Requirement for Employee to Give Notice

- a) An employee's entitlement to DFV leave is conditional on the employee giving Council notice of -
 - i. the employee's absence from work; and
 - ii. if it is possible to notify Council before the leave is taken, the approximate period the employee will be absent.

- b) The employee must give Council notice under section 1.3.3 a)
 - i. before or on the day the employee is to take leave; or
 - ii. if it is not possible to notify Council before the leave is taken, during the leave or as soon as possible after the leave ends.

1.3.4 Work Performance and Attendance

- a) Work performance or attendance may be influenced by factors not connected with work. Employees will be supported and encouraged to raise concerns about their personal circumstances, including whether DFV is a contributing factor to work performance and attendance.
- b) It may also be necessary to include additional support and provide reasonable workplace and role adjustments for a period of time. Regular reviews, a return to work plan and a performance improvement process may still be required.

1.3.5 Flexible Working Arrangements

- a) Council may provide employees affected by DFV with access to flexible working arrangements. In the first instance, employees are encouraged to discuss their request for flexible working arrangements with their supervisors.

1.3.6 Counselling Support Services

- a) Council will offer the Employee Assistance Program (EAP) or similar, to all employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling.
- b) The EAP also provides specific advice to supervisors to support employees affected by DFV.

1.3.7 Other Workplace Support and Role Adjustments

Council may also consider:

- a) workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures;
- b) supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate;
- c) providing other support and reasonable adjustments in the workplace, such as:
 - job redesign or changes to duties;
 - changes to working hours or patterns of work;
 - changes to email address and telephone numbers;

1.4 Safety In The Workplace

Of paramount consideration is the safety and wellbeing of all Council employees in the workplace. Fostering a workplace culture where employees affected by DFV are supported contributes to a healthy and safe working environment for all.

In situations where an employee affected by DFV is concerned for their safety or that of their colleagues, it is recommended that the employee work in consultation with their supervisor to develop a Workplace Safety Plan Agreement.

A DFV Risk Assessment Checklist should be completed by the supervisor in consultation with the employee affected by DFV, prior to completing a Workplace Safety Plan Agreement, and include any necessary support and reasonable adjustment.

The Workplace Safety Plan Agreement should outline the specific workplace safety needs and arrangements to support the employee, such as:

- any changes in relation to any work patterns, practices or work location;
- any precautionary plans to be undertaken pre or post-work (e.g. travel arrangements, etc.) to support the safety of the employee;
- any workplace changes and/or security measures to protect the employee and their colleagues where necessary; and
- updated emergency contacts and/or next of kin details.

Arrangements should be reviewed at pre-determined intervals to ensure currency and to ascertain ongoing appropriateness.

RESPONSIBILITIES

Managers/Supervisors will:

- a) model the public service values, including behaviour in a way that promotes a work environment free from any form of violence;
- b) actively participate in DFV related learning and development activities to effectively communicate and manage any domestic violence arising in the workplace;
- c) encourage employees to actively participate in DFV related learning and development activities;
- d) sensitively communicate with employees affected by DFV;
- e) take prompt and appropriate action to address any reports of employees affected by DFV;
- f) ensure appropriate levels of support are provided to employees affected by DFV; and
- g) ensure appropriate management of work performance and monitoring of attendance issues.

Employees will:

- a) model the public service values, including behaving in a way that promotes a work environment free from any form of violence;
- b) actively participate in DFV related learning and development activities;
- c) sensitively communicate with colleagues affected by DFV; and
- d) ensure colleagues are aware of available support services and encourage colleagues to seek assistance.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|------------------------------|
| TITLE: | Wangkamahdla People (QUD52/2016) Native Title Determination | DOC REF: Item CEO7 |
|---------------|--|------------------------------|

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|-------------------|---------------------------------------|--------------------------|
| REPORT BY: | Lynn Moore Chief Executive Officer | DATE: 7/6/2019 |
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CORPORATE PLAN REFERENCE:**GOVERNANCE**

'A cohesive and sustainable Council providing community leadership'

- To represent and collectively make decisions to benefit the entire community

PURPOSE:

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

CONTENT:

The application for Determination by the Wangkamahdla People commenced in 2016 and has been slowly progressing.

In October 2018 Council were notified that Registrar Grant had reviewed the Notices on Connection filed by the State and other parties and noted that the State required further material to formalise its position on connection and whether the State agrees to consent to a determination of native title. At that stage Council responded that we would not actively participate until the State's position with respect to connection had been established.

In a report dated 22nd May 2019, Holding Redlich (File No 17260060) advised that they had attended a hearing in the Federal Court. In summary the State has accepted connection for the purpose of entering into substantive negotiations towards a consent determination.

A timetable has been developed between the Applicant, State and other respondent parties to progress the matter towards a consent determination.

Councils will need to provide responses when and where required under the timetable, including in relation to recording its interest in a consent determination, tenure and extinguishment and whether it wishes to negotiate an Indigenous Land Use Agreement (ILUA) with the Wangkamahdla People.

The Wangkamahdla Peoples claim area involves both Boulia and Diamantina Councils (refer map attached) and will have impacts on the Donohue Highway (a section of the Outback Way).

If the two Councils work together as one then there is funding which is available to support the future progress of an ILUA and Holding Redlich as our representatives will be able to procure this on our behalf.

CONSULTATION:

Email to Diamantina Council to ascertain their position on the progress of joint submission.

GOVERNANCE IMPLICATIONS:

At this stage there are no financial implications for Council if joint submission is agreed to.

RECOMMENDATION:

- That Council proceed with the proposed negotiation of the ILUA with Wangkamahdla People in conjunction with Diamantina Shire Council supported by Holding Redlich.
- CEO to advise Holding Redlich of the decision of Council.

ATTACHMENTS: CEO7.1 Wangkamahdla People Area Extract Map

Chief Executive Officer

Ms Lynn Moore



NORTH

NATIVE TITLE DETERMINATION APPLICATION

Note: To determine areas subject to claim within the external boundary, reference to the application description is necessary.

Application boundary compiled by QSNTS, based on in part from data sourced from Commonwealth of Australia, NNTT (November 2015).

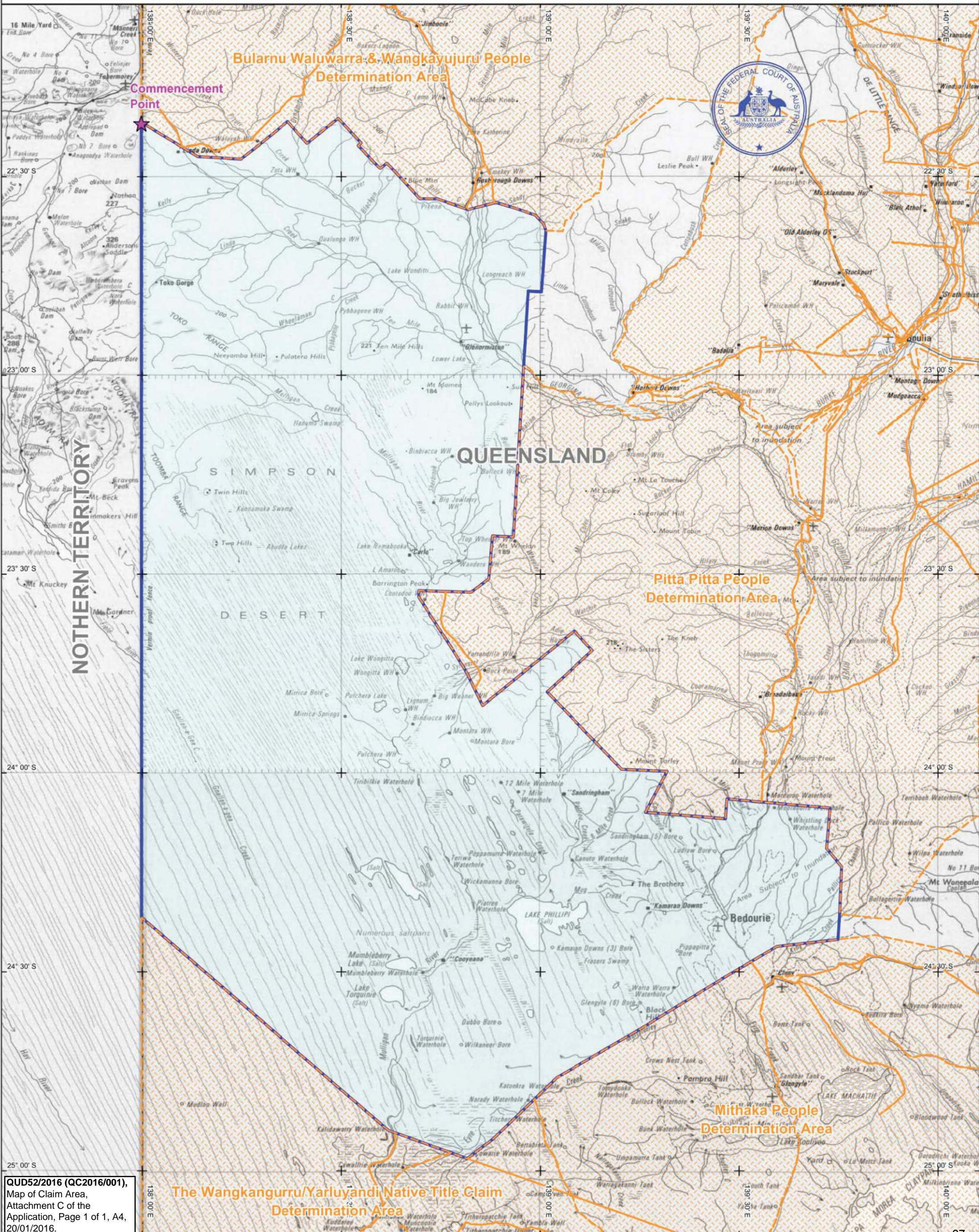
Topographic Image © Commonwealth of Australia (Geoscience Australia) 2008.



KILOMETRES

Map prepared by: Queensland South Native Title Services (20/11/2015)

Latitude and Longitude based on Geocentric Datum of Australia 1994 Non Projected



QUD52/2016 (QC2016/001), Map of Claim Area, Attachment C of the Application, Page 1 of 1, A4, 20/01/2016.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

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| TITLE: | DONATION OF MIN MIN CAFÉ EQUIPMENT | DOC REF: Item CEO8 |
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| REPORT BY: | Lynn Moore Chief Executive Officer | DATE: 07/06/2019 |
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CORPORATE PLAN REFERENCE:

SOCIAL

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

COMMUNITY DEVELOPMENT: Outcome 2.1 Support opportunities to develop the community through partnerships

2.1.1 Ensure support and promotion of existing community events

PURPOSE:

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

CONTENT:

The Council supports the Boulia Golf Club with the rates refund each year as the club is made up of voluntary members and there are limited opportunities for them to self generate income on a large scale.

The club has a proactive executive team and has been able to attract various small amounts of funding over the past 12 months. This has seen the return of 'Fish and Chip Friday' which has become more and more popular. The Outback Golf Spectacular which is scheduled for July will also be an important event for the club to shine.

A suggestion was made by Councillor Sam Beauchamp that the unused equipment from the old Min Min Café be donated to the Golf Club.

As you are aware the Min Min Café ceased some time ago with two other businesses in town able to provide this service to the general public which made this equipment surplus to our needs.

The continued efforts to promote the Golf Club is acknowledged and this is a small way Council can assist them by making use of equipment which would otherwise remain unused. Items which are available for the use of the Golf Club are:

- Rangehood
- Industrial Oven
- Stainless Steel benchtops



CONSULTATION:

- Previously by email confirmation and agreement: Cllr Brook McGlinchey, Cllr Sam Beauchamp, Mayor Rick Britton, Cllr Jack Neilson and Cllr Beck Britton.

GOVERNANCE IMPLICATIONS:

- Electrical checks and removal and installation of all the equipment will be at the cost and responsibility of the Golf Club.
- A letter of acceptance has been issued to the Golf Club and we are awaiting the return.

RECOMMENDATION:

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

ATTACHMENTS: Copy of the unsigned acceptance letter sent to the Golf Club

Chief Executive Officer

Ms Lynn Moore



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

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

BOULIA SHIRE COUNCIL

5th June 2019

The Secretary
Boulia Golf Club
BOULIA QLD 4829
E: rebecakbritton@gmail.com

Dear Beck

RE:COUNCIL DONATION OF MIN MIN ENCOUNTER KITCHEN APPLIANCES

A suggestion was made by Councillor Sam Beauchamp that the unused equipment from the old Min Min Café be donated to the Golf Club.

As you are aware the Min Min Café ceased some time ago with two other business in town able to provide this service to the general public which made this equipment surplus to our needs.

Your continued efforts to promote the Golf Club is acknowledged and this is a small way council can assist you by making use of equipment which would otherwise remain unused.

Items which are available for the use of the Golf Club are:

- Rangehood
- Industrial Oven
- Stainless Steel benchtops



Should you accept the offer it will be your responsibility to have the equipment checked by a qualified electrician to ensure its safety and any installation of the equipment will be at the cost of the Golf Club.

Please have the authorised person for the club sign the copy of this letter and return same to council

Yours sincerely

Ms Lynn Moore
Chief Executive Officer

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

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| TITLE: | COUNCILLORS REMUNERATION REPORT Including EXPERIENCE LEVEL PAYMENTS | DOC REF: Item CEO10 |
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| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 09/06/2019 |
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CORPORATE PLAN REFERENCE:

GOVERNANCE: ELECTED REPRESENTATIVES: Outcome 4.2 To represent and collectively make decisions to benefit the entire community

PURPOSE:

Council to consider remuneration levels for 2019-2020 financial year which will consider years of Local Government Experience as a qualifying factor.

To rescind the previous resolution (2019/4.21) of Council relating to the allocation of payments to Mayor, Deputy Mayor and Councillors on 17th April 2019.

Review of remuneration is required by Chapter 8, Administration, Part 1 Councillors, Division 1 Councillor remuneration, (s.244, 246, 247, 248) of the Local Government Regulation 2012.

CONTENT:

The Remuneration Tribunal is solely responsible for determining the payment made to Mayors, Deputy Mayors and Councillors. In its remuneration report dated November 2018 the Tribunal has decided to increase the maximum remuneration levels for Mayors, Deputy Mayors and Councillors by 2.1 per cent from 1st July 2019.

In making this determination, the Tribunal has considered the following:

Increases in the Consumer Price Index (CPI) for the financial year ended 30 June 2018 as follows:

- Weighted average of the eight capital cities - + 2.1 per cent

In accordance to the Tribunal remuneration schedule the following table applies to all Category 1 Councils from 1st July 2019:

| Mayor | Deputy Mayor | Councillors |
|------------|--------------|-------------|
| \$ 106,100 | \$ 61,211 | \$ 53,049 |

The Council has the discretion to make payments to Councillors but not to exceed these amounts without reference to the Tribunal (LGR 2012 s 248). In previous recommendations the Council has opted for an increase to the base payment from the previous year's amount.

In its 2014 report the Tribunal explained the rationale behind the adoption of a system of remuneration which comprised a base payment (of two thirds of the annual remuneration) and a monthly payment based upon attendance at, and participation in, the twelve mandated Council meetings. The Tribunal has decided to slightly modify the basis upon which the 'meeting fee' is paid.

Rather than the meeting fee being based, solely, on attendance at and participation in mandated Council meetings, the Tribunal believes that the meeting fee concept be extended to incorporate other important meetings which require a Councillor's attendance, and participation, such as budget meetings, planning sessions, and the like. This is because the

role of a Mayor, Deputy Mayor or Councillor requires them to fully participate in, and contribute to, such meetings.

The following meetings have been identified and used for the meeting fee calculation rate. It is estimated that Councillors will attend 12 monthly Council meetings, 2 special budget review meetings and 2 special planning meetings days. Making a total of 16 meetings to be attended during the course of the year.

COUNCILLOR REMUNERATION - BOULIA SHIRE COUNCIL 2019-2020

Table 1: Remuneration Scale for Years of Local Government Service.

| | Maximum Tribunal Payment | Year 1 | Year 2 | Year 3 & Year 4 | Year 5-8 | Year 9-12 | Over 12 years |
|-----------|--------------------------|----------|----------|-----------------|----------|-----------|---------------|
| | | 50% | 60% | 70% | 80% | 90% | 100% |
| Mayor | \$106,100 | \$53,050 | \$63,660 | \$74,270 | \$84,880 | \$95,490 | \$106,100 |
| Dep Mayor | \$61,211 | \$30,606 | \$36,727 | \$42,848 | \$48,969 | \$55,090 | \$61,211 |

NB: This applies only to the current term and does not include previous terms in Council

| | Maximum Tribunal Payment | Year 1 | Year 2 | Year 3 & Year 4 | Year 5-8 | Year 9-12 | Over 12 years |
|-------------|--------------------------|----------|----------|-----------------|----------|-----------|---------------|
| | | 50% | 60% | 70% | 80% | 90% | 100% |
| Councillors | \$53,049 | \$26,525 | \$31,829 | \$37,134 | \$42,439 | \$47,744 | \$53,049 |

NB: All Councillors must be paid the same rate which is to be determined by the scale above.

Remuneration Split between Base Fee and Meeting Fee

Remuneration as determined by Table 1 will be further allocated as two thirds (2/3) of the payment as a '**BASE**' fee and the further one third (1/3) to be allocated as a **MEETING** fee.

This meeting fee will only be payable at personal attendance at the meeting or by prior arrangement with the Mayor to attend via telephone/video connection in exceptional circumstances. Meeting fee claims are the responsibility of the Councillor and must be claimed by the Councillor using the claim form.

SECTION 247 LOCAL GOVERNMENT REGULATIONS

REMUNERATION PAYABLE TO COUNCILLORS

- (1) A local government must pay remuneration to each councillor of the local government.
- (2) The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.
- (3) If the local government decides the maximum amount of remuneration is not payable to the councillor, the local government must, by resolution, decide the amount of remuneration payable to the councillor.
- (4) The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.

(5) The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.

(6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

CONSULTATION:

- Consideration and review at Council meeting 17th April 2019

GOVERNANCE IMPLICATIONS:

- Required to be considered under Local Government Regulation 2012, Sec 247
- Queensland Government Gazette no 91, printed Dec 14th 2018
- Budget allocation for 2019-2020 will be an increase of \$4,303.32 on the previous years budget.

RECOMMENDATION:

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

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

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

ATTACHMENTS:

CEO10.1 Councillor Remuneration Expenses and Re-imbursments Policy

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Councillor Remuneration and Expenses Re-imbusement Policy

| | |
|--------------------------------|--|
| Category: | Policy |
| Policy Number: | 111 |
| Document Version: | 5 |
| Obsolete Version: | Councillor Expenses Re-imbusement Policy Ver 4 |
| Keyword Classification: | Councillor Remuneration Expenses Re-imbusement |
| Summary: | This policy serves to provide information about the payment or reimbursement of remunerations and expenses and the provision of facilities/equipment for Councillors |
| Adoption Date: | 19 th June 2019 |
| Resolution: | |
| Due for Revision: | Every three years or as impacted by legislation |
| Revision date: | 30/6/2022 |
| Date revoked: | n/a |
| Related documents: | Policy 129 Councillor Code of Conduct |
| Responsible Section: | Executive |
| Responsible Officer: | Chief Executive Officer |
| Legislation: | Local Government Act 2009 – section 281 Local Government Regulations 2012 – Div 1- Councillor Remuneration sections 240-248 Criminal Code Act 1899 |

PURPOSE AND SCOPE

Council is committed to ensuring that Councillors are remunerated fairly and provided with the facilities and equipment required to enable them to perform their duties. Councillors should not be financially disadvantaged when carrying out the requirements of the role of Councillor and should be fairly and reasonably remunerated and compensated in accordance with statutory requirements and community expectations.

The remuneration payment and/or reimbursement of expenses and provision of facilities or equipment for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- is based on ensuring economy, efficiency and budget provisions; and
- the remuneration payment does not exceed the annual amount as determined by the Tribunal.

The purpose of this policy is to:

- ensure compliance with community expectations and statutory requirements relating to the payment of remuneration and reimbursement of legitimate expenses and provision of facilities and equipment for Councillors while carrying out their duties and responsibilities as elected representatives of the Council; and
- ensure that Councillors are remunerated fairly in accordance with their levels of experience in Local Government.
- ensure that all Councillors have the facilities, equipment and other support necessary to perform their civic duties.

The scope of this policy provides for:

- payment of expenses incurred, or to be incurred, by the Councillors in the course of discharging their duties and responsibilities as Councillors; and
- the provision of facilities and equipment to the Councillors for that purpose.
- levels of remuneration for Councillors in accordance with years of experience in Local Government.

DEFINITIONS

| | |
|--------------------|--|
| Authorising person | is the person with delegated authority to approve expenditure or reimbursement for Councillor expenses, equipment and facilities. |
| Council business | means official business conducted on behalf of, and/or approved by Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council. <ul style="list-style-type: none">- it should result in a benefit being achieved either for Council, the local government area or the community.- it includes functions that are a statutory requirement of the Councillor's role or are officially recorded in minutes or other public records.- it might also include, attending an event or function to perform official duties or as an official Council representative, such as:<ul style="list-style-type: none">• commemorative ceremonies• ceremonial openings of buildings or facilities;• annual events, fetes and carnivals;• annual or presentation dinners;• public meetings; |

- private meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business of Council; and
- any other meeting, event or function described of the Local Government Act 2009 under Insurance of Councillors for example attendance:
 - at the meetings of the local government or its committees that the Councillor is entitled or asked to attend, or at which the Councillor has business for a resident of the local government's area;
 - at inspections or deputations, conferences and meetings at which the Councillor's attendance is permitted by the local government;
 - at official functions organised for the local government; and
 - on residents of the area for the purpose of local government business.
- gathering of information by a Councillor necessary to inform him or her of an incident of interest to Council or which properly falls within the responsibility of Council and a Councillor.

| | |
|-----------------------------|--|
| Civic Duties - | means Council business. |
| Councillors - | include Councillors, the Mayor and Deputy Mayor. |
| Discretionary training - | is any training that is not determined by Council as "mandatory". |
| Expenses - | refers to expenses described in the Guidelines. |
| Facilities - | refers to the facilities deemed necessary to assist Councillors in their role as shown in the Guidelines. |
| Mandatory training - | is any training that Council resolves that all Councillors must attend. |
| Meal allowance - | is the daily amount allowed for meals while travelling on Council business. |
| Official capacity - | refers to activities undertaken while on Council business. |
| Public record - | is any record created, received or kept in an official capacity. |
| Preferred travel provider - | Council may appoint a preferred travel provider that processes all travel requests, negotiates discount air and accommodation rates and provides assistance to Councillors on all travel related matters. |
| Reasonable - | refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds (Can it pass the 'pub test'?). |
| Representing Council - | a Councillor is representing Council when Council resolves that the Councillor is to attend an event, function or meeting as a representative of Council. This may be via digital media such as video conferencing or teleconferencing. |

POLICY STATEMENT

Remuneration for Mayor, Deputy Mayors and Councillors – Boulia Category 1

Remuneration for Local Government Councillors, Mayors and Deputy Mayors is set each year by the Remuneration Tribunal. The Remuneration Tribunal determines categories for each Local Government which defines the maximum payment for Mayor, Deputy Mayor and Councillor in the category.

Council is then required to determine the remuneration rate payable in Boulia Shire for the Mayor, Deputy Mayor and Councillors before 1st July each year and notify the Tribunal of their decision.

This amount cannot exceed (but may be less) than the maximum amount set by the Tribunal which is advertised in the Government Gazette in December annually (Ref: LGR 2012 Sec244) and printed in the Local Government Remuneration and Discipline Tribunal - remuneration report.

This payment table (**Table 1**) applies to Mayor, Deputy Mayor and Councillor and the maximum rate is taken from the annual rate determined by the Tribunal. It does not include expenses, meals, travel, accommodation or superannuation.

Table 1: Remuneration Scale for Years of Local Government Experience

| | Maximum Tribunal Payment | Year 1 | Year 2 | Year 3 and 4 | Year 5-8 | Year 9-12 | Over 12 years |
|-----------|--------------------------|----------|----------|--------------|----------|-----------|---------------|
| | | 50% | 60% | 70% | 80% | 90% | 100% |
| Mayor | \$106,100 | \$53,050 | \$63,660 | \$74,270 | \$84,880 | \$95,490 | \$106,100 |
| Dep Mayor | \$61,211 | \$30,606 | \$36,727 | \$42,848 | \$48,969 | \$55,090 | \$61,211 |

NB: This applies only to the current term and does not include previous terms in Council.

| | Maximum Tribunal Payment | Year 1 | Year 2 | Year 3 and 4 | Year 5-8 | Year 9-12 | Over 12 years |
|-------------|--------------------------|----------|----------|--------------|----------|-----------|---------------|
| | | 50% | 60% | 70% | 80% | 90% | 100% |
| Councillors | \$53,049 | \$26,525 | \$31,829 | \$37,134 | \$42,439 | \$47,744 | \$53,049 |

NB: All Councillors must be paid the same rate which is to be determined by the scale above

Remuneration Split between Base Fee and Meeting Fee

Remuneration as determined by Table 1 will be further allocated as two thirds (2/3) of the payment as a '**BASE**' fee and the further one third (1/3) to be allocated as a **MEETING** fee.

This meeting fee will only be payable at personal attendance at the meeting or by prior arrangement with the Mayor to attend via telephone/video connection in exceptional circumstances. Meeting fee claims are the responsibility of the Councillor and must be claimed by the Councillor using the claim form.

Superannuation

Superannuation will be paid at the rate of 6% of the relevant rate of remuneration for the first year then 12% each year thereafter.

Salary Sacrifice Arrangements

Council does not supply advice for salary sacrificing but will agree to salary sacrifice payments to Councillors on the provision of a letter of independent financial advice to the Council and that this will have no additional costs to Council.

Reimbursement of expenses

The reimbursement of expenses and provision of facilities and equipment for Councillors must only be for the actual cost of legitimate business use and only in accordance with:

- the Local Government Act 2009,
- Local Government Regulations 2012 and
- Attachment A: Guidelines for Remuneration, Expenses Reimbursement and Provision of Facilities and equipment for Mayor and Councillors.

Council must provide for public accountability and transparency by:

- disclosure of overseas travel details in the Annual Report;
- Council reports on international travel activities;
- resolutions made during the year authorising the payment or provision of remuneration;
- including expenses paid or facilities and equipment provided, to Councillors or members of committees of the local government; and
- particulars of the total remuneration paid or provided, including expenses paid or facilities or equipment provided, to each Councillor during the year and the total superannuation contributions paid for each Councillor during the year.

For details about entitlements in regard to the remuneration, payment or reimbursement of Councillor expenses and the provision of facilities or equipment for Councillors, refer to:

- **Attachment A: Guidelines for Expenses Reimbursement and Provision of Facilities or Equipment for Mayor and Councillors.**

Council's Annual Report must contain a copy of the policy and a copy of any resolution made during the year authorising payment of expenses or provision of facilities and equipment to Councillors.

Spouses, partners and family members of Councillors are not entitled to reimbursement of expenses or to have access to facilities or equipment allocated to Councillors.

Failure to comply with this policy or misappropriation of expenses or equipment may be a breach of the Councillor Code of Conduct and/or an offence under the Criminal Code Act 1899.

Attachment A - Guidelines for Remuneration, Expenses Reimbursement and Provision of Facilities or Equipment for Mayor and Councillors

Purpose of the Document

The purpose of this document is to provide information about the remuneration and payment or reimbursement of expenses and the provision of facilities and equipment for Councillors of the Council, including the Mayor.

Councillor remuneration is in accordance with the determination of the Local Government Remuneration Tribunal.

Approval and Authorisation

The payment or reimbursement of expenses and the provision of facilities or equipment for Councillors is subject to Council approval where necessary (e.g. for travel), budget provisions and the authorisation of Council's Chief Executive Officer or the officer delegated that authority by the Chief Executive Officer.

Wherever practicable, Council officers will provide the specified facilities and equipment and manage the payment of expenses on behalf of Councillors. Any claims by Councillors for reimbursement of expenses are to be authorised by the Chief Executive Officer or delegated officer.

1. EXPENSES

The following expenses refer to actual expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.

The Mayor will be provided with a Council credit card for business use under the approved administrative process. All claims for reimbursement must be submitted on a monthly basis to the Chief Executive Officer. Claim expenses more than three months cannot be claimed after the expense is incurred. The following credit card limits will apply:

- Mayor \$10,000

1.1 Council business

Where Councillors are attending to Council business (refer to definitions) such as meetings, functions or other activities in an official capacity, Council will pay for the approved expenses associated with that activity.

The Mayor attends conferences as the primary Delegate, and may attend any other relevant Conference/Seminar/Workshop/Forums. The Mayor may be accompanied to these by the Deputy Mayor or other Councillors.

The Council shall appoint the other delegates and/or attendees at the above conferences. Attendance by Councillors at other Conferences/Seminars/Workshops shall be recommended by Council or senior officers in writing to the Council meeting. Council may approve travel for Councillors where Council considers it appropriate to promote or represent Council for a local government purpose.

1.1.1 Representing Council at events

Councillors may be required to attend a range of events and functions as part of their role in attending to Council business. Councillors may, for example, be required to attend significant sporting and other community events in an official capacity.

Council will provide tickets to events for Councillors for the purpose of addressing Council's advocacy strategy and to provide support for community social and economic development activities.

1.2 Professional development

The payment of expenses for professional development requires Council approval. There are two categories of professional development for Councillors – Mandatory Training and Discretionary Training.

1.2.1 Mandatory training

Where Council resolves that all Councillors or a class of Councillors (e.g. newly elected Councillors) are to attend training courses, seminars, conferences, workshops and/or forums for skill development related to a Councillor's role, Council will meet all costs.

Examples of mandatory training may include training for Councillor induction, code of conduct, meeting procedures and legislative obligations.

1.2.2 Discretionary training

Where an individual Councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a Councillor (other than mandatory training), Council approval is required to pay the expenses of the event.

The funding limit for individual discretionary training is \$5,000 (\$1,500 per annum) for each Councillor during their four (4) year term in office, with annual amounts approved to roll over.

1.3 Travel costs

Councillors may incur travel costs for a number of reasons including, but not limited to, attendance at Council meetings, travelling to conferences, training or workshops. In general, the most cost effective form of travel must be used. Councillors may request to travel using their own private vehicle for business purposes and claim a mileage allowance.

1.4 Accommodation

When attending conferences, Councillors must take advantage of (any costs savings available from) any package provided by conference organisers and, therefore, stay in the recommended accommodation unless prior approval has been granted by Council. In all other cases, Council must decide what legitimate accommodation costs that will be reimbursed are.

Given the location of the Bouliia Shire Council area, accommodation may be made available for Councillors when attending to Council business if it is impractical to return home for that evening. However any such accommodation, where possible, must be authorised by the Chief Executive Officer.

Councillors may claim up to \$20.00 per day to cover incidental costs incurred while travelling and staying away from home overnight outside the Council area.

1.5 Meals

Councillors may claim for the reimbursement of each actual cost per meal (breakfast, lunch and dinner) when travelling for business related purposes. Where possible, any such reimbursement must be authorised by the Chief Executive Officer.

Reasonable beverages, excluding alcohol, may be included as part of the meal reimbursement.

Where Councillors claim for reimbursement, this must be reconciled with actual costs on Council's request for payment form and supported by receipts. No payments will be made without corresponding receipts.

1.6 Hospitality expenses

Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

- \$500.00 per annum for each Councillor; and
- \$5,000.00 per annum for the Mayor.

Hospitality expenses related to official receptions and other functions organised by Council officers are met from relevant approved budgets.

1.7. Cab Charge, taxi and public transport

Councillors may claim for cab charge and taxi facilities or reimbursement for public transport tickets (rail, bus, ferry) to attend official Council functions only. Any taxi travel within the Council area will not be reimbursed unless prior authorisation is given.

Incidental personal travel while attending an event must be met by the Councillor. An approved function includes any function approved pursuant to sections 1.1.

2. EQUIPMENT

Equipment provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with statutory provisions, Council may only provide Councillors with the equipment listed below.

Council determines the reasonable standard for equipment for Councillors. If a Councillor chooses a higher standard of equipment than that prescribed by Council, any difference in cost must be met by the Councillor personally.

All equipment provided to Councillors remains the property of Council and must be accounted for during annual equipment audits. The equipment must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the equipment in some other manner.

2.1. Administrative tools and office amenities

2.1.1 Office space and access to meeting rooms

The Mayor has allocated office space. Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. Such accommodation may be booked through the Council Office.

2.1.2 Secretarial support

The Mayor's office will be staffed with an Executive Assistant shared with the Chief Executive Officer.

Limited secretarial support will be provided to Councillors by the current secretarial support based in the office of the Mayor and Chief Executive Officer.

2.1.3 Computer and Printer for business use

Councillors are provided with an iPad/or 'Surface Pro equivalent' for Council business use, at their choosing.

Councillors will be reimbursed for any Apps purchased which are required for official business use.

2.1.4 Photocopier and paper shredder

Councillors are entitled to access photocopiers and paper shredders for Council business use at the Council office.

2.1.5 Stationery

Councillors are provided stationery for official purposes only, including, but not limited to:

- Pens and pen sets
- Paper
- Note paper
- Letterhead
- Business cards
- Envelopes

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

2.1.6 Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

2.1.7 Other administrative necessities

Subject to Council approval, Councillors may be provided with any other administrative necessities to meet the business of Council.

2.1.8 Advertising

Council will not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

2.1.9 Community consultation

Councillors may use facilities provided to correspond with community representatives for the purpose of clarifying issues that are relevant to Council.

2.2 Home office

Councillors may be provided with a multipurpose unit (photocopier/scanner/fax) for Council business use only within a home office environment, should they choose to.

Councillors who opt to use their own multipurpose unit (photocopier/scanner/fax) may be entitled to reimbursement for up to 50% of printer cartridges/toners. Receipt to be provided for any claims.

2.3 Maintenance costs of any Council owned equipment

Council will cover all ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

2.4 Name badge and uniforms

Councillors will be provided with any safety equipment such as overalls, safety helmets or glasses, as required, in their role.

Councillors will be provided with uniforms with Boulia Shire Council embroidered logo on each item as listed in **Table 2**, and a name badge.

Table 2

| | |
|--|--|
| Female Councillors | Male Councillors |
| ▪ Three shirts/tops | ▪ Three shirts |
| ▪ Two skirts/trousers | ▪ Two pairs of trousers |
| ▪ One Jacket/cardigan/scarf | ▪ One Jacket/jumper/tie |
| ▪ Wide brim hat | ▪ Wide brim hat |
| ▪ One Boulia Casual t-shirt (for informal occasions) | ▪ One Boulia Casual t-shirt (for informal occasions) |
| | |
| Female Deputy Mayor | Male Deputy Mayor |
| ▪ Three shirts/tops | ▪ Three shirts |
| ▪ Two skirts/trousers | ▪ Two pairs of trousers |
| ▪ One Jacket/cardigan/scarf | ▪ One Jacket/jumper/tie |
| ▪ Wide brim hat | ▪ Wide brim hat |
| ▪ One Boulia Casual t-shirt (for informal occasions) | ▪ One Boulia Casual t-shirt (for informal occasions) |
| | |
| Female Mayor | Male Mayor |
| ▪ Five shirts/tops | ▪ Five shirts |
| ▪ Three skirts/trousers | ▪ Three pairs of trousers |
| ▪ One Blazer/Jacket/cardigan/scarf | ▪ One Blazer/Jacket/jumper/tie |
| ▪ One Akubra hat | ▪ One Akubra hat |
| ▪ One Boulia Casual t-shirt (for informal occasions) | ▪ One Boulia Casual t-shirt (for informal occasions) |

2.5 Vehicles, fuel and parking

2.5.1 Vehicles

All Councillors are eligible to be provided with a Council owned vehicle for official Council business.

Where a Council vehicle is unavailable to Councillors, private vehicle mileage will be re-imbursed at the rate set in accordance with the Minister for Employment and Industrial Relations Directive: Motor Vehicle Allowances. (Directive 20/16)
Legislation: section 54(1) of the Public Service Act 2008

The mileage rate will also be paid for Councillors travelling to and from scheduled and unscheduled Council meetings held in Boulia.

Currently the mileage rate is 37.5 cents per kilometre.

2.5.2 Fuel

All Council vehicles will be provided with a Fuel Card for use with a Council owned vehicle, for official Council business, paid for by Council.

2.5.3 Parking

Council will reimburse parking costs paid by Councillors while attending to official Council business.

2.6 Telecommunication needs

Councillors may be provided with a mobile telephone which Council will pay for all costs associated with the Council business use, should they choose to. Any personal calls made by the Councillor within reasonable provision of use may be reimbursed to Council.

If a Councillor uses a personally owned mobile device, Council may reimburse up to 50% of the costs incurred (\$500 per annum) with the provision of accounts.

2.7 Legal costs and insurance cover

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers compensation, international and domestic travel insurance.

Council may decide, pursuant to Section 240 of the Local Government Act, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions. Council shall resolve on this matter on each and every occasion specifically.

3. COUNCILLOR ACCOMMODATION AND TRAVEL

3.1 General conditions – Councillor accommodation and air travel

All Councillor air travel requires prior approval, where possible, by Council and authorisation by the Chief Executive Officer or delegate. All Councillor accommodation requirements will be coordinated through the office of the Chief Executive Officer or delegate, and where possible requires prior approval by Council and authorisation by the Chief Executive Officer or delegate.

Council is committed to ensuring that travel and related services and products are procured as cost effectively and efficiently as possible using the Council's preferred travel suppliers. Travel related expenses that do not comply with policy provisions will not be reimbursed. Requests for ineligible expense claims risk delays in processing, or partial or total forfeiture of reimbursement.

All requests for travel (including associated registrations) should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation and flights. Failure to do so will limit flight and accommodation options.

3.2 Responsibilities

Councillors are required to:

- process all travel related requests in a timely manner through the Chief Executive Officer's office so that available discounts are taken;
- make bookings in a timely manner so that available discounts are taken;
- complete necessary reimbursement process for valid out of pocket expenses each month following completion of the journey;
- complete all necessary registration and travel request forms.

The Chief Executive Officer must:

- ensure the application complies with policy provisions;
- approve travel requests in a timely manner; and

- implement systems of risk management to ensure that expenditure on travel is efficient, economic and appropriate.

The Officer coordinating the travel is responsible for:

- identifying 'best deals' and negotiating special rates with Council's preferred travel providers;
- providing advice to Councillors in relation to travel services, policies and procedures;
- coordinating all travel requests to ensure bookings are made in a timely manner and that all requests are processed in accordance with Council's policy; and
- maintain information on issues such as accommodation, airfares, car hire and other related costs for the purpose of reporting to Council, as required.

3.3 Approval

All Councillor travel requires the approval of Council or in unforeseen circumstance Mayor and Chief Executive Officer. All travel requests from a Councillor must be submitted to Council and should identify the relevance of such event to the Council and as far as practicable indicate the cost of attendance.

Where time does not permit the presentation of a report to Council and Councillor's travel has been approved by the Mayor and Chief Executive Officer, a report of the delegated approval and the circumstances should be submitted to the next available Council meeting.

3.4 Air travel

The most cost effective form of air travel will be used.

3.5 Frequent Flyer or Reward Programs

Points from loyalty programs accumulated by Councillors on their personal rewards program, whilst travelling on official Council business, should not be used for personal gain.

Councillors are permitted to use benefits accrued on Council business to upgrade to a higher class of air travel if the cost to the Council is not increased by the upgrade. The use of points should not override the Council's 'best fare' available policy.

3.6 Class of travel

The standard of air travel for Councillors travelling on Council business shall be economy. Councillors may upgrade to a higher class of travel if there is no additional cost to Council.

3.7 Flexible tickets

Where flexibility is required for return times or connecting flights, a suitably flexible ticket may be purchased with the approval of the authorising person.

3.8 Accommodation

Accommodation arrangements for Councillors must comply with the provisions of section 1.4 of this Attachment of this policy.

3.9 Hire cars

The requirement for a hire car should be identified at the time of seeking Council approval for attendance.

3.10 International travel

For international travel, actual Council business related costs will be reimbursed on presentation of original receipts.

Claims without receipts will not be accepted.

If Council has provided a 'travel advance payment' then any expenses above the travel advance will be reimbursed. Any overpayment must be repaid to Council.

3.11 In-room internet connection for Council business purposes

Where in-room internet connection is required for undertaking Council business, reasonable connection costs may be claimed on completion of travel. However, it is preferred that Councillors will use a wireless Internet card available by prearrangement through Council's administration officer.

3.12 Hospitality expenses

Hospitality expenses may only be paid in accordance with section 1.6.

Expenses will not be reimbursed for personal items or costs unrelated to Council business; e.g.:

- Alcohol;
- Babysitting fees;
- Kennel fees;
- Occasional Airline club fees;
- Toiletries;
- Barber or hair stylist;
- Traffic infringements;
- In flight and in house movies;
- Tourism related costs;
- Food related items only for mini bar purchases;
- Social events; and
- Reading materials.

As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling. Laundry expenses for stays of more than 3 days will be reimbursed.

3.13 Expenses reimbursement process

Where practical, Council will arrange purchase orders/book and pay all travel and accommodation expenses before departure, however, any claim for allowable expenses not covered should be made at the completion of travel. Councillors must ensure that all expenses are recorded and that the correct claim for expenses form is completed.

3.14 Accompanying partners and personal travel arrangements

All travel and accommodation for partners of Councillors must be arranged by and paid by the Councillor. Council will not pay for any private travel expenses. In the event costs have been incurred by Council for a Councillor's partner, the Councillor will reimburse Council.

Council will not arrange private travel for Councillors or their partners except where the partner is travelling as an official delegate of Council.

3.15 Cancellation of travel and accommodation

If a Councillor cancels travel previously planned and booked by the Council as part of official business for Council, then the Councillor will be required to reimburse the Council the costs incurred. Submission to the Council to waiver the reimbursement would be required to avoid such costs being imposed.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|----------------------------------|-------------------------------|
| TITLE: | POLICY REVIEW – 104 GIFTS POLICY | DOC REF: Item CEO11 |
|---------------|----------------------------------|-------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 09/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE:

4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

PURPOSE:

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

CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

It is recommended that the policy as listed be adopted and the term for review to reflect a three year review unless changes to legislation require the policy to be reviewed earlier.

The listed policy has had no material changes made.

| POLICY | NO. | OFFICER | TYPE |
|--------------|-----|---------|------|
| GIFTS POLICY | 104 | CEO | STAT |

| Changes to policy | Page No | Paragraph |
|-------------------|---------|-----------|
| NIL | | |

CONSULTATION: Nil

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

RECOMMENDATION:

1. That the policy as presented be adopted.

| POLICY | NO. | OFFICER | TYPE |
|--------------|-----|---------|------|
| GIFTS POLICY | 104 | CEO | STAT |

| Changes to policy | Page No | Paragraph |
|-------------------|---------|-----------|
| Nil | | |

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

ATTACHMENTS: CEO11.1 104 Gifts Policy

| | |
|-------------------------|---------------|
| Chief Executive Officer | Ms Lynn Moore |
|-------------------------|---------------|



BOULIA SHIRE COUNCIL

GIFTS POLICY

| | |
|--------------------------------|--|
| Category: | Policy |
| Policy Number: | 104 |
| Document Version: | Version 1 |
| Obsolete Version: | 2016 Version 1 |
| Keyword Classification: | Gifts |
| Summary: | The purpose of these guidelines on Gifts is to protect staff and Councillors from real or perceived undue influence and possible criticism. The guidelines apply to all staff and Councillors. |
| Adoption Date: | |
| Resolution: | |
| Due for Revision: | Every three years |
| Revision date: | 20/06/2022 |
| Date revoked: | n/a |
| Related documents: | <p>Policy 101 Purchasing and Acquisition</p> <p>Policy 105 Entertainment and Hospitality</p> <p>Policy 120 Community Engagement</p> <p>Policy 128 Public Interest Disclosure Policy and Procedure</p> <p>Policy 129 Councillor Code of Conduct</p> <p>Policy 133 Fraud and Corruption Control</p> <p>Policy 140 Statement of Business Ethics</p> <p>Policy 146 Code of Conduct</p> |
| Responsible Section: | Executive |
| Responsible Officer: | Chief Executive Officer |
| Legislation: | Local Government (Finance, Plans and Reporting) Regulation 2010 - Section 133 |

OBJECTIVE

In the course of their work, staff and Councillors may be offered gifts, benefits or hospitality.

The purpose of these guidelines on *Gifts* is to protect staff and Councillors from real or perceived undue influence and possible criticism. The guidelines apply to all staff and Councillors.

SCOPE

This policy shall apply to all Councillors and employees of Boulia Shire Council, however does not apply to the acceptance of gifts by a Councillor or an employee where the gift becomes the property of the Boulia Shire Council.

POLICY

POLICY OBJECTIVES

The objective of this policy is to:

- Regulate and monitor the acceptance of gifts by Councillors and employees;
- Provide a transparent and accountable process for the acceptance of gifts, which promotes public confidence in the Boulia Shire Council.

DEFINITIONS OF A GIFT

In this policy, GIFT means the voluntary transfer of property or the giving of a benefit (including hospitality), to a Councillor or an employee at no charge, or free of any other consideration as a consequence of the Councillor or employee's service with the Boulia Shire Council.

A GIFT also includes the above, if received by a relative or someone else with whom the Councillor or employee has a direct association.

For example, a GIFT is, (but not limited to):

- A present received in appreciation of service to a customer;
- An invitation to a football match in a private room by a contractor who does, or has worked for the Boulia Shire Council;
- A product or service received at a price that is less than that generally charged to the public, from someone connected with the organisation;
- A free interstate trip to view a potential suppliers product;
- A political donation.

But does not include:

- Any gift that is offered but not accepted;
- Any discounted product or service if the discount is reasonable and generally available or capable of being negotiated by others not connected with the organisation;

- Any meal or other hospitality received at a function related to the role of the Councillor or employee, a function where the Councillor or employee is officially representing the organisation, or where the appropriate fee for the function has been paid;
- Any prize received in a raffle, competition or other game of chance or skill;
- Any gift, benefit or hospitality received in relation to membership of any industrial or professional organisation, club or other association or body;

RECEIPTS OF GIFTS

No Councillor or employee shall seek any gift.

From time to time, Councillors and employees may be given gifts, which are not in breach of this policy. Examples include:

- Minor items such as desk calendars and inexpensive pens or similar articles, which would otherwise be supplied by Council at no cost to the employee, if these gifts were used at work for the purpose of work.

Consideration should be given to declining any offer of a gift if:

- the gift appears to be more than of a token nature in the circumstances, or
- there would be a sense of obligation to the person offering the gift, or
- a reasonable person could consider that there may be influence applied as a consequence of acceptance of the gift.

In such instances, the gift must be delivered to the Council Office and recorded in the Gift Register, which is maintained by the Executive Assistant. All gifts will then be distributed as determined by the Chief Executive Officer (e.g. to staff through a raffle system each Christmas).

GIFT REGISTER

The details of all gifts received shall be entered into the Gifts Register by completing the Gift Disclosure Form.

The Gifts Register shall be available for public inspection.

The Chief Executive Officer shall review all entries made by Councillors and employees in the Gifts Register and determine any action that may be considered appropriate in relation to any such entry.

Such action may include the giving of advice or counselling, removal of the employee from a decision making, regulatory or purchasing role or a direction that the gift be returned.

A Councillor may refer any entry in the Gifts Register to a Council Meeting for review by the Council.

BRIBES

Any offer of a bribe must be reported in writing to the Chief Executive Officer for consideration of appropriate action.

BREACHES OF THIS POLICY

The obligation to comply with this policy rests with each Councillor and employee. Sanctions may be applied if this policy is breached.

Any person may report an alleged breach of this policy by a Councillor or an employee (other than the Chief Executive Officer) to the Chief Executive Officer in writing.

Any person may report an alleged breach of this policy by a Councillor or the Chief Executive Officer to the Mayor in writing.

The Chief Executive Officer or Mayor as appropriate shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

DISCLOSURES

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.

Example Gifts Register Format to be held with Other registers. H/Gov/Registers

| GIFTS REGISTER (Annual) | | | | | |
|-------------------------|------------|---------------|--------------|---------------------|---------------------|
| Date | Item | Received from | Presented to | Accepted / Declined | Referred to Council |
| Eg: 1/1/2015 | Coffee Set | Civica | CEO | Decline | n/a |
| | | | | | |
| | | | | | |
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BOULIA SHIRE COUNCIL
Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|-----------------------------------|-------------------------------|
| TITLE: | Appointment as authorised persons | DOC REF: Item CEO12 |
|---------------|-----------------------------------|-------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 09/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Goal - Effectively and efficiently manage Council responsibilities by ensuring all governing legislation is adhered to, and by coordinating and planning all resources.

Objective: Provide efficient, friendly and professional service ensuring Council resources are utilized in a responsible manner.

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

PURPOSE:

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. The authority to appoint an authorised person is necessary for the staff to be enabled to fulfil their roles within Council.

CONTENT:

The main areas of law relating to Council's administration are principally contained within the Local Government Act 2009, Part 2, The Public, Division 1 Powers of the authorised person.

Council as a Local Authority has a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire.

The appointment of authorised persons is one of those functions. Not all employees require the authority. The following are the list of employees who currently hold the authority of authorised person and that this authority is to be reviewed with the extension until 30th June 2020.

- Director of Works and Operations
- Foreman Roads Construction and Maintenance
- Foreman Roads Utilities and Services
- Environmental Health Officer
- Rural Lands Protection Officer

The following are the Acts associated with Authorised Persons:

- Local Government Act 2009
- Environment Protection Act 1994
- Animal Management Act 2008
- Biosecurity Act 2014
- Water Supply (Safety and Reliability) Act 2008
- Public Health (Infection Control for Personal Appearance Services) Act 2003
- Public Health Act 2005
- Food Act 2005
- Local Laws of Boulia Shire Council

The Authorised Person Card Register is a public document and is available on Council's website.

CONSULTATION: Legislative database

GOVERNANCE IMPLICATIONS:

It is a legislative requirement to provide an authorised person identity card Section 126 (2) Local Government Act 2009.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|-------------------------------|
| TITLE: | DELEGATIONS TO CEO AND CEO TO STAFF REVIEW | DOC REF: Item CEO13 |
|---------------|---|-------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 08/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Goal - Effectively and efficiently manage Council responsibilities by ensuring all governing legislation is adhered to, and by coordinating and planning all resources.

Objective: Provide efficient, friendly and professional service ensuring Council resources are utilized in a responsible manner.

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

PURPOSE:

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

CONTENT:

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

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

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

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

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

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

Furthermore the Mayor or Council may issue a direction to the CEO that a matter be referred to Council for decision and in such circumstances the CEO must comply with all the

lawful directions of the Mayor or Council including those relating to matters subject to a delegation.

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

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

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

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

The proposed delegations are the same as previous delegations last reviewed by Council in January 2018 with only reference to amended or new legislation incorporated in the schedules being:

- Inserted - Tobacco and other Smoking Products (Smoke Free Places) Amendment Act 2016 and removed Tobacco and other Smoking Products 1998 (repealed)
- Inserted - Trust Accounts Act 1973 and removed Trust Act 1973

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

CONSULTATION: Legislative database and other Local Authorities

GOVERNANCE IMPLICATIONS:

- It is a legislative requirement to review Delegations to the CEO annually Section 257 (4) Local Government Act 2009

RECOMMENDATION:

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

ATTACHMENTS:

- Delegations - Council to Chief Executive Officer
- Register of Delegations – CEO to staff

Chief Executive Officer

Ms Lynn Moore



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

**This delegation is made by the Boulia Shire Council pursuant to a resolution passed on
20th June 2019**

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

SUBJECT TO:

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

This delegation shall commence on 19th June 2019 and remain in force until specifically altered or revoked in writing in accordance with a resolution of the Council.

SCHEDULE 1.

General Delegations:

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

SCHEDULE 2

Local Laws Current at time of delegation:

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

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

AMENDED SCHEDULE 3

Acts of Parliament current at time of Delegation

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

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

END OF DELEGATION.

Delegation adopted by Council at its meeting on 20th June 2019

**Cr Rick Britton
Mayor**

Bouliia Shire Council - Summary of Purchasing Delegations and Limits

(Effective until revoked)

| <i>Position</i> | <i>Current Occupant of Position</i> | <i>Delegation to Sign Orders & Authorise Payments</i> | <i>Purpose</i> | <i>Other</i> | <i>EFFECTIVE from</i> |
|---|-------------------------------------|---|--|---------------------------|-----------------------|
| Chief Executive Officer | Lynn Moore | No Limit subject to Regulations | Any Lawful purpose | Subject to Council Policy | 20/06/2019 |
| Director of Works and Operations | Harin Karra | Limit up to \$150,000 | Restriction by CEO/Council/Policy | Subject to Council Policy | 20/06/2019 |
| Manager of Corporate & Financial Services | Kaylene Sloman | Limit up to \$50,000 | For Corporate Service responsibilities and Payroll | Subject to Council Policy | 20/06/2019 |
| Senior Administration Officer | Evan Blackman | Limit up to \$30,000 | For Corporate Service responsibilities and Payroll | Subject to Council Policy | 20/06/2019 |
| Foreman, Road Maintenance and Utility Services | Ronnie Callope | Limit up to \$70,000 | For Works and Service responsibilities | Subject to Council Policy | 20/06/2019 |
| Foreman, Roads Maintenance and Construction | Jim Newman | Limit up to \$70,000 | For Works and Service responsibilities | Subject to Council Policy | 20/06/2019 |
| Community Services Manager | Julie Woodhouse | Limit up to \$10,000 | For Community Services Operations | Subject to Council Policy | 20/06/2019 |
| Executive Assistant | Nicole Tonkies | Limit up to \$5,000 | For Accommodation, Travel, Meeting expenses, Office Supplies | Subject to Council Policy | 20/06/2019 |
| Stores Officer | Mari Gundersen | Limit up to \$5,000 | For Stores and Materials | Subject to Council Policy | 20/06/2019 |
| Contract Works Overseer | (Consultant) | Limit up to \$70,000 | For Flood Damage Restoration Works | Subject to Council Policy | 20/06/2019 |
| Remote Mechanical Services | Grant Jensen | Limit up to \$5,000 | For parts and mechanical services | Subject to Council Policy | 20/06/2019 |

NB: No change to financial delgation 20/6/2019 annual review

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---------------------------------------|-------------------------------|
| TITLE: | Operational Plan and Budget 2019-2020 | DOC REF: Item CEO14 |
|---------------|---------------------------------------|-------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 08/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Effectively and efficiently manage Council responsibilities by ensuring all governing legislation is adhered to, and by coordinating and planning all resources.

PURPOSE:

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

CONTENT:

The Operational Plan and Budget from 1st July 2019 to 30th June 2020 has been prepared and links directly to the Corporate Plan, '*Your Vision, Your Plan, Our Future*' 2019-2024.

The Corporate Plan reflects the community aspirations for Boulia's future and the Council's commitment to deliver on its objectives and goals using the Annual Operational Plan as the vehicle to progress and monitor our achievements.

The Council's budget is heavily reliant on continued State and Federal Funding which are increasingly bound with reporting and regulatory requirements. This budget will deliver a balance of sound financial management and the ability to deliver on the needs of the community with fewer and fewer resources.

Local Government Regulation 2012

Division 4 Annual operational plan Section 173

- (3) The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months
- (5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.

CONSULTATION: Previously submitted to Council for review and comment.

GOVERNANCE IMPLICATIONS:

Prepared in accordance with Local Government Regulation 2012.

RECOMMENDATION:

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

ATTACHMENTS: Operational Plan and Budget 2019 - 2020

Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council's

ANNUAL OPERATIONAL PLAN AND BUDGET 2019 - 2020



'Your Vision, Your Plan, Our Future 2019 - 2024'

Acknowledgement to Country

Boulia Shire Council acknowledges and pays respect to the Pitta Pitta people and their Elders, both past and present, as the traditional custodians of this land.

Boulia Shire Council also recognises the different spelling name of the town of Urandangie and this spelling (Urandangie) will be used throughout the entirety of this document.

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| Key Priority 5: Robust Governance | Pg 36 |
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| Key Priority 7: Valuing our greatest asset – people | Pg 47 |
| Key Priority 8: Proactive and responsible leadership | Pg 52 |



Our Council Infrastructure

Snapshot of Boulia Shire Council (Boulia and Urandangie townships)

| | |
|--|--------------|
| Customer Service Centres | 1 |
| Depots | 2 |
| Budget - Consolidated Op Ex (approx.) | \$10,857,800 |
| Budget - Consolidated Cap Ex (approx.) | \$10,708,715 |
| Workforce | 53 FTE |

Community Facilities

| | |
|------------------------------------|---|
| Public Halls/Community Centres | 4 |
| Administration Centre | 1 |
| Libraries | 1 |
| Public Toilets and Amenity Blocks | 7 |
| Airport and Airstrips | 2 |
| Cemeteries | 2 |
| Parks, Playgrounds and open spaces | 2 |
| Racecourse/Showgrounds | 1 |

Commercial/Tourism services

| | |
|-------------------------------------|---|
| Visitor Information Centre | 1 |
| Min Min Encounter Animatronics Show | 1 |
| Heritage Complex | 1 |
| Marine Fossil Exhibition | 1 |
| Historical machinery displays | 2 |

Land Use

| | |
|---|---|
| Natural Areas - Stock Routes and Town Common/Reserves | 5 |
|---|---|

Children's Services

| | |
|-----------|---|
| Preschool | 1 |
|-----------|---|

Sporting Facilities

| | |
|-------------------------|---|
| Sporting Fields | 1 |
| Swimming Complexes | 1 |
| Squash Courts/Gymnasium | 2 |
| Tennis Courts | 2 |
| Basketball Courts | 1 |

Roads Infrastructure

| | |
|-----------------------------------|---|
| Road Lengths - total | 1768.11 km |
| Regional Roads (DTMR) | 518 km |
| Total LG roads | 1250.11 km |
| Rural Sealed | 152 km (12% of Council road network) |
| Rural Unsealed | 1098.11 km (88% of Council road network) |
| Urban Roads (sealed and unsealed) | 11.33 km |
| Footpath Lengths | 2 km |
| Kerb and Gutter Lengths | 8.5 km |
| Car Parks | 5 |
| Bridges | 6 |



Annual Operational Plan and Budget 2019-2020

Welcome.

You've just picked up Boulia Shire Council's Operational Plan and Budget 2019-2020.

It is with great pleasure that I present our [Operational Plan and Budget 2019-2020](#).

As a community, it's important for us to have a roadmap for [Our Future](#). This document outlines what Council will do over the coming year to work towards implementing the Strategies identified in the [Corporate Plan - Your Vision, Your Plan, Our Future 2019-2024](#). You can find a copy of that document on our website.

While our [Operational Plan and Budget 2019-2020](#) is our one-year plan for the financial year ending 30 June 2020, it is much more than that. It is a plan to help Councillors realise the goals set for this Council as articulated in the four year Corporate Plan which will be adopted in June 2019. It is a plan that underpins Council's role in delivering the [Corporate Plan - Your Vision, Your Plan, Our Future 2019-2024](#).

Decisions made today as reflected in our [Operational Plan and Budget 2019-2020](#) will shape the road for our Shire in the years to come. You will note that our [Operational Plan and Budget 2019-2020](#) begins to identify level of service commitments by the organisation in relation to certain infrastructure and services; this review of service levels will continue more generally in the coming twelve months across the organisation to ensure that all Council's services and programs remain relevant and are delivered to the standard which is sought but still be affordable by our community.

As always, this is a delicate balancing act – like all households in our Shire, we have a responsibility to 'live' within our means so the services we deliver must be delivered to a level which our community is willing and capable of paying for.

The [Operational Plan and Budget 2019-2020](#) connects the finances, people, activities and services to prepare our Shire for a sustainable future. I look forward to working with our staff, Councillors and community to deliver our [Operational Plan and Budget 2019-2020](#).



Mr Eric (Rick) Britton
Mayor
Boulia Shire Council



Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council



Our Council

The Mayor and Councillors

At the Boulia Shire Council Local Government Election held on 19th March 2016, the following Councillors were elected to represent Boulia Shire Council for the term which will conclude in March 2020.

- Eric (Rick) Britton
- George (Sam) Beauchamp
- Brook McGlinchey
- Rebecka (Beck) Britton
- Allan (Bozo) Robinson [retired 2017]
- Jack Neilson [By-Election held 30/8/2017]

At the first meeting of the new Council, Cr Rick Britton was elected as Mayor and Cr Sam Beauchamp was elected Deputy Mayor for one year (2016-17). Cr Beck Britton was subsequently elected Deputy Mayor in 2017 and again in 2018.



Councillors from left to right: Cllr Sam Beauchamp, Cllr Brook McGlinchey, Cllr Jack Neilson, Cllr Rick Britton, Cllr Beck Britton.

Councillor Contact Details

Mayor Eric Britton

| | |
|-----|-------------------------|
| Tel | 0407 122 430 |
| E: | mayor@boulia.qld.gov.au |

Deputy Mayor Cr Beck Britton

| | |
|-----|-----------------------------------|
| Tel | 0428 581 874 |
| E: | Rebecka.Britton@boulia.qld.gov.au |

Cr Sam Beauchamp

| | |
|-----|-------------------------------|
| Tel | 0448 863 162 |
| E: | s.beauchamp@boulia.qld.gov.au |

Cr Brook McGlinchey

| | |
|-----|-------------------------------------|
| Tel | 0429 018 104 |
| E: | Brooke.McGlinchey@boulia.qld.gov.au |

Cr Jack Neilson

| | |
|-----|--------------------------------|
| Tel | 0477 686 893 |
| E: | Jack.Neilson@boulia.qld.gov.au |



Council – the structure.....

Council's Organisational Structure enables Council to deliver the outcomes for both the Corporate Plan and the Annual Operational Plan for the townships of Boulia and Urandangie.

Council provides many services to households and businesses, some of which are required by State laws and other are provided based on needs and preferences of our community. Whether a service is required by law or is chosen by Council, the Local Government Act 1999 requires that a Council is:

“responsive to the needs, interests and aspirations of individuals and groups within its community and that it must seek to ensure that Council resources are used fairly...”

Your Councillors represent you on the following groups which are important for the ongoing development and success of our community:

- Audit Committee (AC),
- Housing Committee (HC),
- Community advocacy,
- Outback Highway Development Corporation (OHDC),
- Remote Area Planning and Development Board (RAPAD),
- Central West Pest Management Group (CWRPMG),
- Local Disaster Management Group (LDMG),
- Inland Queensland Regional Action Plan (IQRAP),
- Regional Development Authority (RDA),
- Rural Financial Counselling Services (RFCS),
- Outback Queensland Tourism Association (OQTA),
- Integrated Care Innovation Fund (ICIF).



Mayor

Rick Britton

| | |
|---------------|--------------|
| ORRTG (Prim) | OHDC (Prim) |
| CWRPMG (Prim) | RDA (Prim) |
| IQRAP (Prim) | RAPAD (Prim) |
| RFCS (Prim) | LDMG (Prim) |



Deputy Mayor Rebecka Britton

OQTA (Prim)
ICIF (Prim)
RAPAD (Sec)



Councillor Sam Beauchamp

LDMG (Sec)
Historical Society



Councillor Brook McGlinchey

OHDC (Sec)
ORRTG (Sec)



Councillor Jack Neilson

OQTA (Sec)

Primary = (Prim) Secondary = (Sec)



The Executive Team.....

The Council has a relatively flat organisational structure which enables us to be flexible and to react quickly to opportunities. It has an integrated, multi skilled workforce who provide stability and consistency in the delivery of these services.

The program areas and staff who are responsible for the delivery of these commitments are:

Chief Executive Officer: Lynn Moore

- Primary Advisor to Council and Council Committees
- Strategic Planning and Policy Development
- Mayor & Council Secretariat
- Governance
- Integrated Planning & Reporting
- Human Resources Management
- Workplace Health And Safety
- Local Disaster Management
- WHS & Risk Management & Emergency Management
- Human Resources/Workforce Planning
- Communications and engagement
- Commercial development and Promotion
- Development Applications Assessment & Compliance
- Biosecurity Pest and Weeds
- Environmental Compliance
- Food Licensing -Health
- Local Laws
- Licensing/Compliance
- Industrial Relations and Enterprise Bargaining
- Native Title and Cultural Heritage
- Strategic Grant Application and Management
- Town Planning



Represents Council for the following groups: Outback Highway Development Corporation, Remote Area Planning and Development Board (RAPAD), Central West Pest Management Group, Local Disaster Management Group.

Director of Works and Operations: Harin Karra

- Project Management
- Road Construction & Maintenance
- Water and Sewerage Services
- Waste Management - Domestic & Commercial
- Airstrips
- Asset Management
- Environmental Management
- Operational Management Support – Depot & Mechanical Workshop
- Fleet Management
- Geographic Information systems
- Recreational Buildings & Infrastructure
- Council Facilities Infrastructure
- Traffic Management and Local Road Safety
- Parks and Open Spaces
- Sporting grounds and venues
- Quarries and Pits
- Town beautification
- Town Common and Stock Route Reserves
- Pest Weed and Animal Management
- Domestic Animal Management
- Swimming Pools
- Public Conveniences (Town and Remote)
- Community Halls
- Footpaths and Bikeways
- Public Cemeteries
- Fire Protection & Emergency Services
- Public Order & Safety - CCTV
- Local Disaster Management
- Street lighting
- Parking area maintenance
- Footpaths - kerb and channel



Represents Council for the following groups: Local Disaster Management Group, Outback Regional Road Group, RAPAD Water and Sewerage Alliance, Plant Committee.



Corporate and Financial Services Manager: Kaylene Sloman

- Financial management, planning and reporting
- Budget Preparation
- Long Term Financial Planning
- Business Analysis and Reporting
- Financial Asset Management
- Financial Risk Management
- Rating & Valuations
- Stores
- Payroll
- Creditors
- Debtors
- Investments
- Debt Recovery
- Insurance Services
- Administration
- Customer Service
- Records Management
- Cemetery Records
- Water & Sewerage Charges
- Commercial – Australia Post Office
- Information Technology
- Purchasing and supply



Represents Council for the following groups: RAPAD Finance Managers group.

Community Services Manager: Julie Woodhouse

- Tourism related activities/Attractions Management:
 - a) Min Min Encounter
 - b) Heritage Complex
- Local Events management - Australia Day etc
- Operational Grant Applications and Management
- Economic Development
- Community events
- Management of Council Housing
- Community Library Services
- Boulia Aquatic Centre
- Communications and Engagement



Represents Council for the following groups: Outback Queensland Sports, Outback Queensland Tourism Association.

Key Staff and Contractors

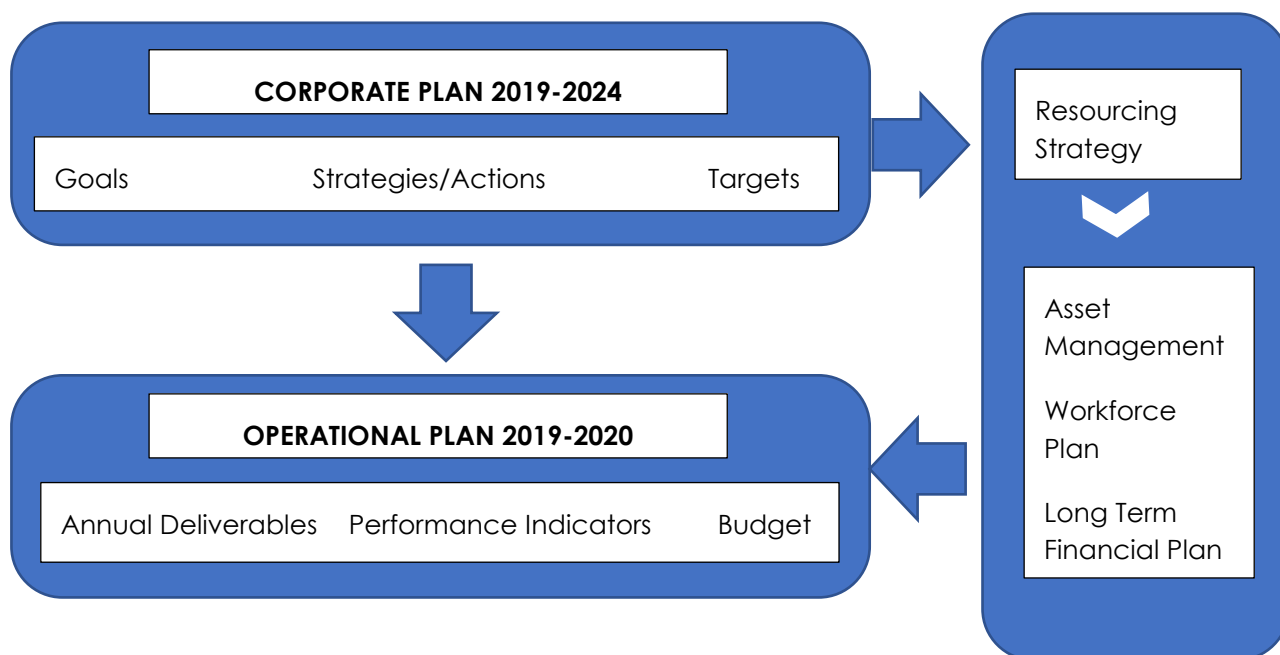
Key Staff: Responsible for ensuring the Council's operational activities are completed in line with Councils Operational Plan (alphabetical order).

- **Ron Callope** – Road Maintenance and Services
- **Jim Newman** – Roads Construction and Maintenance
- **Willie Parsons** – Town Beautification

Contractors: We are very fortunate to have several contractors who provide essential services for the Council and community which support Council goals (alphabetical order).

- **Tim Edgar** – Electrical Services
- **Grant Jensen** – Mechanical services
- **Brett Krause** – Plumbing
- **Peter Tonkies** – Building Maintenance and Construction
- **Matt Young** – IT Services





Link between our Corporate Plan and this document

Our **Corporate Plan - Your Vision, Your Plan, Our Future 2019-2024** - belongs to all members of the Boulia Shire community and relies on Council, community members and other Partners to work together to achieve the Goals.

The **Operational Plan and Budget 2019-2020** details the Actions which will be undertaken by Council management and officers during the current financial year in each of the functional areas of Council. Each Action and Project is linked to one of the Strategies of Boulia Shire's **Corporate Plan - Your Vision, Your Plan, Our Future 2019 - 2024** and specifies what we are aiming to achieve related to that particular Action or Project.

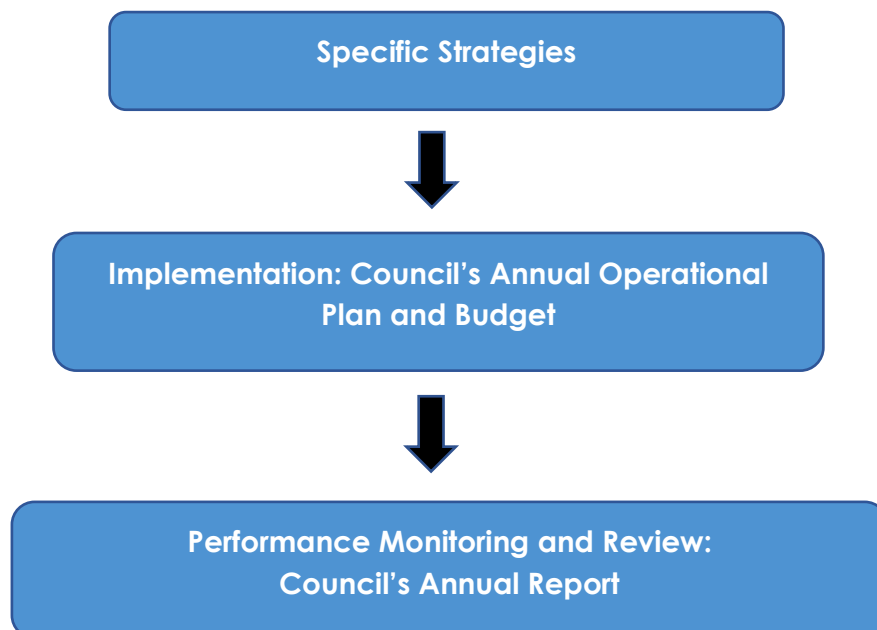
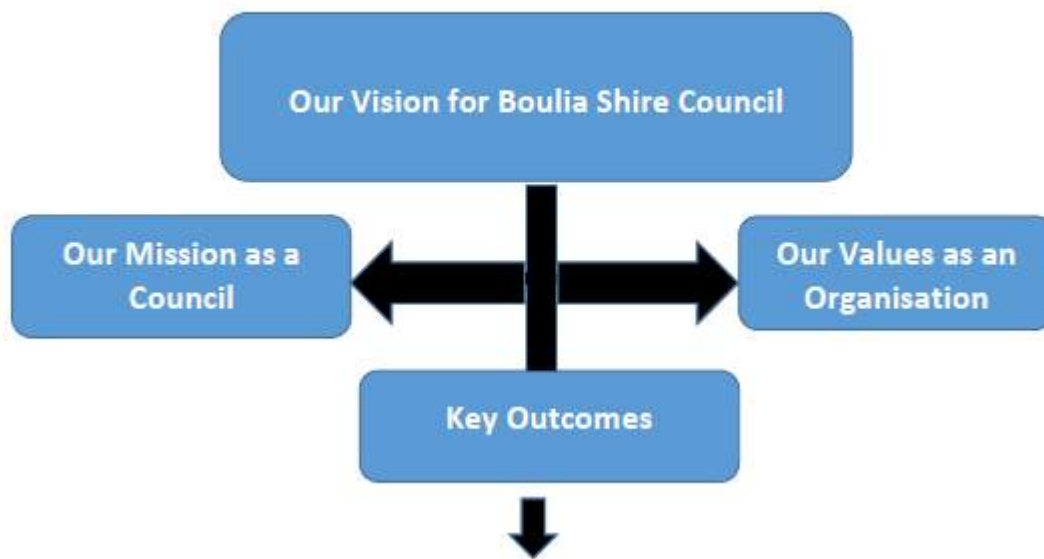
Monitoring our Progress

Many of the Strategies outlined in the **Corporate Plan - Your Vision, Your Plan, Our Future 2019 - 2024** will need to be pursued over the 4 year life of that Plan. Because this is a long-term focus, it's integral that we set out an assessment process to monitor and measure our progress. Along the way, Council will provide updates in relation to the progress made in implementing those Strategies where we have a role to play.

Reporting on performance is an important part of the planning process to ensure we are heading in the right direction and delivering on our commitments. There are a number of formal ways we report to the community:

- Quarterly Budget Reviews
- Quarterly reports on progress in implementing the Annual Operational Plan and Budget
- Annual Report to the Qld Government which includes detailed financial and statutory information as well as Council's achievements in implementing the Operational Plan
- An End of Term Report on progress toward achieving the **Corporate Plan - Your Vision, Your Plan, Our Future 2019 -2024** to the final Council meeting of the outgoing Council.





Key Priority 1: A strong supportive community environment

Our communities are our heartland and boast a unique character. They are places where we demonstrate our diversity and community spirit and provide vital hubs for the services and activities that connect us. We will encourage individual and community responsibility, foster acceptance and reduce disadvantage - bringing our communities closer together.

Service areas:

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

1.1: Promotion of community events, services and facilities

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|----------------------------|
| 1.1.1.1 | Application for RADF funding and the assessment and allocation of funding applications during the year from community groups. | Number of programs delivered equals the funding program amount. | Uptake and delivery of programs. 100% Excellent 80% High 70% Average | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---------------------------------------|----------------------------|
| 1.1.2.1 | Support not-for-profit community groups with grant information opportunities and grant development. | All relevant grant information provided to groups via email. | Twelve (12) monthly emails to groups. | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|--|----------------------------|
| 1.1.3.1 | Community celebrations are able to be held in the Shire Hall or Aquatic Centre. | All special commemorative days and events supported. | Number of people attending against anticipated numbers. >100 Excellent > 50 High > 30 Average | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|----------------------------|
| 1.2.1.1 | Preservation of historic information within the shire with locations documented identified on a plan available to the general public. | Documentary work completed with maintenance action plan in place. | Labelling of artefacts completed with signage of machinery in place. | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|----------------------------|
| 1.2.2.1 | Continue the operation of the Boulia Heritage Complex as a tourist attraction which showcases the heritage and history of Boulia. | Boulia Heritage Complex open to the public with adequately trained staff in the delivery of historic information. | Facility open to meet OQTA minimum days open requirements. | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---------------------------------|---------------|----------------------------|
| 1.2.3.1 | Provide information days focused on the past history of Boulia both indigenous and non-indigenous. | Heritage information days held. | One per year. | Community Services Manager |

1.3: Boulia Shire to have active inclusive communities

1.3.1: Partner with relevant organisations to support educational opportunities for the shire

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|-------------------------|
| 1.3.1.1 | In conjunction with Job Network provider, support the continued opportunity for trainees to work with the Council. | New opportunities identified when grant funding supports this. | One grant funding submission completed for each opportunity. | Chief Executive Officer |

1.3.2: Recognise volunteers who support events throughout the year

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|----------------------------------|----------------------------|
| 1.3.2.1 | Assist local community organisations which deliver community events, to engage volunteers, which support the wellbeing of the community and support continued growth in tourism. | Community events supported with advertising, in kind support etc. | Four community events supported. | Community Services Manager |

1.3.3: Facilitate opportunities for learning, social activities, community events

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------------------------|
| 1.3.3.1 | The Boulia Aquatic Centre staff are fully trained and the facilities are well maintained and fit for purpose. | All staff have completed relevant training. | To be completed prior to summer opening. 100% Excellent 80% High 70% Average | Community Services Manager |
| 1.3.3.2 | The Council bus to be available for sporting activities when required. | The bus is ready to be used by community when required, registered and road worthy and clean. | Available: 100% Excellent 80% High 70% Average | Road and Construction Maintenance |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-----------------------------------|
| 1.3.4.1 | All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards. | Parks are free from rubbish, broken equipment replaced/repared and mowed as per levels of service schedule. | Time available for use: 100% Excellent 90% High 80% Average | Road and Construction Maintenance |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|----------------------------|
| 1.3.4.2 | Community events such as ANZAC Day, NAIDOC, Australia Day are celebrated by the community. | Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted. | Each day is celebrated by the community. | Community Services Manager |
| 1.3.4.3 | Community halls and open spaces are well managed, clean and key system and security deposit taken. | Halls and open spaces available to be booked as required. Checklists are used and damage reported. | Halls available 100% Excellent 90% High 80% Average | Finance Manager |

1.3.5: Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|----------------------------|
| 1.3.5.1 | Library, swimming pool and WiFi continue to be provided as a free service to encourage educational advantage, physical advantage and social advantage. | Opening hours reflective of community demand and budgetary constraints. | Limited number of closures during the year. | Community Services Manager |



Key Priority 2: Building and maintaining quality infrastructure

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

Service areas:

Land development, Waste management services, Technical services, Project design and management, Infrastructure services, Depots and workshops operations, Water utilities

2.1: Well connected - buildings and infrastructure

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-----------------------------------|
| 2.1.1.1 | Compliant aerodrome facility including lights and markings meet with CASA requirements. | Pass of the audit via Annual inspection by CASA. | Min 90% compliance. | Road and Construction Maintenance |
| 2.1.1.2 | Disaster Recovery Funding Arrangements (DRFA) flood events are identified and managed with 'value for money' principles. | Road information is collected and processed in a line with program requirements. Flood work is completed within budget. | Completion within budget and timelines. 100% Excellent 85% High 75% Average | Director Works and Operations |
| 2.1.1.3 | Outback Way sealing program is being completed in line with budget allocation and works program. | Work has been completed to the agreed standard, within timelines and budget allocation. | Work completed within budget and timelines without re-work. 100% Excellent 85% High 75% Average | Director Works and Operations |
| 2.1.1.4 | Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc. | Reporting to Roads to Recovery body is approved and audited by external auditors. | 100% pass rate | Director Works and Operations |



| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-------------------------------|
| 2.1.1.5 | Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future. | Shire roads maintenance program including maintenance grading is completed each year. | 100% completion | Director Works and Operations |
| 2.1.1.6 | Council manages extraneous Council equipment to obtain value for money and generate private works income where possible. | External work is completed at a competitive rate with all costs to Council covered. | 100% Excellent 80% Good 70% Average-work to do | Director Works and Operations |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|-----------------------------------|
| 2.1.2.1 | Reflect System to be utilised to record and then to action defects on TMR roads within program and budget. | System used effectively and informative reports to Council in monthly reports provided. | 12 monthly reports. | Road and Construction Maintenance |
| 2.1.2.2 | Transport and Main Roads RMPC roadworks are completed and maintained within budget. | Report to Council are completed monthly with quarterly update to Council meeting on progress against plan. | Twelve monthly reports to Council completed. | Road and Construction Maintenance |
| 2.1.2.3 | TMR Roads and maintenance contracts are prepared, reviewed and submitted within approved time frames. | All TMR contracts are completed and reports submitted to confirm work completed. | 100% compliance from TMR audit. | Road and Construction Maintenance |



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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 2.1.3.1 | Continue to support the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way with representation to State and Federal Governments in conjunction with Councillors and Mayor. | Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved. | 100% of funding acquitted on grant allocations. | Chief Executive Officer |
| 2.1.3.2 | Road safety and widening between Winton and Boulia and Boulia to Mt Isa is a priority. | Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings. | All meetings attended. | Chief Executive Officer |

2.2: Well serviced - buildings and infrastructure

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------------------------|
| 2.2.1.1 | Regular collection of residential and commercial waste as per policy with annual review on collections completed. | All collection dates are completed within timeframe. | No complaints from residents or businesses. | Road and Construction Maintenance |
| 2.2.1.2 | Regular scheduled water sampling conducted and variations reported to Water Board and the CEO. | Reports from Water board free from errors. | 100% | Director Works and Operations |
| 2.2.1.3 | Waste facility managed in line with EPA requirements. | Waste facility is ordered and functional with little 'blow away' waste. | No breaches from EPA. | Director Works and Operations |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-----------------------------------|
| 2.2.1.4 | Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant. | No water outages. | 100% | Road and Construction Maintenance |
| 2.2.1.5 | Consumer confidence in water supply for clarity, taste and low turbidity. | Consistently clear non turbid water is provided to consumers. | 95% strike rate - limited complaints from consumers. | Director Works and Operations |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-----------------------------------|
| 2.2.2.1 | Buildings and all Council facilities meet regulatory requirements and also meet WH&S standards. Annual inspections of power boxes and RCD's are completed. | Inspections by regulatory bodies and WH&S Officers meet pass rate. | 100% Excellent 85% High 75% Average | Director Works and Operations |
| 2.2.2.2 | Building facilities are well maintained with building use monitored by the venue booking forms, income is generated where possible. | Regular inspections conducted by supervisors meet level of service requirements. | Excellent 100% High 85% Average 75% | Finance Manager |
| 2.2.2.3 | Maintain the buildings, grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements. | All facilities are maintained with limited interruptions to planned events. | All booked events held without incident. Excellent 100% High 85% Average 75% | Road and Construction Maintenance |



| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|-----------------------------------|
| 2.2.2.4 | Urandangie Hall Facilities meet regulatory requirements and also meet WH&S standards. | Continual maintenance upgrades in accordance with funding from Dr Don. | All identified budget items completed for the year. 100% Excellent 85% High 75% Average | Director Works and Operations |
| 2.2.2.5 | RSL Building renovations including a ramp, renovated kitchen and an internal toilet to be installed. | Identified work to be carried out in line with budget amount. | Work completed within budget. Excellent 100% High 85% Average 75% | Director Works and Operations |
| 2.2.2.6 | Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards. | Library programs developed and delivered for all patrons. | Twelve programs delivered per year. WH&S targets met. Excellent 100% High 85% Average 75% | Community Services Manager |
| 2.2.2.7 | Boullia Cemetery facilities are well maintained and grounds are aesthetically appealing. | No dead trees, fencing is of good standard, watering system functions. | No complaints. 100% Excellent 85% High 75% Average | Road and Construction Maintenance |
| 2.2.2.8 | Urandangie Cemetery facilities are well maintained and grounds are aesthetically appealing. | Regular inspections conducted by supervisors meet level of service requirements. | 100% Excellent 85% High 75% Average | Road and Construction Maintenance |
| 2.2.2.9 | That the bus is registered and well maintained to be able to be utilised for community functions and events. | Bus is able to be used when required. | 100% Excellent 85% High 75% Average | Road and Construction Maintenance |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|----------------------------|
| 2.2.2.10 | All Council owned buildings are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards. | Inspections by regulatory bodies and WH&S Officers meet pass rate. Regular inspections conducted by supervisors meet level of service requirements. | 100% Excellent 85% High 75% Average | Community Services Manager |
| 2.2.2.11 | Concept completed for the redesign and plan for an incorporated Council administration building. | Concept design developed for building by architect. | Dec 2019 | Chief Executive Officer |
| 2.2.2.12 | Council housing stock is managed in a clear and accountable manner with allocation of housing stock to applicants completed via the Housing Committee. | Housing stock is utilised for the best purpose with all applications progressing through Housing Committee. | Housing stock is fully utilised. 100% Excellent 80% High 70% Average | Community Services Manager |

2.3: Well planned - buildings and infrastructure

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--------------------------------|-------------------------|
| 2.3.1.1 | Consultant engaged to assist with classifications of Council assets to form part of the NAMS Plus Asset Management program. | Final Asset Management Plans completed for all asset classes. | Final plans done by Dec 2019. | Chief Executive Officer |
| 2.3.1.2 | NAMS PLUS Asset Management Plan course completed by CEO to enable asset management plans to be completed for all classes of assets. | Course completed by CEO. | Pass mark and AMP's commenced. | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------------|
| 2.3.2.1 | QTC Project Decision Framework system to be used for all projects over \$100K. | Every capital project over \$100k uses the PDF review. | 100% of projects - Excellent 85% - High 75% - Average | Director Works and Operations |
| 2.3.2.2 | Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available. | Survey plans completed ready for implementation if funding becomes available. | Plans completed prior to June 30th 2020. | Chief Executive Officer |
| 2.3.2.3 | All identified future projects to have a shelf ready funding application ready for funding opportunities. | All potential projects have shelf ready funding applications completed. | 100% Excellent 80% High 70% Average | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|--|-----------------------------------|
| 2.3.3.1 | All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark. | Audit on street lights conducted with reports to Ergon on faulty lights. | All lights operational. 100% Excellent 85% High 75% Average | Road and Construction Maintenance |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------------------------|
| 2.3.3.2 | Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous. | Visible appearance of town, parks and open spaces is well maintained. No dead trees on Council land. Positive comments from visitors and community. | Town appearance is managed within our identified limits of manpower and budget. | Road and Construction Maintenance |
| 2.3.3.3 | New seasonal plantings of shrubs and annuals in identified gardens completed. | All gardens are weed free and plantings have been done to peak during tourist season. | Flowering plants ready for April. 100% Excellent 85% High 75% Average | Road and Construction Maintenance |
| 2.3.3.4 | Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan. | All existing information loaded into the system and new additions recorded. | Work completed by Dec 2019. 100% Excellent 80% High 70% Average | Finance Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|-------------------------|
| 2.3.4.1 | Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development. | All Council identified land for development has survey plans and shelf ready project costing ready to be implemented. | 100% Excellent 85% High 75% Average | Chief Executive Officer |



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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|-----------|-------------------------|
| 2.3.5.1 | 2019-2029 Town Planning Scheme to be reviewed with community consultation and adopted. | Community consultation held for the review of the next 2019-2029 Town Planning Scheme. | June 2020 | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|--------|-------------------------------|
| 2.3.6.1 | All building applications are completed in a timely manner with the correct fees charged. | Applications processed with minimum delays. | 100% | Director Works and Operations |
| 2.3.6.2 | Native Title/Cultural Heritage requests are dealt with as they eventuate. | Land Planning issues proceed as needed with the proper process followed. | 100% | Chief Executive Officer |



Key Priority 3: Economic development - a sustainable local economy

Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us.

Service areas:

Regional development, Tourism development, Agribusiness development

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-------------------------|
| 3.1.1.1 | Advertise the rates concession for new and renovated buildings within the shire. | Notices placed in CCC, provided in rates notices, advertised in regional newspapers. | 6 CCC notices, twice annual notice with rates. Once per annum advertised in regional newspapers. | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|----------------------------|
| 3.1.2.1 | All houses and units owned by Council are rented out, with applications submitted through the Housing Committee for approval. | Housing applications reviewed by committee and occupancy rate achieved. | 100% Excellent 80% High 75% Average | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 3.1.3.1 | Facilitation of meetings between government agencies which may assist local business. | Meetings arranged as required. Council email blast, flyers, Facebook. | All requests from departments supported by Council. | Chief Executive Officer |

3.2: Support local business and advocate for the region

3.2.1: Support opportunities for new and existing businesses

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|------------------------------------|----------------------------|
| 3.2.1.1 | Continuance of television and other media advertising of the shire including our website. | All advertising and TV ads reviewed and renewed as necessary for value for money outcomes. | All advertising reviewed annually. | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------------|
| 3.2.2.1 | Outback Regional Road Group (ORRTG) represents the importance of our shire roads, roads of regional significance so we receive our fair share of funding from TMR. | Savings for Council achieved through involvement in this group. | Twelve monthly meetings attended to review progress. | Director Works and Operations |
| 3.2.2.2 | Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water. | Improved water infrastructure. | Savings to Council through joint collaboration. | Director Works and Operations |
| 3.2.2.3 | Collaboration with Outback Queensland Tourism Association (OQTA) to improve the exposure for Boulia's Tourist product - Min Min Encounter, Boulia's Heritage Complex and our 100 million year old marine fossil exhibit. | Improved exposure to Boulia's tourism product. | Joint attendance at trade shows. Queensland wide promotions, National exposure. | Community Services Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|-------------------------|
| 3.2.2.4 | Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues. | Group is functional and has had success in the development of a workable plan. | All meetings attended. | Chief Executive Officer |
| 3.2.2.5 | Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted. | Successful outcomes from motions developed by Council presented to WQLGA. | Attendance at the annual conference to support motions. | Chief Executive Officer |
| 3.2.2.6 | Ensure that the Local Disaster Management Group (LDMG) is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required. | Activations are well executed and documented. Reports to the LDMG are completed. Field and desk top exercises are completed. | Monthly meetings attended. Field exercises completed. Engagement with all services is strong. | Chief Executive Officer |



| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|-------------------------|
| 3.2.2.7 | Inland Queensland Road Action Plan (IQRAP) - Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities. | This group is gathering momentum. We are only one of 33 local governments who are members. The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland QLD. | Attendance at all meetings either by phone or in person. | Chief Executive Officer |

3.2.3: Advocate and support the development of the Outback Highway

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---------------------------------------|-------------------------|
| 3.2.3.1 | Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway. | Further allocation of funding to seal sections of the Donohue Hwy. | 12 monthly teleconferences with OHDC. | Chief Executive Officer |
| 3.2.3.2 | Outback Way Development Corporation - continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut. | Monthly teleconference updates. | 12 teleconferences attended. | Chief Executive Officer |

3.2.4: Advocate for the future development of the road network to strengthen tourism and transport within the shire

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------------|
| 3.2.4.1 | Development of good relationships with TMR and QRA. | Quarterly meetings held to review progress. | No issues with the quality of work completed. | Director Works and Operations |

3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|----------------------|-------------------------|
| 3..3.1.1 | Remote Area Planning and Development Board (RAPAD) - Facilitate the growth and development of the Central West and wider Outback region. | Evidenced based outcomes resulting from the membership of the regional group. | Membership retained. | Chief Executive Officer |

3.3.2: Enhance digital connectivity opportunities for the Shire

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-----------------------------------|
| 3.3.2.1 | Continued operation of FM transmission sites. | All sites operational. | 100% Excellent 80% High 70% Average | Road and Construction Maintenance |
| 3.3.2.2 | Increased digital connectivity throughout the shire by the use of modern technology which improves communication and allow tourism data to be collected. | Review completed on how digital exposure can benefit Boulia (RAPAD). | Information sourced through RAPAD. | Community Services Manager |

3.3.3: Grants, commercial and regulatory functions and other revenue sources increases

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|----------------------------|
| 3.3.3.1 | Grant applications developed for shelf projects. | Successful grant applications. | 100% success rate - Excellent 80% success rate - High 50% success rate - Average | Community Services Manager |
| 3.3.3.2 | Grant application register is kept on applications approved, pending, unsuccessful | Grant applications register is presented to Council monthly. | Success rate for applications. 100% Excellent 80% High 70% Average | Executive Assistant |

3.4: Promote tourism as an economic driver for the shire

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|----------------------------|
| 3.4.1.1 | Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries. | Consultation with T/O groups on wording and location of signage. Installation of signs completed. | 6 signs erected by June 2020. | Community Services Manager |
| 3.4.1.2 | Increase visitor numbers by utilisation of electronic media to promote Boulia and surrounding attractions. | Customer surveys conducted, web page, Facebook, TV etc. | Four surveys done throughout the tourist season. | Community Services Manager |
| 3.4.1.3 | Support local tourism in Urandangie by the improvement of facilities in the parks with the addition of more infrastructure. | Replacement of infrastructure completed - toilet, BBQ, playground as budget allows. | At least one project per quarter completed. | Community Services Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|----------------------------|
| 3.4.1.4 | Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market. | Increase in income as a percentage of expenditure for sales. Record visitor numbers and sales in monthly report to Council. | 5% increase - average 10% increase - high 20% increase - excellent | Community Services Manager |
| 3.4.1.5 | Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows. | Attendance of staff to trade shows and training opportunities. | Four trade shows per year. | Community Services Manager |

3.4.2: Support Council operated businesses which are associated with tourists and benefit the wider community

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|--|----------------------------|
| 3.4.2.1 | The Min Min attraction is the major draw card for Boulia. Maintain and improve the experience by regular maintenance and updating program software when required. | Upgrading of existing infrastructure completed with program review to be completed when funding available. | Show is functional. 100% Excellent 85% High 75% Average | Community Services Manager |
| 3.4.2.2 | Boulia Heritage Complex: New cinema area to be developed as funding permits to showcase influence of agriculture over the past 100 years. | Archived material collected and developed to form a mini 'show'. | June 2020 | Community Services Manager |
| 3.4.2.3 | Boulia Heritage Complex to be developed further to showcase the past history. | New signage for machinery and articles completed. | Dec 2019 | Community Services Manager |

3.4.3: Support local groups in the development of tourism activities which will benefit the wider community

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|----------------------------|
| 3.4.3.1 | Council to provide in kind support and assistance with grant funding applications if necessary. | Council to provide budget amount each year to support the provision of community activities and tourism. | Budget allocation supported by Council. | Community Services Manager |

3.4.4: Promote Bouliā Shire and the RAPAD Region as a region for tourism and development opportunities

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|-------------------------|-------------------------|
| 3.4.4.1 | Attendance at all meetings of RAPAD engaging in regional tourism projects. | Attendance at meetings with feedback to Council. | Four meetings per year. | Chief Executive Officer |



Key Priority 4: Caring for the environment

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

Service areas:

Town planning, Development assessment, Strategic land use planning, Building and plumbing services, RLPO services, Environmental health, Disaster management, Emergency services, Flood mitigation project

4.1: Well managed

4.1.1: Employ efficient development planning processes and practices

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--------------------------------------|-------------------------------|
| 4.1.1.1 | Cultural heritage clearances are sought during the planning process for construction activities. | All cultural heritage clearances have been completed prior to any work done. | 100% Excellent 99% not acceptable | Director Works and Operations |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|-------------------------|-------------|-------------------------|
| 4.1.2.1 | Complete community consultation meeting for the review of the 2019-2029 Town Plan. | Community meeting held. | By Dec 2019 | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------------------------|
| 4.1.3.1 | Fogging activities completed in times of flood. | Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests. | All incidents managed. | Road and Construction Maintenance |
| 4.1.3.2 | Manage stray domestic animals. | Reports of stray domestic animals actioned within 4 hours. | 100% Excellent 80% High 70% Average | Rural Lands Protection Officer |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|---------------------|
| 4.1.3.3 | The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boullia without impediment. | Policies and Local Laws are up to date and relevant. | 100% Excellent 90% Good 80% Average | Executive Assistant |

4.1.4: To be aware of significant cultural heritage listed areas and to engage with Traditional Owners for the management and future identification of culturally sensitive areas

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|-------------------------|
| 4.1.4.1 | Regular communication with Traditional Owners to review significant sites and cultural areas noted. | Locations of places of interest known to Council for future construction activities. | At least one face to face meeting per year with Pitta Pitta traditional owners. | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-------------------------|
| 4.2.1.1 | Local Disaster Management Group meets on a six monthly basis to review action plans. | Plans updated/reviewed and field or desktop exercises completed. | Twice per year, with quarterly reports to DDMG in Mt Isa completed. | Chief Executive Officer |
| 4.2.1.2 | Local SES group is supported by Council. Compliance with the state requirements to have a State Emergency Service (SES) group. | SES - Group is supported during and after events by the use of Council equipment and staff if required. SES Management Plans are up to date. | | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---------------|-------------------------|
| 4.2.2.1 | Regular activities including field exercises are conducted. | Field exercises conducted in May and/or Nov. | One per year. | Chief Executive Officer |

4.3.: Sustainable

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|-----------------------------------|------------------------|-------------------------|
| 4.3.1.1 | Support the local land-care groups to achieve pest and weed control. | Meetings and assistance provided. | All meetings attended. | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|--------------------------------|
| 4.3.2.1 | All facilities over which we are required to hold a licence meet the QLD standards and licence renewal is achieved. | Visitation and audit by Environmental Health Officer to review all of Council operated facilities and business operating in Boulia. | 100% Excellent 80% High 70% Average | Director Works and Operations |
| 4.3.2.2 | Leases over the Butcher Paddock and Coridgee Laneway are managed in accordance with our lease requirements for stock holdings. | Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements - reviewed annually. | Income to be put back into properties. | Rural Lands Protection Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|----------------------|-----------------------------------|
| 4.3.3.1 | Watering of Council's parks and median strips is managed to use the best water source. | Watering through drought periods is scheduled. | Green median strips. | Road and Construction Maintenance |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|--------------------------------|
| 4.3.4.1 | Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by Council with reporting to be done back to CWRPMG quarterly. | Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO. | Baiting occurs when required. | Rural Lands Protection Officer |
| 4.3.4.2 | Noxious Pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council but subject to grant funding. | Limited incursions with action taken for invasive species. | 100% of budget spent by May each year. | Rural Lands Protection Officer |
| 4.3.4.3 | Reduction in the number of pest animals by paying of bounties for wild dog and cat scalps and pig snouts with a complete register of numbers reported and amounts paid by Council for the bounty. | Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face. | Twice yearly baiting with information to go to landholders regarding bounty payments at the same time. | Rural Lands Protection Officer |
| 4.3.4.4 | Town Common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by Council. Weed control and stock levels monitored and reported to Council quarterly. | Town Common Committee meets at least once per year. Members fees are paid promptly. Stock which is not registered with a member will be impounded. Town Common muster is completed half yearly. | All measures are completed. 100% Excellent 80% Good 70% Average | Rural Lands Protection Officer |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|--------------------------------|
| 4.3.4.5 | Primary Stock Route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows. | Stock Route bores are maintained in accordance with funding received. | 100% Excellent 80% Good 70% Average | Rural Lands Protection Officer |



Key Priority 5: Robust Governance

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

Service areas:

Gravel pits, Boulia and Urandangie Airports, Land development, Corporate Communications, Information Services, Financial Services, Governance, Procurement, Records management, Asset management, Risk management, Safety

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--|-----------------|
| 5.1.1.1 | Review of Boulia Certified Agreement due 2024. Ensure agreement options are enacted from the agreement 2019-2024. | Regular reviews of conditions being paid to staff. | Quarterly 100% Excellent 80% High 70% Average | Human Resources |
| 5.1.1.2 | Administration - HR policies and procedures in place to ensure staff have clear guidelines in relation to working for the Council. | Policies are reviewed and made available to staff. | 100% Excellent 80% High 70% Average | Human Resources |
| 5.1.1.3 | Human Resource plan is developed to identify potential needs in the future (succession planning). | Workforce Plan to be completed to assist future workforce needs. | Plan completed by Mar 2020. | Human Resources |

5.1.2: Effective internal and external communication and records management

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---------------------------|-------------------------|
| 5.1.2.1 | Be proactive in providing information to staff on issues which may affect them. | Information delivered via email, payslip notice or meetings. | 8 interactions per annum. | Chief Executive Officer |



| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-----------------|
| 5.1.2.2 | Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998. | Council's system is up to date with current upgrades and staff are trained in the use of the system. | 100% Excellent 80% High 75% Average | Finance Manager |

5.1.3: Adopt an integrated risk management approach

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|-------------------------|
| 5.1.3.1 | Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified. | Risk Management Framework is reviewed and developed further. | Completed by June 2020. | Chief Executive Officer |
| 5.1.3.2 | Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. | Reports completed as required. | 100% completed - Excellent 80% High 70% Average | Human Resources |

5.2: Accountability

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|-------------------------|-----------------|
| 5.2.1.1 | Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions. | Long Term Financial Plan developed in line with QTC format. | Completed by June 2020. | Finance Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-------------------------|
| 5.2.1.2 | A business solution (IT) which covers the needs of Council at present and into the future is supported by each layer of the organisation and training is available to achieve best practice. | Partnership with the RAPAD group to identify future solutions for Boulia in line with the region progressed. | All stages completed by June 2020. | Chief Executive Officer |
| 5.2.1.3 | Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. | Investments made in accordance with Investment Policy. | Council budget forecast are met for investment. | Finance Manager |
| 5.2.1.4 | Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation. | Rates and Annual Charges levied by due date, user charges and other debtors raised and recovered effectively. | 100% Excellent 80% High 70% Average | Finance Manager |
| 5.2.1.5 | Accurate and correct costing of expenditure (including Accounts Payable, Stores, and Assets) on behalf of the functions of the Organisation. | Accounts payable paid within required time-frame, all stores issued at correct value and correctly costed to functions, all assets accounted for accurately. | 100% Excellent 80% High 70% Average | Finance Manager |
| 5.2.1.6 | Review Annual Budget for inclusion in the Operational Plan. | Operational Plan (including Budget) adopted by 30 June each year. | 30th June annually. | Finance Manager |
| 5.2.1.7 | Manage Council's insurance portfolio. | 100% of insurances reviewed and maintained annually. | 100% | Finance Manager |

5.2.2: Maintain high standards of Corporate Governance through effective audits

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-----------------|
| 5.2.2.1 | Audit Committee - Regular meetings are held in line with requirements to review and monitor audit comments and ensure Council is performing in accordance with the Local Government regulations. | Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions. | Two meetings per year. | Finance Manager |
| 5.2.2.2 | Internal Audit Plan to be reviewed quarterly and actioned to achieve goals. | Internal audit to be recorded on Pulse software for updating and permanent record. | Two meetings per year are held with results recorded. | Finance Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-------------------------------|
| 5.2.3.1 | All projects submitted to Council for review must include 'whole of life costings'. | All projects submitted have included whole of life costs with PDF program used on projects over \$100K. | 100% Excellent 80% High 70% Not acceptable | Director Works and Operations |

5.2.4: Ensure transparency and accountability through management reporting

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|-----------------|
| 5.2.4.1 | Provision of key financial information to MANEX and Council. | Provision of budget information to staff. | 100% Excellent 80% High 70% Average | Finance Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|---|---------------------|
| 5.2.4.2 | Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the Council's achievement during the year. | Annual Report prepared with input from all senior managers and submitted to Council within time frames. | Completed by 31st October each year. | Executive Assistant |
| 5.2.4.3 | Discharge Council's statutory financial reporting obligations. | Unqualified audit report. | 100% | Finance Manager |
| | | Statements submitted to the Office of Local Government by 31 October each year. | Met deadline 100% - Excellent 95% Unacceptable | |
| 5.2.4.4 | Undertake a review of policies and procedures register to identify policies due for review. | Policy owners are to be advised of policy reviews due and time-frame for these to be adopted by Council. | 100% | Executive Assistant |
| 5.2.4.5 | Council has a clear picture of the overall financial position and performance. | Monthly Financial reporting to Council includes snapshot of current performance against budget figures. | 12 reports per year. | Finance Manager |
| 5.2.4.6 | Council is able to review costs against budget. | Delivery of Quarterly Budget Review to Council. | Four times per year. | Finance Manager |
| 5.2.4.7 | Council understands our current cash position. | Delivery of monthly cash and investment reports to Council. | 100% | Finance Manager |



5.3: Stability

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-----------------------------|
| 5.3.1.1 | Embed our Integrated Work Health Safety Framework. | Regular reporting to ManEx on incidents and prevention activities. | Weekly reporting to ManEx and monthly reporting to Council via the Council report. | Workplace Health and Safety |
| 5.3.1.2 | Identify key risk areas in Council operations to be reviewed as part of the internal audit. | Undertake two (2) internal audit reviews per annum. | 100% | Finance Manager |
| 5.3.1.3 | Implementation of actions set out in the Internal Audit Committee Action Plan. | Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year. | 100% | Finance Manager |
| 5.3.1.4 | Complete annual audit of work sites. | No breaches of WHS regulatory requirements. | 100% Excellent 80% High 70% Average | Workplace Health and Safety |
| | | Hearing assessments for employees working in noisy environments completed. | 100% Excellent 80% High 70% Average | |
| | | At least 90% of all work sites are audited annually. | 100% Excellent 80% High 70% Average | |
| 5.3.1.5 | Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. | Reports provided to Council and MANEX in relation to the testing conducted. | Quarterly reporting completed. | Workplace Health and Safety |

5.4: Sustainability

5.4.1: Council's offices, depots and business enterprises are operated under 'value for money' principles

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-------------------------------|
| 5.4.1.1 | Min Min expenditure fees and charges reflect the industry norm and mark-up on goods is reflective of costs. | Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off. | Yearly review of charges. | Community Services Manager |
| 5.4.1.2 | Stonehouse fees and charges reflect the industry norm and mark-up on goods is reflective of costs. | Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off. | Yearly review of charges. | Community Services Manager |
| 5.4.1.3 | Depot workshop Council plant and equipment is fully operational at all times. | Limited downtime and minimal lost productivity. | No down time = Excellent 10% down time = Good 20% = Poor | Director Works and Operations |

5.4.2: Optimise performance of Council business units using available technology

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 5.4.2.1 | Maintain compliant Closed Circuit Television network operations in the Shire. | No breach of regulatory requirements in relation to operation of CCTV Operations. | 100% Excellent 80% High 70% Average | Finance Manager |
| 5.4.2.2 | Maintain Servers and Facilities with adequate licence renewals for current software. | All current software renewed on schedule. | 100% | Finance Manager |
| 5.4.2.3 | Manage telephone and Ergon accounts for electricity and telecommunication equipment and services. | Accounts paid, nil outages and plans are cost effective for Council. | 100% | Finance Manager |
| 5.4.2.4 | Investigate potential utilisation of additional Internet Service Provision capacity for the Shire - cloud technology. | Review of cost/benefit for "Cloud" technology to be completed. | June 2020 | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|-----------------|
| 5.4.3.1 | Council is in receipt of the annual budget documentation ready to be adopted each year. | Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by Council. | Budget to be adopted June each year. | Finance Manager |
| 5.4.3.2 | Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections. | Quarterly budget reviews completed and presented to Council with comments on variations to budget. | Four budget reviews to be completed. | Finance Manager |
| 5.4.3.3 | Mayoral budget preparation commences in January with two Councillor workshops before June each year. | Work to complete budget commenced in Jan and two workshops held. | Jan - commencement papers Mar - 1st workshop May 2nd workshop | Finance Manager |

5.4.4: Implement good practice in managing and maintaining our assets

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|-------------------------------|
| 5.4.4.1 | The Plant Committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. | Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the Council. | All significant plant purchases are approved by the Plant Committee and Council (as per Capital Projects budget). | Director Works and Operations |
| 5.4.4.2 | Stonehouse Museum Business Plan incorporating management guides and sustainability review completed. | Plans completed which identify future sustainability and infrastructure requirements. | June 2020 | Community Services Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|-----------|----------------------------|
| 5.4.4.3 | Min Min Encounter Business Plan incorporating management guides and sustainability review completed with completed manual for the show held by Council. | Business plan and management manuals completed by Greg Tuckwell (consultant). | June 2020 | Community Services Manager |

5.5: Advocacy

5.5.1: Advocate for improved services and infrastructure

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-------------------------|
| 5.5.1.1 | Advocate for increased coverage for internet in remote locations. | Number of black spot internet locations achieved. | 3 = Excellent 2= High 1= Average | Chief Executive Officer |

5.5.2: To have Councillor representation and actively be involved in regional forums

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-------------------------|
| 5.5.2.1 | To have the nominated Councillor to attend and report on meetings they attend. | All external meetings attended by Councillors or senior staff are to have a written report completed and submitted to Council at the following meeting. | 100% - Excellent 80% - Good 70% - Poor - work to be done | Chief Executive Officer |



Key Priority 6: Supporting local services and facilities

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

Service areas:

Bouli Primary Health Centre, Wellbeing Centre, Urandangie Health Centre

6.1: Facilitate opportunities

6.1.1: Facilitate health and medical service provision for Bouli and Urandangie

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|------------------|-------------------------|
| 6.1.1.1 | Involvement in regional health programs to improve the live-ability of Bouli and Urandangie. | All meetings attended with reports completed back to Council. | 100% attendance. | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---------------|----------------------------|
| 6.1.2.1 | Provide 'free' to attend functions and facilities where possible to encourage community engagement. | Council supports 'free to attend' functions where possible. | 100% support. | Community Services Manager |

6.2: Support an active healthy community

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|----------|-------------------------|
| 6.2.1.1 | Support Wellbeing Centre to completion of building. | Building completed with interior fit-out finished. | Dec 2020 | Chief Executive Officer |



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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--|-------------------------|
| 6.2.2.1 | Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields. | Facilities are open and usable for the public at least 95% of the year. | 95% opening = Excellent 85% High 75% Average | Chief Executive Officer |

6.2.3: Improve disability access to facilities in each community

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|-----------|-------------------------|
| 6.2.3.1 | Continue with program of disability access to all Council buildings. | All Council buildings have disability access. | June 2020 | Chief Executive Officer |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 6.2.4.1 | Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangie Health facility. | Activities completed with quarterly reports submitted. | Four reports completed with budget allocations confirmed. | Chief Executive Officer |
| 6.2.4.2 | Strong relationships built between all levels of government who deliver health services to the people of Boulia. | Improved health and medical facilities for Boulia and Urandangie. | All meetings attended with input from community conveyed. | Chief Executive Officer |



Key Priority 7: Valuing our greatest asset - people

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

Service areas:

Council workplaces (inside and outside), Tourist attractions, Local businesses

7.1: An innovative culture

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|------------------------------------|-----------------------------|
| 7.1.1.1 | All staff are compliant in the use of the WH&S system and achieve an audit pass on inspections. | JLTA audit is completed and a pass is achieved by the group. | 80% pass. | Workplace Health and Safety |
| 7.1.1.2 | Deliver accurate and timely processing of the payroll and associated reporting requirements. | All payments to staff are delivered within time frames and without error. | 52 payrolls delivered. | Human Resources |
| 7.1.1.3 | Record, preserve and protect employee records for payroll and Human Resource management. | All employee records are up to date and secured electronically and have a backup paper file. | 100% completion for all employees. | Human Resources |
| 7.1.1.4 | Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees. | The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically. | 100% of employees. | Human Resources |
| 7.1.1.5 | Complete annual performance review of the Chief executive Officer. | Mayor is responsible for the completion of this review - he may opt for a panel. | Annually each June. | Chief Executive Officer |
| 7.1.1.6 | CEO to complete six (6) monthly performance reviews of senior staff. | Performance reviews for the July-December period completed. | Twice per annum. | Chief Executive Officer |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|-----------------------------------|--------|-------------------------------|
| 7.1.1.7 | Complete annual performance review of your employees for Works and Operations. | Reviews completed on anniversary. | 100% | Director Works and Operations |
| 7.1.1.8 | Complete performance reviews for your staff in Community Services. | Reviews completed on anniversary. | 100% | Community Services Manager |
| 7.1.1.9 | Complete performance reviews for your staff in Finance and Administration. | Reviews completed on anniversary. | 100% | Finance Manager |

7.1.2: Keeping pace with technological changes in the workplace environment

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|--------------------------------------|-----------------|
| 6.2.1 | Support staff to further their development in Local Government in the use of progressive programs, training and resources. | Courses sourced for staff so they are competent in the use of the systems used by Council. | Courses as available to be accessed. | Human Resources |

7.2: A great place to work

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-----------------|
| 7.2.1.1 | EBA Committee - Staff Committees are formed inclusive of all areas of the Council and employees have input into the group decisions. | Well balanced EBA supporting both staff and the Council sustainability. | Consultative Committee established by June 2019. | Human Resources |
| 7.2.1.2 | Implement the new Certified Agreement and State Award 2017 in conjunction with the Consultative Committees. | Modern award implement as released with new Certified Agreement in place. | June 2020 | Human Resources |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---------------------------------|-----------------|
| 7.2.2.1 | All staff are aware of how to notify ideas/ complaints/suggestions. | Records of suggestions/ complaints/issues to be kept. PID training to be part of training regime. | All staff have training in PID. | Human Resources |
| 7.2.2.2 | Develop a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention. | Workforce Plan developed in conjunction with all staff. | Plan completed by Mar 2020. | Human Resources |

7.2.3: Provide access to external support networks for emotional assistance

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|------------------------|-----------------|
| 7.2.3.1 | Continue to provide the Employee Assistance Program and support the local RFDS visits. | Quarterly reports on access to services received (no personal details) only the volume of access. | Four reports per year. | Human Resources |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|-----------------------------------|-------------------------|
| 7.2.4.4 | Investigate all contractors and workforce to ensure appropriate licences, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project. | All reviews completed for contractors and workforce quarterly. | Four 100% Three 80% Two 50% | Chief Executive Officer |

7.3: Living our values

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--|-----------------|
| 7.3.1.1 | Confident staff able to attend to all customer enquiries and deal with difficult situations. | Annual re-fresher training on customer service as required. | Training completed at start up each year and on entry to the organisation. | Finance Manager |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------|
| 7.3.1.2 | Provide a range of administrative, customer services and facilities for the continued operation of Council. | Policies, forms and up to date information is available on request. | Less than 5 complaints received per year. | Finance Manager |

7.4: Tourism

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|----------------------------------|----------------------------|
| 7.4.1.1 | Present the tourist facilities in Boulia to the best of our ability – everyday. | Utilise TV, brochures, magazines to share our story of Boulia and the Min Min Lights. | Maximum allowable within budget. | Community Services Manager |

7.5: Education

7.5.1: Partner with relevant groups to support and deliver Emergency services within the shire

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-----------------------------------|
| 7.5.1 | Support provided to SES and Rural Fire Service groups to enable them to function in an emergency. | Grant applications submitted for equipment as required. | Successful grants application 100% = 1 | Road and Construction Maintenance |

7.5.2: Partner with relevant agencies and organisations to provide a range of community awareness and educational programs

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|--|------------|----------------------------|
| 7.5.2.1 | Partner with Boulia Community Services to provide educational programs in our facilities. | Several planned programs over the school holidays conducted in our facilities. | 4 programs | Community Services Manager |

7.5.3: Support further education for all employees relevant to their roles

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--------|-----------------|
| 7.5.3.1 | Record information gathered from staff performance reviews on future training needs and plan according to budget and numbers. | All staff reviews to be added to the training file request and training arranged in accordance with the budget. | 100% | Human Resources |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--------|-----------------|
| 7.6.1.1 | Trainees become part of our workforce and are encouraged and well supported. | All trainee positions offered and filled. | 100% | Human Resources |



Key Priority 8: Proactive and responsible leadership

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

Service areas:

Council workplaces (office and depot), Tourist attractions/locations, Local businesses

8.1: Genuine community engagement

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|----------------------------|
| 8.1.1.1 | Annual community meeting after following the end of year financial results are released. | Meeting held in early December after the final results are released. | December meeting held with feedback from community noted. | Executive Assistant |
| 8.1.1.2 | Regular information being released through Channel Country Chatter, Facebook, with the Website content reviewed for accuracy and content twice per year. | Verbal feedback, monitored visits through Facebook. | Monthly feedback into Council report. | Community Services Manager |

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|---|---------------------|
| 8.1.2.1 | Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting. | Monthly activity is available for viewing by the public on our website within 2 business days. | Minutes on the web page within 2 days - Excellent 4 days - Good 5-7 days Average | Executive Assistant |

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|--|------------|-------------------------|
| 8.1.2.2 | Ensure the Mayoral election is conducted in accordance with statutory requirements. | Mayor duly elected March 2020. | March 2020 | Chief Executive Officer |
| 8.1.2.3 | Ensure the Deputy Mayoral election is conducted in accordance with statutory requirements. | Deputy Mayor duly elected March 2020. | March 2020 | Chief Executive Officer |
| 8.1.2.4 | Ensure Council meetings are conducted in accordance with the Code of Meeting Practice and Code of Conduct. | No breaches to Code of Meeting Practice or Code of Conduct. | 100% | Chief Executive Officer |
| 8.1.2.4 | Provide Councillors with timely information and reports. | Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory time-frames. | 100% | Executive Assistant |

8.1.3: Communication with the community is aimed to capture the wide range of media

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|--------|---------------------|
| 8.1.3.1 | Notifications to customers to be sent via email blast, Facebook, web page, flyers. | All notices sent within 4 hours of receipt. | 100% | Executive Assistant |

8.1.4: Residents are informed about and involved in Council's decision making

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|--------|---------------------|
| 8.1.4.1 | Council meeting dates listed on the website and in the Channel Country Chatter. | Council meeting dates notified and Business agenda and minutes loaded onto website. | 100% | Executive Assistant |



8.2: Strong representation

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

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 8.2.1.1 | Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days. | All meetings attended by all Councillors. | 100% = Excellent 95% = Good 90% = Average 80% = Poor | Executive Assistant |
| 8.2.1.2 | Representation at all elected meeting groups supporting Boulia initiatives. | Reports received from attendees at the meetings presented to Council for information. | Reports submitted. 100% = Excellent 90% = Good 80% = Average | Chief Executive Officer |

8.2.2: Develop and maintain partnerships with regional organisations

| Action Code | What Output | How Activity | Target | Officer |
|-------------|---|---|---|-------------------------|
| 8.2.2.1 | Active representation in all Council representative bodies including the RAPAD group of Councils. | Attendance at all meetings with success achieved with group projects. | 100% Excellent 80% Good 70% Average | Chief Executive Officer |

8.2.3: Council acts in a coordinated manner to implement this Plan

| Action Code | What Output | How Activity | Target | Officer |
|-------------|--|---|---|-------------------------|
| 8.2.3.1 | Council supports the implementation of the plan and actively comments on the outcomes. | Plan implemented with success against budget allocation and planned activities. | Operational Plan reviewed each quarter. | Chief Executive Officer |



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Boulia QLD 4289

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| Boulia Shire Council - Operating Budget 2019-20 | | | |
|--|-----------------------------|-----------------------------------|--------------------|
| Description | Revenue (Income) | Expenditure (Expenses) | Net Result |
| <u>Governance</u> | | | |
| Executive Team | | (710,203) | |
| Councillors | | (315,600) | |
| Public Order & Safety | 15,500 | (16,600) | |
| Town Planning/Building | | (19,500) | |
| Native Title | | (10,000) | |
| | 15,500 | (1,071,903) | (1,056,403) |
| <u>Works & Operations</u> | | | |
| Works Administration | 246,000 | (363,500) | |
| Plant Services | 2,100,000 | (800,000) | |
| Domestic Animal Control | 4,200 | (8,300) | |
| Pest Management (Feral Animals) | 3,000 | (36,600) | |
| Town Common | 7,000 | (20,500) | |
| Stock Routes | | (23,250) | |
| Environmental Management | 271,790 | (331,250) | |
| Street Lighting & Camera's | | (20,500) | |
| Cemetery | 5,000 | (25,600) | |
| Boulia Racecourse Reserve | 10,000 | (198,705) | |
| Parks & Gardens | | (620,095) | |
| Public Halls | 3,000 | (52,970) | |
| Aerodromes | 40,600 | (109,920) | |
| Water Services | 171,435 | (193,090) | |
| Sewerage Services | 106,065 | (46,200) | |
| Waste Management | 98,235 | (112,500) | |
| Shire Roads | | (691,390) | |
| Main Roads (RMPC) | 1,668,800 | (1,668,800) | |
| Blackspot | | (1,000) | |
| Private Recoverable Works | 10,000 | | |
| | 4,745,125 | (5,324,169) | (579,044) |
| <u>Community Services</u> | | | |
| Housing | 236,300 | (351,000) | |
| Housing - Pensioner | 13,780 | (17,660) | |
| Boulia Sports/Acquatic Centre | 4,950 | (251,500) | |
| Library | 400 | (71,845) | |
| Heritage Complex | 22,000 | (123,019) | |
| Min Min Encounter | 160,000 | (283,140) | |
| Arts & Festivals (RADF) | | (2,500) | |
| Community Bus | 5,000 | | |
| Community Welfare | | (500) | |
| Community Celebrations | | (7,800) | |
| Tourism & Promotion | | (157,021) | |
| | 442,430 | (1,265,985) | (823,555) |
| <u>Corporate & Financial Services</u> | | | |
| Communication | | (26,650) | |
| Council Community Assistance | | (100,000) | |
| Post Office | 51,000 | (129,900) | |
| Lease Income | 24,243 | (5,190) | |
| Rates - General | 1,028,580 | | |
| Grants - Operational | 3,005,595 | (50,000) | |
| Sundry Income | 5,000 | | |
| Bank Interest | 260,000 | | |
| Office Administration | | (886,500) | |
| Information Technology | | (136,500) | |
| Employee Entitlements | 1,600,000 | (1,201,078) | |
| | 5,974,418 | (2,535,818) | 3,438,600 |
| | | | \$ 979,598 |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--------------------------|-------------------------------|
| TITLE: | CORPORATE PLAN 2019-2024 | DOC REF: Item CEO15 |
|---------------|--------------------------|-------------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Ms Lynn Moore Chief Executive Officer | DATE: 08/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Effectively and efficiently manage Council responsibilities by ensuring all governing legislation is adhered to, and by coordinating and planning all resources.

PURPOSE:

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

CONTENT:**CORPORATE PLAN 2019–2024:**

Preparation of 5-year corporate plan

- (1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.
- (2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.
- (3) A local government may, by resolution, amend its 5-year corporate plan at any time.
- (4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan

A local government's 5-year corporate plan must -

- (a) outline the strategic direction of the local government; and
- (b) state the performance indicators for measuring the local government's progress in achieving its vision for the future of the local government area; and
- (c) include the following information for each commercial business unit -
 - (i) an outline of the objectives of the commercial business unit;
 - (ii) an outline of the nature and extent of the significant business activity the commercial business unit will conduct.

The Corporate Plan for 2019-2024 has been prepared in accordance with the legislation and has been linked to the Queensland Plan by reference to our goals.

CONSULTATION:

Community meeting held on 15th May with strategic comments on future projects/ infrastructure from the community noted in the Plan.

GOVERNANCE IMPLICATIONS:

Prepared in accordance with Local Government Regulation 2012.

RECOMMENDATION:

That Council adopt the Corporate Plan 2019–2024.

TABLED DOCUMENT: Boulia Shire Council Corporate Plan 2019-2024

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---|-----------------------------|
| TITLE: | Manager Corporate & Financial Services Report | DOC REF: Item FM1 |
|---------------|---|-----------------------------|

| | | |
|-------------------|----------------|----------------------------|
| REPORT BY: | Kaylene Sloman | DATE: 10/06/2019 |
|-------------------|----------------|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.

PURPOSE: Financial Summary as at 31st May 2019.

Cash Position:

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

| | 31st May 2019 | 30th April 2019 |
|---|---------------------------------|-----------------------------------|
| Cash at Hand | 17,014,334 | 14,711,072 |
| Net Cash Equivalent (Debtors-Creditors) | 1,563,149 | 2,961,698 |
| Total | \$18,577,483 | \$17,672,770 |

AGED DEBTORS 31st May 2019

| DEBTOR | 90+ | 60 | 30 | CURRENT | PRE-PAID | BALANCE |
|--------|----------|--------|----------|------------|------------|------------|
| | 2,816.87 | 590.00 | 3,100.00 | 745,486.87 | (4,790.00) | 747,203.74 |

RATES 31st May 2019

Total Outstanding \$ 273,880.76

CREDITORS 31st May 2019 **\$ 18,867.83**

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st May 2019

| | <i>2019 Actual</i> | <i>Original 18/19</i> |
|--|---------------------|-----------------------|
| Income | | |
| Revenue | | |
| Recurrent Revenue | | |
| Net rate and utility charges | 1,273,992 | 1,260,820 |
| Fees and charges | ✔ 248,122 | 277,650 |
| Rental income | ✔ 195,430 | 309,220 |
| Interest received | 280,293 | 295,000 |
| Sales - contract and recoverable works | ✔ 2,718,649 | 3,594,266 |
| Grants, subsidies, contributions and donations | ✔ 5,435,471 | 3,864,315 |
| Total Recurrent Revenue | <u>10,151,956</u> | <u>9,601,271</u> |
| Capital Revenue | | |
| Grants, subsidies, contributions and donations | 6,392,680 | 6,820,635 |
| Total Capital Revenue | <u>6,392,680</u> | <u>6,820,635</u> |
| Total Revenue | <u>16,544,637</u> | <u>16,421,906</u> |
| Total Income | <u>16,544,637</u> | <u>16,421,906</u> |
| Expenses | | |
| Recurrent Expenses | | |
| Administration & Governance Expenses | (1,542,719) | (2,166,595) |
| Environmental Costs | (220,013) | (336,482) |
| Infrastructure Maintenance | (1,583,374) | (1,687,960) |
| Depreciation | (584,779) | (3,431,912) |
| Recoverable Works Costs | ✔ (7,943,260) | (4,134,361) |
| Net Plant Operating Expenses | 629,320 | 1,224,000 |
| Community Service Costs | (940,059) | (1,402,420) |
| General Maintenance | (402,484) | (1,015,005) |
| Total Recurrent Expenses | <u>(12,587,368)</u> | <u>(12,950,735)</u> |
| Total Expenses | <u>(12,587,368)</u> | <u>(12,950,735)</u> |
| Net Result Attributable to Council | <u>✔ 3,957,268</u> | <u>3,471,171</u> |

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st May 2019

| | <i>2019 Actual</i> | <i>Original 18/19</i> |
|--------------------------------------|---|-----------------------|
| Current Assets | | |
| Cash and cash equivalents | 17,014,334 | 11,589,112 |
| Trade and other receivables | 1,563,149 | 1,566,024 |
| Inventories | 263,667 | 300,552 |
| Total Current Assets | 18,841,150 | 13,455,688 |
| Non-current Assets | | |
| Property, plant and equipment | 154,231,943 ▲ | 161,306,666 |
| Total Non-current Assets | 154,231,943 | 161,306,666 |
| TOTAL ASSETS | 173,073,092 | 174,762,354 |
| Current Liabilities | | |
| Trade and other payables | 116,608 | 801,578 |
| Borrowings | (20,882) | 52,000 |
| Provisions | 792,600 ▲ | 208,482 |
| Total Current Liabilities | 888,326 | 1,062,060 |
| Non-current Liabilities | | |
| Borrowings | 1,147,358 | 1,207,139 |
| Provisions | 116,999 | 49,965 |
| Total Non-current Liabilities | 1,264,357 | 1,257,104 |
| TOTAL LIABILITIES | 2,152,683 | 2,319,164 |
| NET COMMUNITY ASSETS | ▲ 170,920,409 ▲ | 172,443,190 |
| Community Equity | | |
| Asset revaluation reserve | 85,512,318 ▲ | 85,512,319 |
| Retained surplus | 85,408,091 | 86,930,871 |
| TOTAL COMMUNITY EQUITY | ▲ 170,920,409 ▲ | 172,443,190 |

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st May 2019

| | <i>2019 Actual</i> | <i>Original 18/19</i> |
|---|----------------------|-----------------------|
| Cash Flows from Operating activities: | | |
| Receipts from customers | 3,022,771 | 5,207,736 |
| Payments to suppliers and employees | (12,351,335) | (8,975,453) |
| | <u>(9,328,564)</u> | <u>(3,767,717)</u> |
| Interest received | 280,293 | 295,000 |
| Rental income | 195,430 | 309,220 |
| Non-capital grants and contributions | 7,777,037 | 3,794,015 |
| Borrowing costs | 0 | (74,560) |
| Net Cash Inflow (Outflow) from Operating Activities | (1,075,805) | 555,958 |
| Cash Flows from Investing activities: | | |
| Payments for property, plant and equipment | (2,169,326) | (1,642,813) |
| Grants, subsidies, contributions and donations | 6,392,680 | 1,598,880 |
| Net Cash Inflow (Outflow) from Investing activities | 4,223,355 | (43,933) |
| Cash Flows from Financing activities | | |
| Repayment of borrowings | (36,067) | (44,881) |
| Net Cash Inflow (Outflow) from Financing activities | (36,067) | (44,881) |
| Net Increase (Decrease) in Cash and Cash Equivalents held | 3,111,483 | 467,144 |
| Cash and Cash Equivalents at beginning of Reporting period | 13,902,851 | 11,121,968 |
| Cash and Cash Equivalents at end of Reporting period | \$ 17,014,334 | \$ 11,589,112 |

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

DOCUMENTS TO BE TABLED:

Capital Major Projects, Capital Road Works, Flood Damage Works

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---------------------------|------------------------------|
| TITLE: | COMMUNITY SERVICES REPORT | DOC REF: Item CSM1 |
|---------------|---------------------------|------------------------------|

| | | |
|-------------------|---|----------------------------|
| REPORT BY: | Mrs Julie Woodhouse Community Services Manager | DATE: 31/05/2019 |
|-------------------|---|----------------------------|

CORPORATE PLAN REFERENCE: Theme – SOCIAL

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

- Housing – Endeavour to provide sufficient, affordable and suitable housing to meet demand.
- Marketing – Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services – Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Current housing available:

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

An email update has been sent to the Housing Committee. The new police sergeant, Sgt Michael Hobden, has taken the previous police sergeant's place on the committee and is quite happy to do so.

2 Breach notices have been sent out to a tenant.

The Leichardt Group sent out their valuer who checked the four houses designated for sale.

Tourism:

- On the 30th May, Michaella Hindom attended the LGMA Excellence Awards as our representative. We had entered the 3D crossing in the Innovation category and were a finalist from several entries alongside Brisbane City Council and Sunshine Coast Council who ultimately won.
- With the tag-a-long tour which stayed at the caravan park in May sales at the Min

Min were well over the \$1000 mark for the day, our promotion for free coffee from the hotel or an ice-cream from the store has started and given out if the customer buys \$50 or more merchandise. This will continue through-out the tourist season.

- In June staff have some ideas they are going to try for doing an in house short quirky promotional video for social media.
- Ad-Media sent a mock-up of the first television advert we have asked them to do. This will be sent out to all Councillors for thoughts.
- A teleconference on the 27th May with Outback Highway was attended by myself, Peter Homan from OQTA and Larinda from Laverton. Helen recorded us for some audio to be played on their website talking about the major events from June to August in our regions.

Grants:

- We did not get the grant towards moving the jail house, this is maybe something Council will have to look at from money held for projects.
- We did not receive the funding from State Library for the multi touch hub as they were overwhelmed with requests. With feedback I was told we only just missed out as the bucket of money was small with 33 requests from Qld Libraries.
- The tennis courts renewal will start on the 1st September.
- The Get Ready funding for 2019-2020 has come in for the amount of \$4880.

Community:

- The mural artist will be arriving Mid September to do the mural at the Sports Centre, a brief has been sent to him on what we would like depicted.
- A satellite phone has been bought with funds from the 2018-2019 Get Ready funding for the SES use.
- An advertisement has been posted advertising the Library Officer position.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services Report is received for information.

ATTACHMENTS:

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

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

Grant Funding Register - Approved items

| | | | | | | | | | | |
|---|---|--------------|------------|------|--------------|---|-------------------|------------|--|--------------|
| River Water Pipe Upgrade - W4Q2 | Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning | \$ 65,000 | \$ - | \$ - | \$ 65,000 | | \$ 65,000 | 31/10/2019 | | |
| Shade Shelter & Seating at Bubbler Park area - W4Q2 | Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning | \$ 20,000 | \$ - | \$ - | \$ 20,000 | | \$ 20,000 | 31/10/2019 | | |
| Workshop Refurbishing - W4Q2 | Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning | \$ 35,000 | \$ - | \$ - | \$ 35,000 | | \$ 35,000 | 31/10/2019 | | |
| Playground softfall - W4Q2 | Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning | \$ 20,000 | \$ 5,000 | \$ - | \$ 25,000 | | \$ 20,000 | 31/10/2019 | | |
| Disinfection Systems Implementation for Boulia Town | LGGSP - Local Govt Grants & Subsidies Program | \$ 155,250 | \$ 103,500 | \$ - | \$ 258,750 | | \$ 155,250 | 30/06/2019 | | |
| Asset Management Plan | LGGSP - Local Govt Grants & Subsidies Program | \$ 18,000 | \$ 12,000 | \$ - | \$ 30,000 | | \$ 18,000 | 30/06/2019 | | |
| Boulia Robinson Park Security Cameras & Lighting | LGGSP - Local Govt Grants & Subsidies Program | \$ 18,630 | \$ 12,420 | \$ - | \$ 18,630 | | \$ 18,630 | 30/06/2019 | | |
| Floodway upgrade – Springvale Road (Springvale Road Structure Repairs) | 2017-18 National Disaster Resilience Program | \$ 147,210 | \$ 147,210 | \$ - | \$ 294,420 | | \$ 147,210 | 30/06/2020 | | |
| Upgrade Facility and Purchase Equipment - auspiced grant for Boulia Golf Club | Gambling Community Benefit Fund - Department of Justice and Attorney-General | \$ 26,955 | \$ - | \$ - | \$ 26,955 | | \$ 26,955 | 7/8/2019 | | |
| Regional Community Hub (Study) | MIPP_Maturing Infrastructure Pipeline | \$ 66,220 | \$ - | \$ - | \$ 66,220 | monthly finance rep needed | \$75,311 (ex GST) | 21/8/2020 | | |
| Arts Qld | RADF funding | \$ 15,000 | \$ 2,250 | \$ - | \$ 15,000 | Community | \$12,000 received | 16/09/2019 | | |
| 2018-19 Get Ready Queensland Grant Program | Queensland Reconstruction Authority | \$ - | \$ - | \$ - | \$ 4,880 | | \$4880 (ex GST) | 30/06/2019 | | |
| Chill'n'Grill – BBQing for Boulia | Foundation for Rural & Regional Renewal - Tackling Tough Times Together | \$ 26,000 | \$ 594 | \$ - | \$ 26,944 | | \$ 26,000 | 1/4/2020 | | |
| Get Playing Places and Spaces | Dept Sport and Rec | \$ 88,800 | \$ 23,000 | \$ - | \$ 112,800 | tennis courts resurfacing | \$ 89,900 | | | |
| SES - Shed for All Terrain Vehicle | Community Gambling Benefit Fund | \$ 30,000 | \$ 6,000 | \$ - | \$ 36,000 | Grant Funds and acquittal to be handled by QFES | \$ 24,363.63 | 23/09/2019 | | |
| DCP000096 - Drought Communitis Program | Department of Industry, Innovation And Science | \$ 1,050,000 | \$ 21,381 | | \$ 1,071,381 | | \$ 1,050,000.00 | 30/06/2019 | | |
| First 5 Forever Program | Queensland State Library | | | | \$ 1,000 | | | | | Not required |
| Airport Industrial Estate | Building our Regions | \$ 994,800 | \$ - | \$ - | \$ 994,800 | Stage 1, industrial airport land | \$ 994,800.00 | 13/12/2019 | | |
| First Start Program | Department of Employment, Small Business and Training | \$ 30,000 | \$ - | \$ - | \$ 30,000 | For 2 x Traineeships: Admin and Horticulture | \$ 30,000.00 | 30/06/2020 | | |

TOTAL AMOUNT OF FUNDING APPROVED: \$ 6,148,429

Grant Funding Register - Pending items

| Project Name | Grant / Funding Body | Amount of Funding applied for | Council Cash or in kind Contribution | Other funding source \$'s | Total Project Cost | Application closing date | Council Officer Responsible | NOTES |
|------------------------------|--------------------------------------|-------------------------------|--------------------------------------|---------------------------|--------------------|--------------------------|-----------------------------|------------------------------|
| | | | | | | | | |
| Boulia Airport resurfacing | Remote Airport Upgrade | \$ 1,145,000 | \$ - | \$ - | \$ 1,145,000 | 25/11/2018 | CEO | Boulia Airport resurface |
| Channel Country Weed project | Dept Social Services | \$ 100,000 | | \$ 99,498 | \$ 199,498 | 5/02/2019 | CEO | Woody weed control - stage 2 |
| Combatting Pest and Weeds | Department of Ag and Water Resources | \$ 100,000 | | \$ 99,498 | \$ 199,498 | 15/02/2019 | CEO | Stage 2 Hamilton Channels |
| | | | | | | | | |
| | | \$ 1,345,000 | | | | | | |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|------------------------------|
| TITLE: | ONLINE BOOKING SYSTEM FOR MIN MIN ENCOUNTER | DOC REF: Item CSM2 |
|---------------|--|------------------------------|

| | | |
|-------------------|---|----------------------------|
| REPORT BY: | Mrs Julie Woodhouse Community Services Manager | DATE: 31/05/2019 |
|-------------------|---|----------------------------|

CORPORATE PLAN REFERENCE: Theme – SOCIAL

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

- Marketing – Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services – Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

It has been suggested that tourism staff look into online bookings as a way of attracting more visitation to the tourist centre.

A survey will be distributed in June through the tourist season asking visitors if they would prefer the option of booking online if it was available.

Most regional attractions, especially those operated by Shire Councils, do not offer online booking as it is costly and has not proved to be any more effective in attracting visitors.

Our visitor numbers have risen in recent years but we are not open for weekends in the summer months and the Heritage Complex is now only open a half day which might have an impact on figures (this will be monitored as this is the first year the new times have been put into practice). Coach companies book for the year in advance.

Problems associated with online booking:

Refunds -

- Road closures will be a challenge when weather has an impact.
- Unlike events, visitors will not feel obligated to be there on the date and time they pre-booked.
- Booking system fees: The costs are prohibitive for annual maintenance fees. There are cheaper options such as the Boulia Camel Races use but they are for one off events.

GOVERNANCE IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

A quote received was: Cost \$25,000 in year 1 and \$6,000 from year 2 onwards annually.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL
Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---------------------|------------------------------|
| TITLE: | MIN MIN SIGN REPORT | DOC REF: Item CSM3 |
|---------------|---------------------|------------------------------|

| | | |
|-------------------|---|----------------------------|
| REPORT BY: | Mrs Julie Woodhouse Community Services Manager | DATE: 04/06/2019 |
|-------------------|---|----------------------------|

CORPORATE PLAN REFERENCE: Theme – SOCIAL

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

- Marketing – Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services – Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Some time ago it was stated that the sign at the historic Min Min Site was considered too wordy with irrelevant information upon it. Several versions have since been sent out in the hope that a new sign can be finally erected. A suggestion that a drawing be put on the sign has been raised, is this something that has to be done or can the wording stand alone? (One idea, could be an aged photo of the Min Min Hotel in the Encounter to be put on the sign).

MIN MIN HOTEL SITE

This historic site is where a pub known as the Min Min Hotel was situated in the 1800's. It was a slab hut and serviced the surrounding cattle stations and the Cobb and Co coaches that travelled from Winton to Boulia in the years 1907-1913. It was the site of weddings and other outback festivities.

History has it that a government engineer sinking wells in the area first built the Min Min Hotel, further history however points out that W. T. C Lilley built the Min Min Hotel. Mary Lilley is buried at the site.

Mrs Gladys Beauchamp from Westward Ho, who has descendants still living in Boulia, lived at the Min Min Hotel after she married G. Hasted in 1918. The Hasted family still owned the hotel when it burnt down in 1924.

Unfortunately no photographs have been located of the hotel.

The site was popularly believed to be where the first recorded sighting of the Min Min Light occurred. The light appeared to a stockman riding home from the hotel and was popularly believed to be a ghostly haunting from the graveyard behind the hotel.

Since that time many, many stories have been told of this mysterious ball of light that has confounded everyone including scientists and theories abound to this day.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council consider if the Min Min sign be accepted in the current format or with a picture added.

ATTACHMENTS: Nil

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|-----------------------------------|---------------------------|
| TITLE: | Min Min Encounter May 2019 Report | DOC REF: Item F |
|---------------|-----------------------------------|---------------------------|

| | | |
|-------------------|------------|----------------------------|
| REPORT BY: | Anna Karra | DATE: 05/06/2019 |
|-------------------|------------|----------------------------|

CORPORATE PLAN REFERENCE: Theme – SOCIAL

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

- Marketing - Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services - Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

| | |
|--------------------------------|-------------|
| Daily Sales for May 2019 | \$16,721.75 |
| MME Visitor Stats for May 2019 | 701 |
| MME Show Stats for May 2019 | 421 |
| BHC Stats for May 2019 | 331 |

Social Media Statistics for May 2019:

| Page | Page Likes | Reached | Shares |
|----------------------|------------|---------|--------|
| Boulia Shire Council | 15 | 4,487 | 39 |
| Min Min Encounter | 31 | 18,607 | 108 |

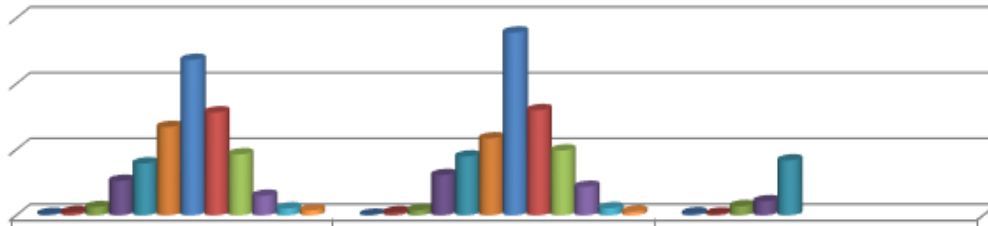
REPORT ON ACTIVITIES HELD FOR MAY 2019

The month of May has been busy with roads being open and tourists starting to come from NSW and VIC. This month we have also seen four bus groups visiting us.

This month we have seen the Happy Go Lucky Film crew visit Boulia and filmed our Min Min Encounter show. They have also interviewed a few people in Boulia who have had the Min Min Light experience, hosted by Christopher Atkins. The short film, Mystery of Australia's Min Min Lights showcasing Boulia and the interviews will be aired by end of 2020.

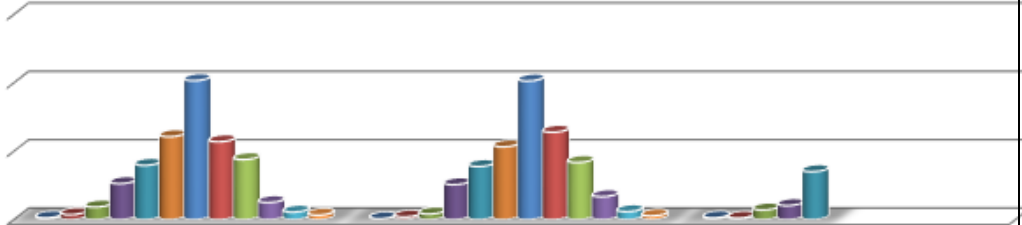
We have received five survey forms for the Min Min Encounter & Boulia Visitor Information Centre and all five had positive feedback. We also received one feedback form for the Donohue/Plenty Highway. They were from WA driving a 2WD complaining about sections of road between Jerovis and Harts Range and also 50km of unsealed section in QLD towards the border.

Min Min Encounter & BHC Tickets & Merchandise Sales



| | 2017 | 2018 | 2019 |
|-------------|-------------|-------------|-------------|
| ■ January | \$468.00 | \$199.50 | \$635.90 |
| ■ February | \$986.80 | \$941.90 | \$534.95 |
| ■ March | \$2,527.60 | \$1,570.40 | \$2,810.65 |
| ■ April | \$10,507.97 | \$12,261.15 | \$4,295.05 |
| ■ May | \$15,819.82 | \$17,912.50 | \$16,721.75 |
| ■ June | \$26,898.35 | \$23,428.55 | |
| ■ July | \$47,314.75 | \$55,628.45 | |
| ■ August | \$31,345.60 | \$32,009.00 | |
| ■ September | \$18,576.75 | \$19,744.51 | |
| ■ October | \$5,981.65 | \$8,699.05 | |
| ■ November | \$2,105.20 | \$2,198.20 | |
| ■ December | 1,520.75 | 1,127.96 | |

Min Min Encounter Visitor Numbers



| | 2017 | 2018 | 2019 |
|-------------|------|------|------|
| ■ January | 25 | 13 | 26 |
| ■ February | 72 | 38 | 22 |
| ■ March | 183 | 82 | 140 |
| ■ April | 526 | 510 | 205 |
| ■ May | 793 | 776 | 701 |
| ■ June | 1212 | 1063 | |
| ■ July | 2031 | 2026 | |
| ■ August | 1138 | 1277 | |
| ■ September | 877 | 835 | |
| ■ October | 249 | 335 | |
| ■ November | 109 | 116 | |
| ■ December | 65 | 54 | |

RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|---------------------------|
| TITLE: | Boulia Heritage Complex (Information report) | DOC REF: Item G |
|---------------|--|---------------------------|

| | | |
|-------------------|-----------------|----------------------------|
| REPORT BY: | Lindsay Leonard | DATE: 01/06/2019 |
|-------------------|-----------------|----------------------------|

CORPORATE PLAN REFERENCE:

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

Cultural Facilities & Services Objective: Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

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

| ACTIVITY | CUSTOMER VOLUME - per month |
|------------------|-----------------------------|
| Complex Visitors | 331 |

We have had 331 visitors for the month of May. The number of visitors this month has increased considerably from last month thanks to the few bus tours this month and some caravan tours. The Pioneers Class from Boulia State School visited this month as part of their History unit. The Boulia Heritage Complex helped them to see how some aspects of daily life have changed over recent time while others have remained the same.

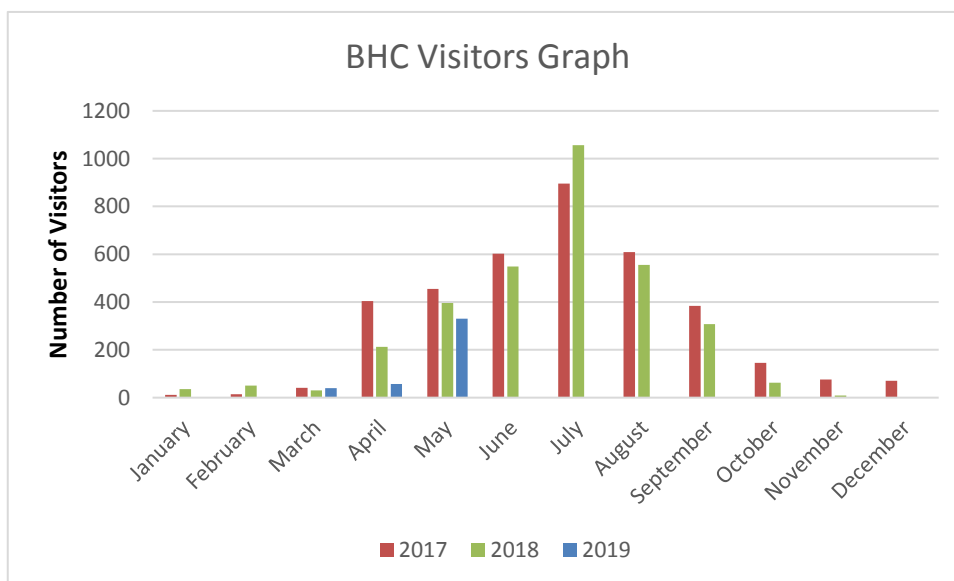
This month I have finished finding information and designing signs on at least half of the machinery in the yards and am making progress on the others. I have also started cleaning out Dick's old room to get it ready to eventually become a Theatre room.

The Pioneers Class from Boulia State School -





Visitor Statistics Comparison



RECOMMENDATION:

That the Bouli Heritage Complex report is received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--|---------------------------|
| TITLE: | BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT) | DOC REF: Item H |
|---------------|--|---------------------------|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Natarsha Shaw Sports Centre Attendant | DATE: 04/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: Social: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle.
Outcome 2.1 Support opportunities to develop the community through partnerships.
Outcome 2.2 Provide and support improved access to services within the shire.

PURPOSE:

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

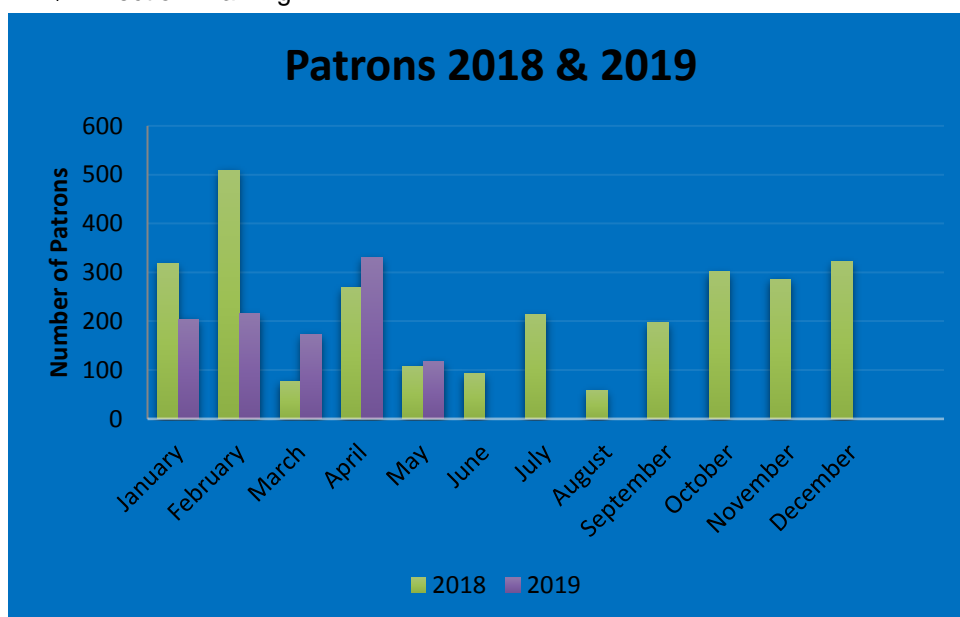
CONTENT:

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

| ACTIVITY | CUSTOMER VOL PER MONTH |
|----------------------|-------------------------------------|
| • Gymnasium | During Hours: 13 After Hours: 17 |
| • Squash | 2 |
| • Casual entry usage | 49 |
| • Kids usage | 50 |
| • Membership usage | 18 |
| • Merchandise sales | \$0.00 |
| • Admission | \$10.50 |
| • Refreshment sales | \$0.00 |

Activities held this month:

- Kids Birthday party
- AG Force – Flood Recovery information session
- Election Training



RECOMMENDATION:

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

| | |
|--|---------------------|
| Reviewed by Community Services Manager | Mrs Julie Woodhouse |
| Approved by Chief Executive Officer | Ms Lynn Moore |

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|---------|---------------------------|
| TITLE: | Library | DOC REF: Item I |
|---------------|---------|---------------------------|

| | | |
|-------------------|-----------------|----------------------------|
| REPORT BY: | Nina McGlinchey | DATE: 31/05/2019 |
|-------------------|-----------------|----------------------------|

CORPORATE PLAN REFERENCE: SOCIAL

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

Cultural Facilities & Services Objective - Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Bouliia Shire Council provides a well-appointed Library facility which is open 5 days per week from 1.00pm to 5.00pm.

| ACTIVITY | CUSTOMER VOLUME - per month |
|-------------------------------|-----------------------------|
| Library visitors | 138 |
| Wi Fi | 21 |
| Number of new members - local | 1 |
| Tourist Member | 0 |

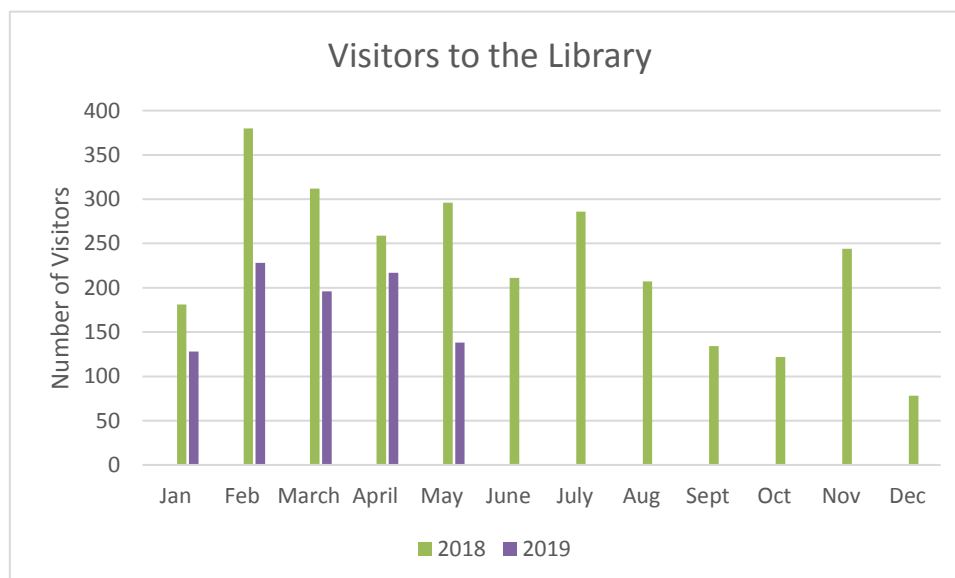
LIBRARY ACTIVITIES

Printing of 'Handouts' is still a high priority being carried out for both the Min Min Encounter and the Bouliia Heritage Complex.

Wi Fi usage has continued for the month of May mainly with our youth and younger kids doing extracurricular programs after school hours.

VISITOR STATISTICS COMPARISON

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



RECOMMENDATION:

That Council receive the Library report for information.

| | |
|--|---------------------|
| Reviewed by Community Services Manager | Mrs Julie Woodhouse |
| Approved by Chief Executive Officer | Ms Lynn Moore |

Ordinary Meeting of Council

Date: Thursday 20th June 2019



Late Reports:

- ★ Item FM2 – Budget Review March 2019

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th June 2019

| | | |
|---------------|--------------------------|--|
| TITLE: | BUDGET REVIEW MARCH 2019 | DOC REF: Item FM2 – LATE REPORT |
|---------------|--------------------------|--|

| | | |
|-------------------|--|----------------------------|
| REPORT BY: | Kaylene Sloman Manager Corporate & Financial Services | DATE: 12/06/2019 |
|-------------------|--|----------------------------|

CORPORATE PLAN REFERENCE: GOVERNANCE

Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.

PURPOSE:

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

CONTENT:

The attached budget review has been completed based on the best estimate of income and expenditure as known to 31st March 2019.

The review examines each line item and highlights changes based on trend or known variations as approved by Council, or anticipated based on best estimate.

For this review there has been no changes made to the Budget figures.

The budget review is recommended to Council for adoption.

CONSULTATION: CEO

GOVERNANCE IMPLICATIONS: Revision of the budget requires Council endorsement.

RECOMMENDATION:

That the budget review as presented to Council be received.

TABLED DOCUMENTS: Budget Review March 2019

| | |
|-------------------------------------|---------------|
| Approved by Chief Executive Officer | Ms Lynn Moore |
|-------------------------------------|---------------|

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|--|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| ANIMAL CONTROL | | | | | |
| Domestic Animal Control (Fees & Chgs) | 4,200 | 2,463 | 59% | 4,200 | |
| Domestic Animal Control Operational | (10,000) | (574) | 6% | (10,000) | |
| | (5,800) | 1,890 | | (5,800) | |
| PEST PLANTS (NOXIOUS) | | | | | |
| PEST ANIMALS | | | | | |
| Wild Dog Control Bait Sales Revenue | 2,500 | 591 | 24% | 2,500 | |
| Feral Animal Control Expenditure | (16,600) | (11,474) | 69% | (16,600) | |
| | (14,100) | (10,883) | | (14,100) | |
| TOWN COMMON | | | | | |
| Town Common Agistment Fees | 5,500 | 5,490 | 100% | 5,500 | |
| Town Common Expenses | (40,500) | (7,975) | 20% | (40,500) | |
| | (35,000) | (2,485) | | (35,000) | |
| STOCK ROUTES | | | | | |
| Stock Route Network Income | | 29,435 | | | Stock Route Capital Funding Works, 0 Acquittal process February 2019. |
| Stock Route Network Expenses | | (29,463) | | | |
| Stock Route Expenses | (20,470) | (11,061) | 54% | (20,470) | |
| | (20,470) | (11,089) | | (20,470) | |
| ENVIRONMENT MANAGEMENT | | | | | |
| Cooridgee Reserve Lease | 60,000 | 60,796 | 101% | 60,000 | |
| Butchers Paddock Lease | 9,300 | 9,328 | 100% | 9,300 | |
| Environmental Income | 800 | 600 | 75% | 800 | |
| Environmental Mgmt Expenses | (105,350) | (42,980) | 41% | (105,350) | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| Rehabilitation Landfill Management & Gravel Pits | (10,000) | 0 | 0% | (10,000) | |
| | (45,250) | 27,744 | | (45,250) | |
| <u>PUBLIC ORDER & SAFETY</u> | | | | | |
| SES Grants - Recurrent | 16,920 | 15,508 | 92% | 16,920 | |
| SES Operational Expenditure | (16,515) | (8,552) | 52% | (16,515) | |
| Fire Services Collection Fee | 500 | 0 | 0% | 500 | |
| Counter Disaster Event - Claim back | | (1,869) | | 0 | |
| Counter Disaster Plan & Committee -LDMG | (200) | 0 | 0% | (200) | |
| | 705 | 5,088 | | 705 | |
| <u>HOUSING</u> | | | | | |
| Housing - Rent | 210,080 | 138,688 | 66% | 210,080 | |
| Housing - Furniture Rental | 0 | 941 | | 0 | |
| Housing Revenue - Other (RTA Bond Refunds) | 1,000 | 0 | 0% | 1,000 | |
| Housing Expenses | (350,000) | (192,490) | 55% | (350,000) | |
| Legal Expenses Sale of Cnl Houses | (1,000) | 0 | 0% | (1,000) | |
| | (139,920) | (52,861) | | (139,920) | |
| <u>HOUSING - PENSIONER</u> | | | | | |
| Pensioner Units Revenue | 16,640 | 5,480 | 33% | 16,640 | |
| Pensioner Exp | (16,000) | (13,410) | 84% | (16,000) | |
| | 640 | (7,930) | | 640 | |
| <u>TOWN PLANNING</u> | | | | | |
| Town Plan Application Fees (GST Exempt) | 4,000 | 0 | 0% | 4,000 | |

| Bouliia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|---|---|-------------------------------|-----------------|---|--|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| Consultancy Expenditure | (10,000) | (11,685) | 117% | (10,000) | Application for extraction of sand - Harris - Income was in 2017/18 when initial application was submitted |
| Industrial Estate - Land rent / rates | (1,300) | 0 | 0% | (1,300) | |
| | (7,300) | (11,685) | | (7,300) | |
| <u>BUILDING APPLICATIONS</u> | | | | | |
| Building Certificate Fee GBA - Retainer | (8,000) | (7,725) | 97% | (8,000) | |
| | (8,000) | (7,725) | | (8,000) | |
| <u>NATIVE TITLE</u> | | | | | |
| Legal Expense | (10,000) | 0 | 0% | (10,000) | |
| | (10,000) | 0 | | (10,000) | |
| <u>STREET LIGHTING & CAMERA'S</u> | | | | | |
| Street Lighting & Camera's Operational Expenditure | (17,500) | (8,338) | 48% | (17,500) | |
| Solar Street Lighting | (3,000) | 0 | 0% | (3,000) | |
| | (20,500) | (8,338) | | (20,500) | |
| <u>CEMETERY</u> | | | | | |
| Cemetery Revenue | 5,000 | 8,485 | 170% | 5,000 | |
| Cemetery Expenses | (40,630) | (4,521) | 11% | (40,630) | |
| | (35,630) | 3,964 | | (35,630) | |
| <u>COMMUNICATION</u> | | | | | |
| Communication Expenditure | (11,650) | (2,494) | 21% | (11,650) | |
| | (11,650) | (2,494) | | (11,650) | |
| <u>SPORT & RECREATION ACTIVITIES</u> | | | | | |
| Council Community Assistance | (100,000) | (41,814) | 42% | (100,000) | |
| | (100,000) | (41,814) | | (100,000) | |
| <u>BOULIA RACECOURSE RESERVE</u> | | | | | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| Revenue Racecourse Reserve | 10,000 | 5,386 | 54% | 10,000 | |
| Racecourse Reserve Expenditure | (180,640) | (119,457) | 66% | (180,640) | |
| | (170,640) | (114,071) | | (170,640) | |
| <u>BOULIA SPORTS/ AQUATIC CENTRE</u> | | | | | |
| Sports Centre Revenue | 3,500 | 2,356 | 67% | 3,500 | |
| Sports Centre Merchandise Sales | 150 | 176 | 117% | 150 | |
| Sports Centre Cafe Sales | 500 | 608 | 122% | 500 | |
| Sports Centre Café Hire Fees | 500 | 132 | 26% | 500 | |
| Sports Centre Expenditure | (237,245) | (214,884) | 91% | (237,245) | |
| | (232,595) | (211,613) | | (232,595) | |
| <u>PARKS & GARDENS EXPENSE</u> | | | | | |
| Parks & Gardens Expense | (706,441) | (419,627) | 59% | (706,441) | |
| Boulia Town Gardens landscaping project | (25,000) | (8,443) | 34% | (25,000) | |
| | (731,441) | (428,070) | | (731,441) | |
| <u>BOULIA PUBLIC HALL</u> | | | | | |
| Hall Hire Fees | 2,500 | 1,766 | 71% | 2,500 | |
| Operational & Maintenance Expenditure | (33,304) | (28,902) | 87% | (33,304) | |
| | (30,804) | (27,136) | | (30,804) | |
| <u>URANDANGIE MEDICAL CENTRE</u> | | | | | |
| Urandangie Medical Centre Expenses | (15,950) | (12,808) | 80% | (15,950) | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| | (15,950) | (12,808) | | (15,950) | |
| <u>RSL HALL</u> | | | | | |
| RSL Hall Operational & Maintenance Expenditure | (4,600) | (1,601) | 35% | (4,600) | |
| | (4,600) | (1,601) | | (4,600) | |
| <u>BOULIA LIBRARY</u> | | | | | |
| Boulia Library Grant | 1,200 | 609 | 51% | 1,200 | |
| Sales | 250 | 322 | 129% | 250 | |
| Library Meeting Room | 100 | 0 | 0% | 100 | |
| Urandangie Library Resources | (1,000) | 0 | 0% | (1,000) | |
| Library Expenditure (Operational) | (64,130) | (59,633) | 93% | (64,130) | |
| | (63,580) | (58,702) | | (63,580) | |
| <u>STONEHOUSE MUSEUM</u> | | | | | |
| Stonehouse Admissions | 22,000 | 12,468 | 57% | 22,000 | |
| Stonehouse (Operational) Expenditure | (96,630) | (56,346) | 58% | (96,630) | |
| | (74,630) | (43,878) | | (74,630) | |
| <u>MIN MIN ENCOUNTER</u> | | | | | |
| Min Min sales | 50,000 | 37,894 | 76% | 50,000 | |
| Min Min Admissions | 60,000 | 61,738 | 103% | 60,000 | |
| Min Min Expenditure | (266,360) | (217,966) | 82% | (266,360) | |
| | (156,360) | (118,333) | | (156,360) | |
| <u>POST OFFICE</u> | | | | | |
| Post Office Sales | 22,000 | 17,326 | 79% | 22,000 | |
| Commission & Fees Earned | 32,500 | 20,738 | 64% | 32,500 | |
| Post Office Expenditure | (154,090) | (141,916) | 92% | (154,090) | |
| | (99,590) | (103,852) | | (99,590) | |
| <u>ARTS & FESTIVALS</u> | | | | | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| RADF-Programs | (2,250) | (2,318) | 103% | (2,250) | |
| | (2,250) | (2,318) | | (2,250) | |
| <u>AERODROME</u> | | | | | |
| Boulia Aero- Sale of Avgas | 38,000 | 24,575 | 65% | 38,000 | |
| Airport Landing Fees | 150 | 23 | 15% | 150 | |
| Avgas Refuelling Fees | 2,500 | 2,099 | 84% | 2,500 | |
| Operational Expenditure | (135,305) | (109,127) | 81% | (135,305) | |
| | (94,655) | (82,430) | | (94,655) | |
| <u>COMMUNITY CELEBRATIONS</u> | | | | | |
| Civic functions | (7,000) | (1,726) | 25% | (7,000) | |
| | (7,000) | (1,726) | | (7,000) | |
| <u>THE OLD BUTCHER SHOP</u> | | | | | |
| Butcher Shop Lease Payments | 0 | 336 | | 0 | |
| Butcher Shop Maintenance | (4,750) | (2,993) | 63% | (4,750) | |
| | (4,750) | (2,656) | | (4,750) | |
| <u>COMMUNITY BUS</u> | | | | | |
| Bus Hire Revenue | 10,000 | 10,915 | 109% | 10,000 | |
| | 10,000 | 10,915 | | 10,000 | |
| <u>COMMUNITY WELFARE</u> | | | | | |
| Bursary - School / QCWA | (500) | 0 | 0% | (500) | |
| | (500) | 0 | | (500) | |
| <u>WATER SUPPLY</u> | | | | | |
| Water Rates & Charges | 179,140 | 170,022 | 95% | 179,140 | |
| Water Discount on Rates | (15,460) | (1,206) | 8% | (15,460) | |
| Bulk Water | 5,000 | 0 | 0% | 5,000 | |
| Water Connection | 0 | 0 | | 0 | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| Water Expenditure | (182,070) | (112,549) | 62% | (182,070) | |
| Outback Regional Water Group | (18,000) | (4,281) | 24% | (18,000) | |
| | (31,390) | 51,985 | | (31,390) | |
| <u>BOULIA SEWERAGE</u> | | | | | |
| Sewerage -Rates & Charges | 116,000 | 115,816 | 100% | 116,000 | |
| Sewerage Discount - Rates | (10,500) | (790) | 8% | (10,500) | |
| Sewerage Expenses | (43,400) | (39,057) | 90% | (43,400) | |
| | 62,100 | 75,969 | | 62,100 | |
| <u>GARBAGE & WASTE MANAGEMENT</u> | | | | | |
| Garbage -Rates & Charges | 111,500 | 106,405 | 95% | 111,500 | |
| Garbage -Discount | (9,020) | (651) | 7% | (9,020) | |
| Garbage Expenses | (122,462) | (91,775) | 75% | (122,462) | |
| | (19,982) | 13,979 | | (19,982) | |
| <u>SHIRE ROADS</u> | | | | | |
| Shire Road Expenditure (Includes Mtce Grading) | (600,000) | (398,594) | 66% | (600,000) | |
| Borrow Pits - Quarries - EPA | (11,100) | 0 | 0% | (11,100) | |
| ORRG expenses | (44,000) | (51,484) | 117% | (44,000) | |
| Regional Roads Working Group | (2,000) | 0 | 0% | (2,000) | |
| Inland Qld Road Action Working Group | (5,000) | (1,545) | 31% | (5,000) | |
| | (662,100) | (451,623) | | (662,100) | |
| <u>MAIN ROADS</u> | | | | | |
| RMPC Revenue 2018 | 2,166,725 | 1,614,745 | 75% | 2,166,725 | |
| RMPC Expense 2018 | (2,166,725) | (1,386,929) | 64% | (2,166,725) | |
| | 0 | 227,816 | | 0 | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------------------------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| SPECIAL PROJECTS | | | | | |
| W4Q2 Toilet Shower Truck Parking Bay -2 Yr program | 100,000 | 0 | 0% | 0 | |
| W4Q2 Toilet Shower Truck Parking Bay -2 Yr program - Cancelled | (100,000) | 0 | 0% | 0 | |
| | 0 | 0 | | 0 | |
| BLACKSPOT PROJECTS | | | | | |
| Blackspot Expenditure | (1,000) | 0 | 0% | (1,000) | |
| | (1,000) | 0 | | (1,000) | |
| PRIVATE RECOVERABLE WORKS | | | | | |
| Recoverable Private Works | 45,000 | 0 | 0% | 45,000 | |
| Recoverable Private Work-Expenditure | (35,000) | (8,727) | 25% | (35,000) | |
| | 10,000 | (8,727) | | 10,000 | |
| TOURISM & PROMOTION | | | | | |
| Tourism & Promotion Advertising (Area and Region Promotion) | (175,247) | (115,912) | 66% | (175,247) | |
| "Welcome to Pitta Pitta Country" signage | (10,000) | 0 | 0% | (10,000) | |
| | (185,247) | (115,912) | | (185,247) | |
| BOULIA URBAN CATEGORY | | | | | |
| General Rates | 981,110 | 994,263 | 101% | 981,110 | |
| Discount Allowed | (91,950) | (109,665) | 119% | (91,950) | All Discounts together now |
| Interest Overdue Rates | 10,000 | 14,853 | 149% | 10,000 | |
| State Pensioner Subsidy Expense | 0 | 315 | | 0 | |
| Council Pensioner Subsidy | 0 | (510) | | 0 | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|---------------------------------------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| | 899,160 | 899,255 | | 899,160 | |
| GENERAL GRANTS | | | | | |
| FAGS | 2,237,405 | 821,830 | 37% | 2,237,405 | |
| Roads Grant | 768,190 | 294,379 | 38% | 768,190 | |
| Funding Revenue | 99,700 | 1,457,444 | 1462% | 99,700 | |
| Funding Expenditure | (122,070) | (398,337) | 326% | (122,070) | Grants approved post Budget adoption. |
| Grant Contribution Allowance | (50,000) | 0 | 0% | (50,000) | |
| | 2,933,225 | 2,175,316 | | 2,933,225 | |
| SUNDRY INCOME | | | | | |
| Sundry Income | 27,298 | 40,601 | 149% | 27,298 | Includes Auction proceeds \$43,406.10 |
| Insurance Settlement | | 205,469 | | 0 | |
| Other Lease income | 22,500 | 3,800 | 17% | 22,500 | |
| Land rent | (1,000) | 0 | 0% | (1,000) | |
| | 48,798 | 249,870 | | 48,798 | |
| BANK INTEREST RECEIVED | | | | | |
| Queensland Treasury Corporation | 260,000 | 185,781 | 71% | 260,000 | |
| Commonwealth Bank | 25,000 | 27,099 | 108% | 25,000 | |
| | 285,000 | 212,880 | | 285,000 | |
| EXECUTIVE TEAM EXPENSES | | | | | |
| Chief Executive Officer | (197,950) | (174,499) | 88% | (197,950) | |
| CEO & Executive Team Expenses | (224,590) | (194,092) | 86% | (224,590) | |
| | (422,540) | (368,591) | | (422,540) | |
| COUNCILLORS EXPENSES | | | | | |
| Councillor Expenses | (274,920) | (163,431) | 59% | (274,920) | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|---|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| | (274,920) | (163,431) | | (274,920) | |
| OFFICE ADMINISTRATION | | | | | |
| Office Administration Expenditure | (621,790) | (496,593) | 80% | (621,790) | Allocation between Office Administration and General Office Expenditure |
| | (621,790) | (496,593) | | (621,790) | |
| GENERAL EXPENSES | | | | | |
| Grant LGGSP Asset Management Plan 2 Yr program | 18,000 | 0 | 0% | 18,000 | |
| Grant LGGSP Asset Management Plan 2 Yr program | (46,300) | 0 | 0% | (46,300) | |
| General Office Expenditure | (143,008) | (155,904) | 109% | (143,008) | Allocation between Office Administration and General Office Expenditure |
| BESPOC | (25,000) | 0 | 0% | (25,000) | |
| Finance Audit Services | (55,100) | (32,189) | 58% | (55,100) | |
| Valuation Fees | (20,000) | (6,042) | 30% | (20,000) | |
| Bank Charges | (20,000) | (6,846) | 34% | (20,000) | |
| Loan Interest Charges | (54,560) | (35,105) | 64% | (54,560) | |
| | (345,968) | (236,087) | | (345,968) | |
| INFORMATION TECHNOLOGY | | | | | |
| IT & C Operational Exp | (71,500) | (19,380) | 27% | (71,500) | |
| Software Licence Renewal | (120,000) | 0 | 0% | (120,000) | |
| | (191,500) | (19,380) | | (191,500) | |
| WORKPLACE HEALTH & SAFETY / RISK | | | | | |
| TQM Operational Expenditure | (70,300) | (18,118) | 26% | (70,300) | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|---|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| GHS - Safety Signage Upgrade | (30,000) | 0 | 0% | (30,000) | |
| | (100,300) | (18,118) | | (100,300) | |
| EMPLOYEE ENTITLEMENT | | | | | |
| Superannuation | (355,560) | (233,812) | 66% | (355,560) | |
| Annual Leave | (306,900) | (202,705) | 66% | (306,900) | |
| Long Service Leave | (32,930) | (18,533) | 56% | (32,930) | |
| Sick Leave | (132,565) | (68,648) | 52% | (132,565) | |
| Statutory Holiday | (82,580) | (50,084) | 61% | (82,580) | |
| Bereavement Leave | (1,245) | 0 | 0% | (1,245) | |
| TOIL / RDO's stored to be taken later | (1,885) | (10,135) | 538% | (1,885) | Now includes RDO's stored as well as TOIL |
| | (913,666) | (583,917) | | (913,666) | |
| OTHER EMPLOYEE BENEFITS | | | | | |
| Fringe Benefits Tax Refunds FBT | 0 | (3,007) | | 0 | |
| Work Experience | 8,000 | 0 | 0% | 8,000 | |
| Allowance and Bonus | (120,000) | (104,496) | 87% | (120,000) | |
| Wet Weather Provision | 0 | (3,631) | | 0 | |
| Uniforms and PPE | (25,000) | (8,661) | 35% | (25,000) | |
| Professional Membership | (4,500) | 0 | 0% | (4,500) | |
| Gifts and Entertainment | (8,500) | (4,938) | 58% | (8,500) | |
| Other Employee Benefits (Workers Comp Exp) | (5,000) | (0) | 0% | (5,000) | |
| Training & Development | (100,000) | (60,902) | 61% | (100,000) | |
| Employee Assistance Program | (15,500) | (8,755) | 56% | (15,500) | |
| Recruitment & Selection Expenditure | (10,000) | (962) | 10% | (10,000) | |
| On Cost Recoveries-Administration | 1,600,000 | 901,603 | 56% | 1,600,000 | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|---|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget - Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| | 1,319,500 | 706,250 | | 1,319,500 | |
| <u>WORKS ADMINISTRATION</u> | | | | | |
| Works Administration (Operational) Expenditure | (272,870) | (176,657) | 65% | (272,870) | |
| Depot Workshop (Operational) Expenditure | (51,600) | (27,267) | 53% | (51,600) | |
| Stores Expenditure | (126,640) | (57,237) | 45% | (126,640) | |
| Wash Down Bay | (22,600) | (22,267) | 99% | (22,600) | |
| On Cost Recoveries-Works | 246,000 | 40,215 | 16% | 246,000 | |
| | (227,710) | (243,213) | | (227,710) | |
| <u>PLANT SERVICES</u> | | | | | |
| Fuel Tax Credit | 45,000 | 63,369 | 141% | 45,000 | |
| Plant Hire Running Expense | (800,000) | (497,796) | 62% | (800,000) | |
| Plant Hire Expense Offset Account | 1,600,000 | 1,072,250 | 67% | 1,600,000 | |
| | 845,000 | 637,823 | | 845,000 | |
| <u>FLOATING PLANT & LOOSE TOOLS</u> | | | | | |
| Floating Plant / Loose Tool Exp | (15,000) | 0 | 0% | (15,000) | |
| Maintenance | (11,000) | 0 | 0% | (11,000) | |
| | (26,000) | 0 | | (26,000) | |
| <u>PLANT ON COST RECOVERIES</u> | | | | | |
| On Cost Recoveries-Plant | 450,000 | 0 | 0% | 450,000 | |
| | 450,000 | 0 | | 450,000 | |
| | 697,050 | 1,228,654 | | 697,050 | |
| | | | | | |
| | | | | | |

| Boulia Shire Council - Operating Budget 2018-19 Review as at 31st March 2019 | | | | | |
|--|--|-------------------------------|-----------------|---|----------|
| Description | Adopted 2018/19 Budget Restructured for SynergySoft | Actuals as at 31st March 2019 | Percentage Used | Proposed Amended Budget as at 31st March 2019 | Comments |
| 2018-2019 Operating Budget | | | | | |
| Revenue | 11,713,858 | 8,607,527 | | 11,613,858 | |
| Expenditure | (11,016,808) | (7,378,873) | | (10,916,808) | |
| Surplus | 697,050 | 1,228,654 | | 697,050 | |