

# BOULIA SHIRE COUNCIL



## ORDINARY MEETING

**Friday 18 June 2021**



Photo by: Lynette Taylor

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](mailto:admin@boulia.qld.gov.au)  
ABN: 20 492 088 398

## BOULIA SHIRE COUNCIL

11<sup>th</sup> June 2021

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 18 June 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1 Meeting Opening with the Acknowledgement of Traditional Owners .....	6
2 Present .....	6
3 Apologies / Leave of Absence .....	6
4 Declaration of Interests .....	6
5 Mayoral Minutes .....	6
6 Notice of Motion .....	6
7 Request to Address Council in a Public Forum .....	6
8 Deputations.....	7
9 Confirmation of Minutes from Previous Meetings .....	9
10 Reports .....	19
10.1 Works and Operations .....	19
10.1.1 Engineering Services Report – Newsbrief for May 2021 .....	19
10.1.2 Grants Work Status Summary – May 2021 .....	23
10.1.3 Statements of Intent - Review .....	26
10.1.4 Local Roads and Community Infrastructure Program Phase 2.....	34
10.1.5 NDRRA Flood Damage Works Department May 2021 Report .....	38
10.1.6 Foreman, Road Maintenance and Utility Services May 2021 Report .....	39
10.1.7 Foreman Roads Maintenance and Construction May 2021 Report.....	43
10.1.8 Rural Lands Protection Officer May 2021 Report .....	45
10.2 Office of the Chief Executive .....	56
10.2.1 Chief Executives Report for May 2021 .....	56
10.2.2 Marmanya - request for shade structures .....	58
10.2.3 Draft Operational Plan 2021-2022 .....	59
10.2.4 Workplace Health and Safety Policy Statement Review.....	88
10.2.5 Policy Review - Workplace Health, Safety, Environment and Quality .....	90
10.2.6 Workplace Health and Safety May 2021 Report.....	94
10.3 Corporate Services .....	98
10.3.1 Director of Corporate Services May 2021 Report .....	98
10.3.2 Asset Management Plan Buildings and Structures.....	101

10.3.3 Finance Manager May 2021 Report .....	103
10.4 Community Services .....	108
10.4.1 Community Services May 2021 Report .....	108
10.4.2 Min Min Encounter May 2021 Report .....	113
10.4.3 May Library Report 2021 .....	116
10.4.4 May Sports Centre Report 2021 .....	118
11 Late Reports .....	120
12 General Business .....	120
13 Closed Session.....	120



Ms Lynn Moore  
Chief Executive Officer

**COMMONLY USED ACRONYMS**

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

## **RISK MANAGEMENT**

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

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

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

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

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

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

## **1 Meeting Opening with the Acknowledgement of Traditional Owners**

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

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

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

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

## **3 Apologies / Leave of Absence**

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

## **7 Request to Address Council in a Public Forum**

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

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

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

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

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

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

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

## **8 Deputations**

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

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

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

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

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

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

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



## **9 Confirmation of Minutes from Previous Meetings**

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 21 May 2021  
COMMENCING AT 9:00 am**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

The Mayor opened the meeting at 08:54 am.

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

The Mayor also acknowledged past and present service personnel.

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

**2 Present**

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

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

**3 Apologies / Leave of Absence**

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

**4 Declaration of Interests**

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

**5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

## **7 Request to Address Council in a Public Forum**

There were no requests to address Council in a Public Forum at this meeting.

## **8 Deputations**

### **8.2 Jenny Humphris - Holding Redlich: Wangkamahdla People native title determination (this deputation address will be closed under Local Government Regulation 2012 (254J (3)(e))**

## **9 Confirmation of Minutes from Previous Meetings**

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

*That the minutes of the Ordinary Meeting held on 23rd April 2021 be accepted.*

**Resolution No.: 2021/5.1**

**Carried**

## **10 Closed Session**

**CLOSED MEETING AT 8.56 AM**

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

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

*(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;*

**Resolution No.: 2021/5.2**

**Carried**

Ms Jenny Humphris joined the meeting at 8.58 am.

Ms Humphris left the meeting at 9.50 am.

**OUT OF CLOSED SESSION AT 9.50 AM**

**Moved: Cr Edgar**

**Seconded: Cr Beauchamp**

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

**Resolution No.: 2021/5.3**

**Carried**

The following recommendations were resolved from the closed session: 2021/5.4

**Moved: Cr Britton**

**Seconded: Cr Norton**

*That Council:*

*(a) Agree to enter into an agreement made under s87A Native Title Act 1993 and consent to the determination of the Wangkamahdla People native title claim QUD52/2016 in the terms of the s87A Agreement and Proposed Consent Order (attached to the report presented to Council); and*

*(b) delegate to the CEO the power to agree to any changes that may be required by the Court to the final determination referred to in paragraph (a) and to instruct Holding Redlich to sign the s87A Agreement on Council's behalf.*

**Resolution No.: 2021/5.4**

**Carried**

The meeting was adjourned at 09:53 am to allow Council to attend the Community Open Day at the Boulia Heritage Complex.

The meeting resumed at 11:14 am.

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Engineering Services Report – Newsbrief for April 2021	<b>DOC REF:</b> 10.1.1
---------------	--	---------------------------

<b>PURPOSE:</b>	To inform Council on the progress of various items through an information update.
-----------------	---

**Moved: Cr Neilson**

**Seconded: Cr Norton**

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

**Resolution No.: 2021/5.5**

**Carried**

<b>TITLE:</b>	NDRRA Flood Damage Works Department April 2021 Report	<b>DOC REF:</b> 10.1.2
---------------	---	---------------------------

**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Neilson**

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

**Resolution No.: 2021/5.6**

**Carried**

Cr Britton left the meeting at 11:23 am. Cr Beauchamp resumed the Chair.

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services April 2021 Report	<b>DOC REF:</b> 10.1.3
---------------	---	---------------------------

**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Edgar**

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

**Resolution No.: 2021/5.7**

**Carried**

Cr Britton returned to the meeting at 11:25 am and resumed the Chair.

<b>TITLE:</b>	Foreman Roads Maintenance and Construction April 2021 Report	<b>DOC REF:</b> 10.1.4
---------------	---	---------------------------

**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

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

**Resolution No.: 2021/5.8**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer April 2021 Report	<b>DOC REF:</b> 10.1.5
---------------	--	---------------------------

**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

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

**Resolution No.: 2021/5.9**

**Carried**

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	CEO Report for April 2021	<b>DOC REF:</b> 10.2.1
---------------	---------------------------	---------------------------

<b>PURPOSE:</b> To advise Council of the activities of the Chief Executive Office.
---

**Moved: Cr Edgar                      Seconded: Cr Britton**

*That the CEO Report for April 2021 is received for information.*

**Resolution No.: 2021/5.10                      Carried**

<b>TITLE:</b>	Action List	<b>DOC REF:</b> 10.2.2
---------------	-------------	---------------------------

<b>PURPOSE:</b> To present to Council an updated Action List.
--

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

*That the Action List update for April 2021 be received for information.*

**Resolution No.: 2021/5.11                      Carried**

<b>TITLE:</b>	Policy Review – Code of Conduct and Equal Employment Opportunity Policy	<b>DOC REF:</b> 10.2.3
---------------	---	---------------------------

<b>PURPOSE:</b> 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 changes to the Code of Conduct and Equal Employment Opportunity Policy.
---

**Moved: Cr Britton                      Seconded: Cr Beauchamp**

- 1. That Policy 146 Code of Conduct and Policy 149 Equal Employment Opportunity Policy as presented be adopted.*
- 2. That a copy of the policies be loaded into the Councillor Hub.*

**Resolution No.: 2021/5.12                      Carried**

<b>TITLE:</b>	Work Health and Safety April 2021 Report	<b>DOC REF:</b> 10.2.4
---------------	--	---------------------------

<b>PURPOSE:</b> To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.
--

**Moved: Cr Britton                      Seconded: Cr Norton**

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

**Resolution No.: 2021/5.13**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services April 2021 Report	<b>DOC REF:</b> 10.3.1
---------------	--	---------------------------

**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

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

**Resolution No.: 2021/5.14**

**Carried**

<b>TITLE:</b>	Updated Banking Signatories	<b>DOC REF:</b> 10.3.2
---------------	-----------------------------	---------------------------

**PURPOSE:**

To update changes to banking signatories in preparation of the Executive Assistant taking maternity leave, upgrading of the Senior Finance Officer Carol Smith to being a signatory.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

1. That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.
2. That the Director of Corporate Services action the changes to signatories and electronic devices for the change in role for Carol Smith and the removal of Nicole Tonkies.

#### **CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- Director of Corporate Services - Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- Finance Manager - Rahul Bhargava
- **Senior Finance Officer - Carol Smith**

#### **ELECTRONIC FUND TRANSFERS:**

**PRIMARY ACCOUNT SIGNATORY - AUTHORIZING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- Director of Corporate Services - Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- Finance Manager - Rahul Bhargava
- **Senior Finance Officer - Carol Smith**

**The method of signing/authorising electronic transactions will be as follows:**

- Any two type 'A' signatories OR
- Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory.

**Resolution No.: 2021/5.15**

**Carried**

<b>TITLE:</b>	Policy Review – Flag Flying Policy	<b>DOC REF:</b> 10.3.3
---------------	------------------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Beauchamp**

1. That 135 Flag Flying Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

**Resolution No.: 2021/5.16**

**Carried**

<b>TITLE:</b>	Finance April 2021 Report	<b>DOC REF:</b> 10.3.4
---------------	---------------------------	---------------------------

**PURPOSE:**

Financial Summary as at 30th April 2021.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*That the Finance April 2021 Report be received for information.*

**Resolution No.: 2021/5.17**

**Carried**

## **11.4 Community Services**

<b>TITLE:</b>	Community Services April 2021 Report	<b>DOC REF:</b> 10.4.1
---------------	--------------------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Norton**

*That the Community Services April 2021 Report be received for information.*

**Resolution No.: 2021/5.18**

**Carried**



<b>TITLE:</b>	Min Min Encounter April 2021 Report	<b>DOC REF:</b> 10.4.2
---------------	-------------------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

*That the Min Min Encounter April 2021 Report be received for information.*

**Resolution No.: 2021/5.19**

**Carried**

<b>TITLE:</b>	Library April 2021 Report	<b>DOC REF:</b> 10.4.3
---------------	---------------------------	---------------------------

**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Beauchamp**

*That Council receive the Library April 2021 Report for information.*

**Resolution No.: 2021/5.20**

**Carried**

<b>TITLE:</b>	Boulia Sports and Aquatic Centre April 2021 Report	<b>DOC REF:</b> 10.4.4
---------------	--	---------------------------

**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Norton**

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

**Resolution No.: 2021/5.21**

**Carried**

## **12 Late Reports**

<b>TITLE:</b>	Boulia Work Camp Report – April 2021	<b>DOC REF:</b> 12.1
---------------	--------------------------------------	-------------------------

**PURPOSE:**

To advise of the activities of the Boulia Work Camp from 7<sup>th</sup> to 16<sup>th</sup> May 2021.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the Boulia Work Camp Report – April 2021 is received for information.*

**Resolution No.: 2021/5.22**

**Carried**

### **13 General Business**

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

### **14 Meeting Closure**

The Mayor closed the meeting at 12:45 pm.

### **15 Confirmed**

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

UNCONFIRMED MINUTES

## 10 Reports

### 10.1 Works and Operations

<b>TITLE:</b>	Engineering Services Report – Newsbrief for May 2021	<b>DOC REF:</b> 10.1.1
---------------	--	---------------------------

<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 11/06/2021
-------------------	--	----------------------------

#### **CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

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

#### **CONTENT:**

##### 1. Visits to the Shire

13 <sup>th</sup> to 25 <sup>th</sup> May	Richard Lewis	Boulia town streets seals
1 <sup>st</sup> June	Stu Bourne	Industrial Subdivision inspection with Brent Krause

##### 2. Flood Damage Works

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

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19<sup>th</sup> September 2019 for the REPA works. Submission has been approved by QRA for a total value of \$14,231,596.59. Job Management Plan completed. Cultural Heritage Risk assessment complete. CH Site inspections Feb 2021. The completion date of the event has been extended by 12 months. Completion due June 2022.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are complete and submission has been uploaded to MARS for acquittal with submission value of \$494,438.07 (BoSC.0011.1920.EWK). Emergency Works Submission is approved for a value of \$494,154.85. REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8<sup>th</sup> May. The submission has been approved by QRA for \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system. Works has not commenced on this event.

3. Other

**Donohue Highway: Outback Way Funding Package 2**

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Complete
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Works complete from CH 206.45-211.5
	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Seal works scheduled late June
4	233-238.6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Design is complete for Stage 7 and 8.

Concrete works under contract T2019/20-1 is underway (Central Hire), completion May 2021. Cultural Heritage inspections July/August 2021 for stage 7 – negotiating with the CH traditional owners.

4. Industrial Subdivision

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

5. Wills Street Drain

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

6. TMR Road Prioritisation

Desktop review of TMR roads for rehab/widening priorities is in progress. Site inspections completed. Working on structure estimates.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Flood Damage Events - Detailed Summary [**10.1.1.1** - 1 page]

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

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (7/06/2021)**

<b>QRA Event Code</b>	<b>Activation</b>	<b>Type</b>	<b>Submitted Value(Inc PM,Esc and Cont)</b>	<b>Approved Submission Value (Inc PM,Esc and Cont)</b>	<b>Final Expenditure (Acquittal)</b>	<b>Comments</b>
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works Completed. Acquittal in Progress
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59		Approved, works commenced
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07	\$ 494,154.58	\$ 494,438.07	Approved/Works Complete
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46		Approved - Donohue only

<b>TITLE:</b>	Grants Work Status Summary – May 2021	<b>DOC REF:</b> 10.1.2
<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 11/06/2021
<b>CORPORATE PLAN REFERENCE:</b>		
<p>Key Priority 1: A strong supportive community environment</p> <p>1.1: Promotion of community events, services and facilities</p> <p>1.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p> <p>Key Priority 2: Building and maintaining quality infrastructure</p> <p>2.2: Well serviced</p> <p>2.2.2: Provide and maintain well planned sustainable community assets to meet the needs of our community</p>		
<b>RISK MANAGEMENT:</b>		
Information Report only - not applicable.		
<b>PURPOSE:</b>		
To advise Council of the progress of projects being completed with the assistance of either funding provided by Council, State or Federal Grants.		
<b>CONTENT:</b>		
<p>Currently Council have several funding streams which are providing funds to complete various programs across the Shire. Without this type of 'unrestricted' funding Council would be unable to complete these projects and is grateful to receive grants from the following departments:</p> <p><b>W4Q</b> - Work for Queensland Three (DILGP - Department of Infrastructure, Local Government and Planning - State funding)</p> <p><b>COVID W4Q</b> - COVID Works for Queensland (DLGRMA - Department of Local Government, Racing and Multicultural Affairs – State funding)</p> <p><b>LGGSP</b> - Local Government Grants and Subsidies Program (DILGP - Department of Infrastructure, Local Government and Planning - State funding)</p> <p><b>DCP</b> - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)</p> <p><b>DCP Ext.</b> - Drought Communities Programme - Extension (Department of Infrastructure, Transport, Cities &amp; Regional Development – Federal funding)</p> <p><b>BoR</b> - Building Our Regions Funding (DSD - Dept of State Development – State funding)</p> <p><b>LRCI</b> - Local Roads and Community Infrastructure Program (Department of Infrastructure, Transport, Regional Development and Communications – Federal funding)</p>		
<b>CONSULTATION:</b>		
George Bourne and Associates (GBA) – various tenders.		
<b>GOVERNANCE IMPLICATIONS:</b>		
All programs have been included in the budget for 2020-21.		
<b>RECOMMENDATION:</b>		
That the Grants Work Status Summary – May 2021 report on the progress of the funded projects be received for information.		
<b>ATTACHMENTS:</b>		
1. Grant Project Summary [10.1.2.1 - 1 page]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore





ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (January, May, September)											
1	<b>Grant Project Summary</b>	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for Grant Project Summary]											
2	<b>BOR R4 - Boulia Industrial Estate</b>	141 days	Tue 1/12/20	Tue 15/06/21		[Gantt bar for BOR R4 - Boulia Industrial Estate]											
3	Boulia Industrial Estate	141 days	Tue 1/12/20	Tue 15/06/21	90% Earth works completed. Electrical design estimate received, and order raised. Electrical and Telstra Design underway, Water and Sewer pipes procurement commenced. New project completion date 30 Sep 2021.	[Gantt bar for Boulia Industrial Estate]											
4	<b>LGGSP Projects</b>	328 days	Tue 10/03/20	Thu 10/06/21		[Gantt bar for LGGSP Projects]											
5	Security Cameras & Installation	328 days	Tue 10/03/20	Thu 10/06/21	Project completed.	[Gantt bar for Security Cameras & Installation]											
6	<b>W4Q R3 Projects</b>	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for W4Q R3 Projects]											
7	<b>Boulia Town Infrastructure Upgrade</b>	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bar for Boulia Town Infrastructure Upgrade]											
8	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Project completed.	[Gantt bar for Spelling Yards]											
9	Cement Shed and Fencing at Industrial Present	72 days	Mon 22/03/21	Tue 29/06/21	Fencing completed. Shed will installed on 22nd June 2021.	[Gantt bar for Cement Shed and Fencing at Industrial Present]											
10	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	Completed.	[Gantt bar for Amenities Refurbishment at Sports Centre]											
11	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design completed. Awaiting on price.	[Gantt bar for Depot Upgrade]											
12	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Completed.	[Gantt bar for Double Garages]											
13	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	70% work completed.	[Gantt bar for Hamilton/Herbert Street Cnr Block Development]											
14	<b>Boulia Town Water Infrastructure Upgrade</b>	347 days	Tue 3/03/20	Wed 30/06/21		[Gantt bar for Boulia Town Water Infrastructure Upgrade]											
15	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Awaiting on delivery.	[Gantt bar for Water Meter]											
16	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	concrete works will commence next week.	[Gantt bar for Wash-down Bay Upgrade]											
17	<b>Urandangi Town Infrastructure Upgrade</b>	168 days	Mon 9/11/20	Wed 30/06/21		[Gantt bar for Urandangi Town Infrastructure Upgrade]											
18	Fuel Setup for Urandangi	276 days	Tue 10/03/20	Tue 30/03/21	70% work completed.	[Gantt bar for Fuel Setup for Urandangi]											
19	<b>Boulia Shire Road Network Upgrade - Signage &amp; Weed Control</b>	316 days	Mon 13/04/20	Mon 28/06/21		[Gantt bar for Boulia Shire Road Network Upgrade - Signage & Weed Control]											
20	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	80% work completed.	[Gantt bar for Shire Road Signage]											
21	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Project completed.	[Gantt bar for Weed Spraying]											
22	<b>2020/21 COVID BSC W4Q Projects</b>	297 days	Mon 4/05/20	Tue 22/06/21		[Gantt bar for 2020/21 COVID BSC W4Q Projects]											
23	<b>W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities</b>	296 days	Tue 5/05/20	Tue 22/06/21		[Gantt bar for W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities]											
24	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21	Project Completed.	[Gantt bar for Robinson Park Fence]											
25	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	Project Completed.	[Gantt bar for Repair Wooden Bridge on Burke Street]											
26	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Project Completed.	[Gantt bar for Council Depot CPL Yard Pave & Seal]											
27	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21	Awaiting on the artwork. Extension applied until December 2021.	[Gantt bar for Heritage Complex Fencing Upgrade and Repair Storm Water]											
28	<b>W4Q COVID 002 - Construction of New Residential Building in Boulia Town</b>	145 days	Mon 2/11/20	Fri 21/05/21		[Gantt bar for W4Q COVID 002 - Construction of New Residential Building in Boulia Town]											
29	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Variation approved - 30/9/2021	[Gantt bar for Construction of New Residential Building in Boulia Town]											
30	<b>W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade</b>	96 days	Tue 9/02/21	Tue 22/06/21		[Gantt bar for W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade]											
31	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21	Contractors will be on site 20th June 2021.	[Gantt bar for Sewer Pump Stations x2]											
32	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21	Project completed.	[Gantt bar for Sewer Projects]											
33	<b>W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade</b>	266 days	Mon 4/05/20	Mon 10/05/21		[Gantt bar for W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade]											
34	Urandangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Project completed.	[Gantt bar for Urandangi Dump Fence]											
35	<b>LRCI Projects</b>	193 days	Mon 5/10/20	Wed 30/06/21		[Gantt bar for LRCI Projects]											
36	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	80% work completed.	[Gantt bar for Grid Servicing]											
37	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21	Project completed.	[Gantt bar for Traffic Signage]											
38	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21	95% Project completed.	[Gantt bar for Storm Water]											
39	Footpath	62 days	Tue 6/04/21	Wed 30/06/21	Contractor will be on site 21st June	[Gantt bar for Footpath]											
40	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21	Project completed.	[Gantt bar for Stabilise Shoulders]											

Project: Grant Project Summary  
Date: Fri 11/06/21

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

<b>TITLE:</b>	Statements of Intent - Review	<b>DOC REF:</b> 10.1.3
<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 11/06/2021
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 2: Building and maintaining quality infrastructure 2.1: Well connected 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety 2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines		
<b>RISK MANAGEMENT:</b> The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Possible (Likelihood) giving an overall assessment as <b>Low L-3</b> .		
<b>PURPOSE:</b> To review the Statements of Intent (SOI) for Council's Local Roads of Regional Significance (LRRS).		
<b>CONTENT:</b> The SOI's outline important details for the LRRS's such as the 'Vision Standard', 'Function' etc. The Outback Regional Road and Transport Group has requested that Council's review their SOI's to ensure they are current. The SOI's have been reviewed and are attached for consideration.		
<b>CONSULTATION:</b> George Bourne and Associates		
<b>GOVERNANCE IMPLICATIONS:</b> Nil		
<b>RECOMMENDATION:</b>  That Council consider and endorse the Statements of Intent, attached to the Statements of Intent - Review Report, for Council's Local Roads of Regional Significance.		
<b>ATTACHMENTS:</b> 1. SOI's - Boulia Shire Council [10.1.3.1 - 7 pages]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

STATEMENT OF INTENT FOR LINK (Bouliia – Tobermorey Road) Bouliia Shire Council	
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Bouliia - Tobermorey Road (238.6km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Interstate Route Qld/NT</li> <li>Provide access for major cattle stations</li> <li>Key tourism route to NT</li> <li>Part of the Outback Way transcontinental route</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>A safe sealed road with sealed opportunities for overtaking</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Half sealed/ half gravel</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Future federal funding will continue with pave and sealing works</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>High priority for Council due to visitor numbers and potential opportunities</li> <li>Link to Northern Territory</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroroads Class 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m seal on 8m pavement or 8m gravel</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision</u></p> <ul style="list-style-type: none"> <li>Unsealed sections restrict wet weather access</li> <li>Traffic volumes make the road unsafe when the gravel deteriorates</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Seal remaining gravel sections</li> <li>Provide additional sealed overtaking opportunities</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Renew gravel sections as required</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To prioritize the upgrading of this route over a period of time in conjunction with the Outback Way</li> </ul>
<b>Projected Outcomes</b>	A prioritized approach to upgrading sections of this link over time with the end result realizing the Link Vision.
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>The remaining section is sealed with overtaking opportunities</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Renew gravel sections as required</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$50m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$10m</li> </ul>
	Historic Exp = \$3m/year (Outback Way)

STATEMENT OF INTENT FOR LINK (Coorabulka Road)	
Bouliia Shire Council	
<b>Link Description</b>	<ul style="list-style-type: none"> <li>• Coorabulka – Diamantina boundary (74.4km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>• Alternative (Flood) route for Diamantina Development Road</li> <li>• Provide access for major cattle stations</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>• Maintained good quality gravel road with appropriate drainage structures</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>• Gravel road</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>• Flooding of the Diamantina Development Road dramatically increases traffic numbers. On average this occurs for 2 weeks per year.</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>• During some floods this is the only accessible route between Bedourie and Bouliia</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>• Austroads Class 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>• 6m gravel, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>• Dry weather road only</li> <li>• Construct all weather drainage structures</li> <li>• Renew gravel sections</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>• Renew gravel where required</li> <li>• Review poor alignment</li> <li>• Install structures where required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>• Renew gravel where required</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>• To adopt a fitness for purpose approach and maintain as required</li> </ul>
<b>Projected Outcomes</b>	To maintain and renew gravel sections as required
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>• Maintain and renew the gravel surface as required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>• Maintain and renew the gravel surface as required</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>• \$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>• \$500k</li> </ul>
	<p><b>Historic Exp = \$100k/year (Flood Damage only)</b></p>

STATEMENT OF INTENT FOR LINK (Selwyn Road) Boulia Shire Council	
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Selwyn – Cloncurry Boundary (82.0km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained good quality gravel on entire road with concrete flood ways where appropriate.</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Mostly gravel in varying condition.</li> <li>Limited drainage structures/ concrete floodways.</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Significant flood prone areas.</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroads 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>8m paving in sections, 8m formation</li> </ul>
<b>Gap Analysis</b>	<u>Against vision:</u> <ul style="list-style-type: none"> <li>Dry weather road only</li> </ul>
<b>Scope of Works</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Dozens of concrete floodway's required</li> <li>Gravel renewal and top-up required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Renew gravel where required</li> </ul>
<b>Development Strategy</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required</li> </ul>
<b>Projected Outcomes</b>	To maintain and renew gravel sections as required
<b>Projected Performance in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To maintain and renew gravel sections as required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>To maintain and renew gravel sections as required</li> </ul>
<b>Projected Investment in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>\$500k</li> </ul>
	Historic Exp = Approx \$100k/year (Flood Damage only)

STATEMENT OF INTENT FOR LINK (Springvale Road) Boulia Shire Council		
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Springvale – Diamantina Boundary (56.6km)</li> </ul>	
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> <li>Access to Diamantina Lakes National Park.</li> </ul>	
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>	
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Mostly gravel</li> <li>Limited drainage structures/ concrete floodways.</li> </ul>	
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Vehicle numbers will increase as Diamantina Lakes National Park becomes more popular. National Parks are working to increase visitor numbers to this park.</li> <li>Significant flood prone areas..</li> </ul>	
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock and tourism access</li> </ul>	
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroads 4</li> </ul>	
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m gravel, 8m formation</li> <li>Pave watercourses</li> </ul>	
<b>Gap Analysis</b>	<u>Against vision:</u> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>	
<b>Scope of Works</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Appropriate drainage structures required</li> <li>Gravel renewal and top-up required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Gravel surface to priority sections</li> </ul>	
<b>Development Strategy</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>	
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>	
<b>Projected Performance in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>To maintain and renew gravel sections as required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>	
<b>Projected Investment in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>\$500km</li> </ul>	<b>Historic Exp = \$100k/year (Flood Damage only)</b>

STATEMENT OF INTENT FOR LINK (Toolebuc Road) Boulia Shire Council		
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Toolebuc – Cloncurry Boundary (83.2km)</li> </ul>	
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to Cannington Mine</li> <li>Access to major cattle stations</li> </ul>	
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures</li> </ul>	
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>	
<b>External Factors</b>	<ul style="list-style-type: none"> <li>Southern access road to Cannington Mine</li> </ul>	
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock and mine access</li> </ul>	
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroroads 4</li> </ul>	
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m gravel in priority area, 8m formation</li> </ul>	
<b>Gap Analysis</b>	<u>Against vision:</u> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>	
<b>Scope of Works</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>	
<b>Development Strategy</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>	
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>	
<b>Projected Performance in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>	
<b>Projected Investment in 20 Years</b>	<u>Vision:</u> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <u>Short Term Priorities:</u> <ul style="list-style-type: none"> <li>\$500k</li> </ul>	<b>Historic Exp = \$100k/year (Flood Damage only)</b>

STATEMENT OF INTENT FOR LINK (Urandangie Border Road) Boulia Shire Council	
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Urandangie – Northern Territory border (48.3km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Access to major cattle stations</li> <li>Access from Qld to NT</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>.</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austrroads 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>6m paving, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$500k</li> </ul>
	<p>Historic Exp = \$100k/year (Flood Damage only)</p>



STATEMENT OF INTENT FOR LINK (Urandangie North Road) Boulia Shire Council	
<b>Link Description</b>	<ul style="list-style-type: none"> <li>Urandangie North – Urandangi township (92.5km)</li> </ul>
<b>Link Function</b>	<ul style="list-style-type: none"> <li>Primary access to Urandangie</li> <li>Access to major cattle stations</li> </ul>
<b>Link Vision</b>	<ul style="list-style-type: none"> <li>Maintained gravel road with appropriate drainage structures.</li> </ul>
<b>Current Link Status</b>	<ul style="list-style-type: none"> <li>Some gravel sections, some natural surface, some floodways are acceptable</li> </ul>
<b>External Factors</b>	<ul style="list-style-type: none"> <li>.Primary access to the town of Urandangie</li> </ul>
<b>Internal Factors</b>	<ul style="list-style-type: none"> <li>This is an important access for the transport of stock</li> </ul>
<b>Link Classification</b>	<ul style="list-style-type: none"> <li>Austroroads 4</li> </ul>
<b>Configuration &amp; Condition Standard</b>	<ul style="list-style-type: none"> <li>8m paving, 8m formation</li> </ul>
<b>Gap Analysis</b>	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> <li>Dry weather road only</li> <li>Construct all weather drainage structures</li> </ul>
<b>Scope of Works</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> <li>Gravel to all floodway's</li> <li>Drainage structures required</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to remaining sections</li> </ul>
<b>Development Strategy</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>To adopt a fitness for purpose approach and maintain as required.</li> </ul>
<b>Projected Outcomes</b>	<ul style="list-style-type: none"> <li>To upgrade formation sections with gravel and maintain and renew existing gravel sections as required</li> </ul>
<b>Projected Performance in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>Good quality gravel surface to 80% of this link</li> <li>Drainage structures to some of the priority areas</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>Gravel surface to priority areas</li> </ul>
<b>Projected Investment in 20 Years</b>	<p><u>Vision:</u></p> <ul style="list-style-type: none"> <li>\$4m</li> </ul> <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> <li>\$1m</li> </ul>
	<p>Historic Exp = \$200k/year (Flood Damage only)</p>

<b>TITLE:</b>	Local Roads and Community Infrastructure Program Phase 2	<b>DOC REF:</b> 10.1.4
---------------	--	---------------------------

<b>REPORT BY:</b>	Harin Karra Director of Works and Operations	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Moderate (Consequence) and Rare (Likelihood) giving an overall assessment as **Medium M-3**.

**PURPOSE:**

To advise Council of funding received under the Local Roads and Community Infrastructure Program Phase 2.

**CONTENT:**

Council has been fortunate to receive \$390,090 in grant funding under the Local Roads and Community Infrastructure Program Phase 2 (LRCI Program Phase 2) represented by the Department of Infrastructure, Transport, Regional Development and Communications.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19 and there is no requirement for Council to match funding.

All projects under this phase of funding must be completed by 31<sup>st</sup> December 2021.

This report seeks Council's approval to accept the funding money and empower the CEO to sign the grant agreement.

Projects for consideration to be completed under this program will be presented to Council at a later date.

**CONSULTATION:**

CEO

**GOVERNANCE IMPLICATIONS:**

Grant funding to be included in the 2021/22 Budget.

**RECOMMENDATION:**

That Council accept funding under the Local Roads and Community Infrastructure Program Phase 2 and enable the CEO to execute the necessary paperwork to accept the grant.

**ATTACHMENTS:**

1. STATE COUNCIL Project Nomination LRCI Phase 2 [**10.1.4.1** - 3 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

## Local Roads and Community Infrastructure Program Phase 2 Work Schedule - Project Nomination

### **Declaration**

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at [www.investment.infrastructure.gov.au/lrci](http://www.investment.infrastructure.gov.au/lrci) as in force at the time of submission
- I have read, understood and agree to the Grant Agreement
- The information I have submitted in this form is, to the best of my knowledge, true, accurate and complete. I also understand that giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- The project is an eligible grant activity
- The project will be physically complete by 31 December 2021 unless otherwise agreed by the Department
- To the best of my knowledge there are no conflicts of interest OR I have separately provided information to the Department on any conflicts of interest
- I understand that a condition of this grant funding is that the Eligible Funding Recipient commits to a minimum level of infrastructure spending in the 2021-22 financial year in accordance with the requirements outlined in the Grant Agreement and Program Guidelines.
- That the Eligible Funding Recipient and its subcontractors and independent contractors will comply with all applicable laws
- I understand that the Local Roads and Community Infrastructure Program is an Australian Government program and that the Department will use the information provided in accordance with the following:
  - Australian Government Public Data Policy Statement
  - Commonwealth Grants Rules and Guidelines
  - Applicable Australian laws.
- I am authorised to complete this form and to sign and submit this declaration on behalf of the Eligible Funding Recipient.

Yes

No

Full name: Harin Karra

Position: Director of Works and Operations

Email address: [dwo@boulia.qld.gov.au](mailto:dwo@boulia.qld.gov.au)

Date: 9/6/2021



## Local Roads and Community Infrastructure Program Phase 2 - Work Schedule - Project Nomination

Funding Recipients are required to nominate project(s) they plan to undertake with LRCI Program Phase 2 funding by providing information to the Department of Infrastructure, Transport, Regional Development and Communications ('Department') via emailing [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au). A separate Project Nomination row must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake.

For ease of assessment, and to limit requests for more information, please fill all fields as completely and accurately as possible.

Name [Council, State]						LRCI Phase 2 Funding Allocation					\$
#	Project Name  [Project location or street address: Work category]	Project Description / Problem Being Addressed  [Please align project description to project work categories on Page 3 where possible]	Infrastructure Type  [Please select one item]	Total Project Cost	LRCI Phase 2 Funding Required *	Construction Start Date	Construction End Date	Estimated jobs supported		Project Electorate  [Please list the Federal Project Electorate]	Project Land / Asset Owner **  [Please select one item]
				[\$]	[\$]	[MM/YY]	[MM/YY]	[Numerical figure – refer FAQ instructions]	Council employees		
1			Choose an item.								Choose an item.
2			Choose an item.								Choose an item.
3			Choose an item.								Choose an item.
4			Choose an item.								Choose an item.
5			Choose an item.								Choose an item.
6			Choose an item.								Choose an item.
<b>Total</b>		-	-			-	-			-	-

Has the availability of funding under the Local Roads and Community Infrastructure Program required you to hire additional Council staff?	Choose an item.	<b>Number</b>
---	-----------------	---------------

#	* If project is not fully funded by LRCI, state details of Council or other contribution	** If Project Land or Asset Owner is not Council, please indicate nature of permission	If applicable, details of any recycled materials used on the project



Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications

## Project Work Categories

<b>Work Category</b>	<b>Description</b>
<b>General Road Maintenance</b>	Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance.
<b>Construction of a new road</b>	Construction of a road where no road existed on that alignment before.
<b>Reconstruction</b>	Rebuilding a road that already exists (can include upgrading)
<b>Rehabilitation</b>	Work to return a road to its original standard
<b>Widening</b>	Work to make the surface or pavement of a road wider
<b>Sheeting / Re-sheeting</b>	Where additional gravel etc. is added on top of an existing road
<b>Sealing</b>	Putting a seal on an unsealed road.
<b>Resealing</b>	Second or subsequent sealing of roads
<b>Bridge works</b>	Any work involving bridges or culverts
<b>Tunnel works</b>	A tunnel to enable the building an underground road
<b>Drainage</b>	Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only.
<b>Traffic improvement</b>	Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts
<b>Street lighting equipment</b>	Works related to vehicle traffic and pedestrian lighting
<b>Closed Circuit TV (CCTV)</b>	Works associated with installing a fixed mobile CCTV system
<b>Bicycle and Walking Paths</b>	Works involving cycling and pedestrian infrastructure
<b>Painting/Improvements to community facilities</b>	Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and entertainment facilities
<b>Repairs/Replacement of fencing</b>	Works relating to building a new fence or repairs/replacement of existing fences
<b>Improved Accessibility of Community Facilities and Areas</b>	Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability
<b>Landscaping Improvements</b>	Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts
<b>Picnic Shelters or Barbeque Facilities at Community Parks</b>	Self-explanatory
<b>Playgrounds and Skate parks (including all ability playgrounds)</b>	Self-explanatory
<b>Toilet Blocks</b>	Works relating to construction or maintenance of public toilet block amenities
<b>Replacement of Light Bulbs in Street Lights</b>	Self-explanatory
<b>Noise and Vibration Mitigation Measures</b>	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
<b>Off-road Car Parks</b>	Such as off-road car parks at sporting grounds or parks
<b>Sporting and recreation facilities</b>	Works to upgrade, repair or maintain sporting ovals, courts, swimming pools etc
<b>Other</b>	Works that do not fall into the above categories

<b>TITLE:</b>	NDRRA Flood Damage Works Department May 2021 Report	<b>DOC REF:</b> 10.1.5
---------------	---	---------------------------

<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 11/06/2021
-------------------	--	----------------------------

**CORPORATE PLAN REFERENCE:**

**Key Priority 2: Building and maintaining quality infrastructure**

2.1: Well connected

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**Current Projects**

**Harris Crew No 2**

Mt Isa Road from Ch 110 Ardmore Grid to Ch 133 shire boundary. This work has three separate sections with 60% completed to date, all within budget and allocated schedule. The use of a Wirtgen Stabilising machine together with incorporating a 100 mm blended gravel overlay into the shoulder has produced an excellent result matching all TMR requirements. Work on this project is scheduled for completion around mid-June.

**Mixed Crew**

Selwyn Road (March 2019 REPA Event) - Work on this road has progressed extremely well, with the crew currently working on the section between 'Blair Athol' and Wills River Bridge. This section is scheduled for completion end of June 21.

**Future Works**

**North Urandangi Road** (Flood Damage Works)

**Donohue Highway** (Pavement Repairs between Ch 138 Green Tanks and Roxborough turn off Ch 154.00.

**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 May 2021 Report be received for information.

**ATTACHMENTS:** Nil

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

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services May 2021 Report	<b>DOC REF:</b> 10.1.6
---------------	---	---------------------------

<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

The majority of Shire roads have been open during May 2021.

April 2021	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	31			31
DAJARRA - MT ISA RD	31			31
BOULIA - WINTON RD	31			31
BOULIA - BEDOURIE RD	31			31
BOULIA - QLD BORDER RD	31			31
QLD BORDER - ALICE SPRINGS RD			31	31
URANDANGI SOUTH RD	31			31
URANDANGI NORTH RD	31			31
URANDANGI BORDER RD	31			31
TOOLEBUC RD			31	31
COORABULKA RD	31			31
SLASHERS CREEK RD			31	31
SPRINGVALE RD			31	31
SELWYN RD	31			31

**Race Course:**

Arena and grounds	General maintenance of the grounds has continued as usual. We are now in the process of preparing for the Camel Races. Cattle has been spelled on and off at the yards during the last month. We foresee that the yards will be in regular use for the remainder of the year and will need to ensure this works in with Camel Races.
-------------------	--

**Town water testing and Depot maintenance:**

Chlorine level testing	<p>Testing levels in Boulia are sitting at required levels and are continually monitored.</p> <p>Urandangi water testing is currently being completed on a weekly basis to ensure we are able to lift the boiled water restriction currently in place as soon as possible.</p>
------------------------	--

**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order. With the tourist season underway, we are working hard to ensure the town is looking its best.</p> <p>Some line marking was also completed in Herbert Street.</p>
Signage	<p>RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently on the Cloncurry section and will be doing surface correction and edge repair for the next couple of months.</p>
Mowing/Whipper Snipping	<p>Unfortunately, the Parks and Gardens Team have been short staffed this month with some of the team helping out on the Road Crew, so the amount of mowing and whipper snipping we have been able to undertake has been limited.</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> May - Min Min Encounter, Median strip</li> <li>• 5<sup>th</sup> May - Stonehouse, Airport, Sports Centre, School Safety Park</li> <li>• 10<sup>th</sup> May - Robinson Park, Post Office, Fire Station, Sports Centre</li> <li>• 11<sup>th</sup> May - Main Office, Burke St</li> <li>• 12<sup>th</sup> May - Airport, Herbert St</li> <li>• 17<sup>th</sup> May - Median strip, oval, Sports Centre</li> <li>• 19<sup>th</sup> May - Council Depot</li> <li>• 20<sup>th</sup> May - Stonehouse</li> <li>• 24<sup>th</sup> May - Town Entrance</li> <li>• 26<sup>th</sup> May - Robinson Park</li> <li>• 28<sup>th</sup> May - Pensioner units, Fire Station, Airport, School Safety Park</li> <li>• 31<sup>st</sup> May - Moonah St</li> </ul>

**Town Entrances:**

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



**RMPC/Works crew:**

RMPC/Works crew are concentrating on surface correction and edge repair. We should have close to all of the RMPC Budget spent by the end of June.

**Urandangi:**

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

**Water and Sewerage:****Bouliia Township**

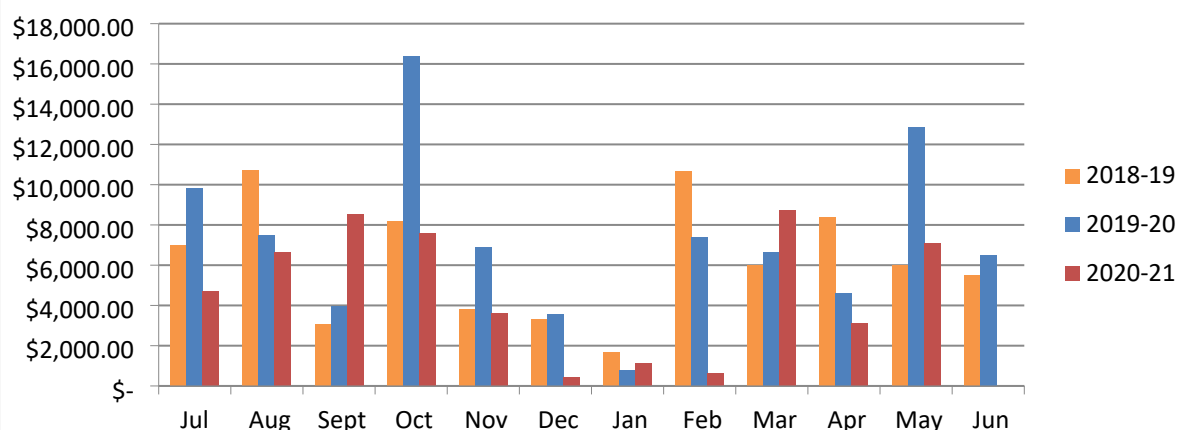
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

**Urandangi Township**

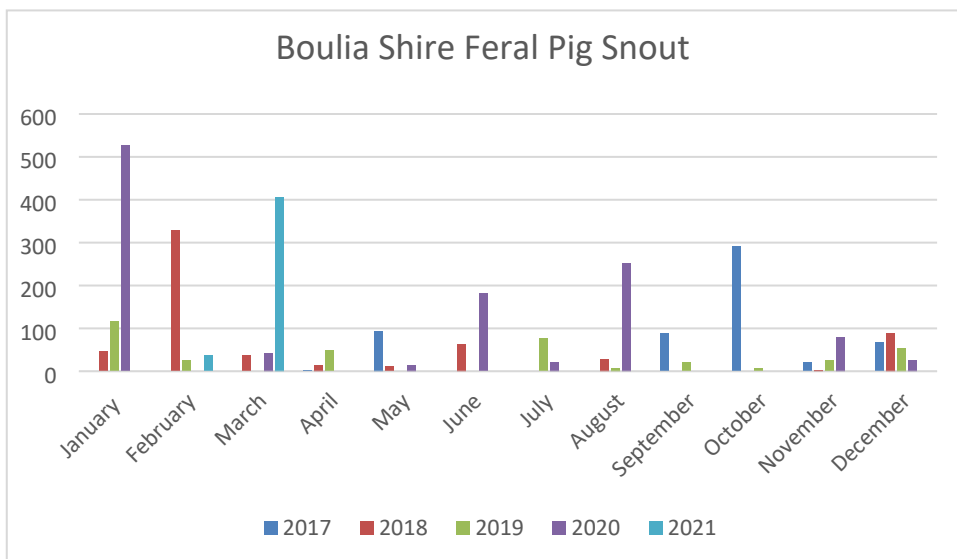
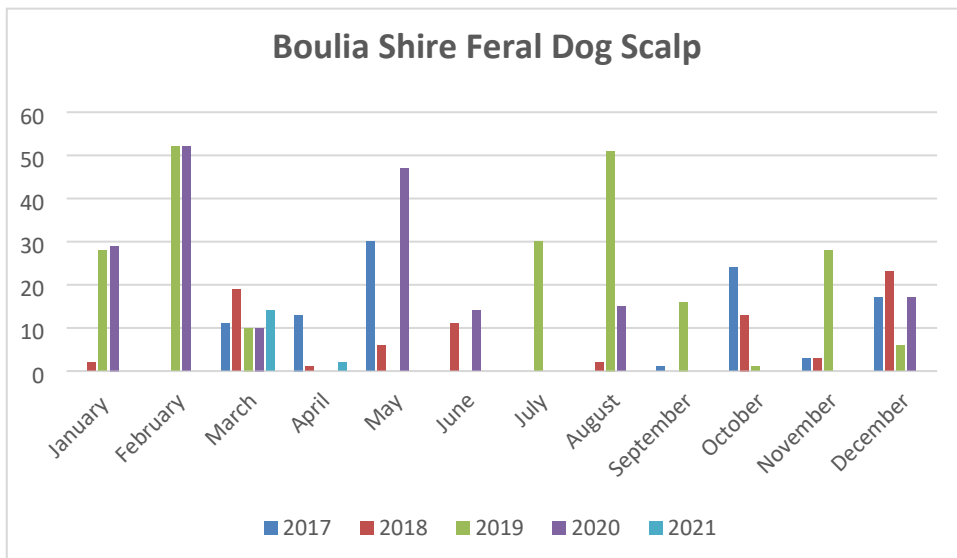
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

**Bouliia Airport activity:**

Number of call outs: RFDS	0
Avgas/Jet A1 Refuelling	Avgas 2457 ltrs (including 5 Drum refill), 3 Jet A1

**Bouliia Shire Council Monthly Avgas Income****Bouliia 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 May 2021 report for information.

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Foreman Roads Maintenance and Construction May 2021 Report	<b>DOC REF:</b> 10.1.7
---------------	---	---------------------------

<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**



Current and upcoming projects are as follows:

- Ongoing work on the Donohue Highway chainage 213 km's – 225 km's.
- Donohue Highway - 5.2 km Base Course completed.
- Progressing with subgrade and base course for next 4 km.
- Ongoing Traffic Management training for crew – 4 Road Crew to finish Stop & Slow Course/receive tickets – waiting on final paperwork/payment.
- Truck Driver, Plant Operator, Labourer vacancy has been filled, he will commence work on 24<sup>th</sup> of May. William Rice was the successful applicant and going well.
- The Donohue Hwy status as follows:

<b>Total Unsealed</b>	88.7	Kms
<b>Total Sealed</b>	149.9	Kms
<b>Total Length</b>	238.6	Kms

**CONSULTATION:**

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

**GOVERNANCE IMPLICATIONS:**

All work completed within guidelines and budget allocations.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Rural Lands Protection Officer May 2021 Report	<b>DOC REF:</b> 10.1.8
<b>REPORT BY:</b>	Graham Smerdon Rural Lands Protection Officer	<b>DATE:</b> 11/06/2021
<b>CORPORATE PLAN REFERENCE:</b> <b>Key Priority 4: Caring for the environment</b> 4.3: Sustainable 4.3.1 Ensure the region's sustainability through integrated weed and pest management practices		
<b>RISK MANAGEMENT:</b> Information Report only - not applicable.		
<b>PURPOSE:</b> To advise Council of current activities relating to weed management, pest control, animal management and stock routes.		
<b>CONTENT:</b>  <b>RLPO:</b> The month was spent attending a DAF & Biosecurity Queensland Capacity Building Workshop (see attached) with some weed control being done in the town area e.g. local gullies.  It was spoken about at the workshop and all of the RLPOs that attended were asked if they were given permission from their Councils would they, if asked by Biosecurity Queensland, go and get trained to help the Biosecurity Officers if there was an outbreak of African Swine Fever (ASF) e.g. man road blocks to make sure any and all persons & vehicles entering and leaving properties that have an outbreak of ASF on the properties follow all the rules and regulations set down by Biosecurity QLD e.g. washing down of cars and personal hygiene & wearing/using the correct PPE. All of the RLPOs put their hands up and said they would if their Councils would let them.  <b>TOWN COMMON:</b> The numbers of stock on the Town Common may need to be reduced in the next couple of months with what feed there is starting to look poor and if numbers stay the same there could be a shortage in the long term.  <b>TOWN COMMON/GOLF CULB:</b> There has been a problem with cattle on the Town Common getting in to the Golf Club block whether it is because someone has tied the fence down or because the fence has fallen over due to lack of maintenance and up keep e.g. trees growing up through the fence or falling over on the fence.  I have been around and made it as stock proof as it can be made without some major work being done to it. The worst part is the fence that runs parallel with the Sandy Channels, there is approx 1.3k of fence that needs replacing ASAP and another 1k that needs some maintenance done along it. This is made up of the rest of the fence along the Sandy Channels and some along the Boulia/Winton Rd.  <b>DOMESTIC ANIMAL CONTROL:</b> There were no dogs impounded this month.  <b>CWRPM (TECHGROUP):</b> There has been no more news this month.		

**WEED SPRAYING SHIRE ROADS:**

I have been away and not done any this month.

**RMPC:**

Have finished the RMPC weed control for 20/21 but will keep an eye out and if I see any new weeds come up will spray them ASAP.

**GRAVEL/BURROW PITS:**

I will be going up and having a look at what % of kill I got in the pits along the North Urandangi Rd and if needed will put more Graslan Pellets out.

**STOCK ROUTE:**

I have not had any inquires for travel permits.  
No news yet about the capital works funding that I applied for.

**1080 BAITING:**

There have been another two properties do some 1080 baiting with a total of 450kg of meat treated with Pig Strength 1080 poison. A property that was unable to bait got 400 De-K9 Manufactured Baits to put out and is looking at baiting within the next month or so. I have another two properties ask if they can do some baiting next month, a date has been set.

I attended a webinar on the 27/05/2021 about the new *Medicines and Poisons ACT 2019*. With what was spoken about and what everyone was told by Queensland Health, Local Government Authorised Officers will under the new act only be able to do the following: Buy, Supply, Possess and Apply 1080 Sodium Fluoroacetate to fresh baits.

Council's Authorised Officers will not be able to buy and on sell manufactured baits e.g. De-K9, Papp, Pig Out, Hog Gone etc. unless Council is giving them away to the landholders.

To buy and on sell manufactured baits Council will need to get a retailers licence to do so.

Landholders will need to apply for and hold a General Approval from Queensland Health to obtain RS7 Poisons e.g. De-K9, Papp, Pig Out etc. from Local Councils, Retailers or Commercial Baiting Operators.

It was also brought up that from the 31/12/2021 all Councils must hand back any unused 1080 liquid to DAF/Biosecurity Queensland.

The people from Queensland Health who were doing the presentation knew nothing about it and could not understand why Councils would have to do so.

May be that could change and Councils can keep what they have left, let's hope so.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. RLPO Longreach Capacity Building Workshop 2021 (002) [10.1.8.1 - 8 pages]

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

**Department of Agriculture and Fisheries  
Biosecurity Queensland**

# **RAPAD Area Local Government Capacity Building Workshop**

**11 – 13 May 2021**



This publication has been compiled by Geoffrey Swan of Biosecurity Queensland, Department of Agriculture and Fisheries, Invasive Plants and Animals unit.

© State of Queensland, 2021.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 4.0 International (CC BY 4.0) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.

You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit [creativecommons.org/licenses/by/4.0](https://creativecommons.org/licenses/by/4.0).

The information contained herein is subject to change without notice. The Queensland Government shall not be liable for technical or other errors or omissions contained herein. The reader/user accepts all risks and responsibility for losses, damages, costs and other consequences resulting directly or indirectly from using this information

## Summary

This workshop was developed by Geoff Swan and Phillip Hayward (Biosecurity Queensland) and Jeff Newton (Longreach Regional Council) built on the lessons learned from the previous capacity building workshop held in western Queensland. The workshop was hosted at Springvale Station north of Longreach during 11<sup>th</sup> – 13<sup>th</sup> May 2021. The aim of the workshop was to provide: practical on-ground vertebrate pest management; herbicide application; plant identification and utilisation; and, disease identification skills to Local and State Government officers.

The following officers attended the workshop:

Geoff Swan – BQ Emerald (presenter)  
Phillip Hayward – BQ Blackall (presenter)  
Nathan March – BQ Mackay (presenter)  
Kayler McMullin – BQ Mackay  
Jeff Newton – Longreach Regional Council  
Anna-Marie Moffat – Longreach Regional Council  
Leon Heslin – Longreach Regional Council  
Shane Hume – Longreach Regional Council Volunteer (presenter)  
Ray Foxwell – Winton Shire Council  
Kelvin Hafey – Blackall Tambo Regional Council  
Patrick Tully – Diamantina Shire Council  
Peter Pidgeon – Barcoo Shire Council  
Emily Jellie – Barcoo Shire Council  
Dan Burton – BQ Blackall (presenter)  
Jenny Milson – DAF Longreach (presenter)

Considerable preparation and planning was required for workshop delivery due to the remote location, number of participants, equipment needs and technical details to be relayed. BQ fully catered for the workshop in addition to providing wild dog traps to the participants. Longreach Regional Council arranged access the venue and provided facilities for the workshop.

## Wild Dog Trapping

Geoff Swan, Phillip Hayward and Shane Hume conducted sessions covering wild dog ecology and behaviour, observational tracking, equipment required for wild dog trapping, trap types and setup for specific traps, use of lures and different trap sets.

Participants were then split into two groups, each with a training officer for practical skills development. They practiced these skills by selecting trapping sites and setting traps as demonstrated over the full duration of the workshop.





## Feral Pig Disease Information

Dan Burton (AB&W Blackall) delivered a comprehensive presentation on feral pig diseases and demonstrated the procedure for conducting an autopsy on a pig and collecting samples for testing. This also included the external signs exhibited by a potentially diseased pig and the human health risks associated with handling feral pig carcasses. Dan also emphasised the need for awareness of African Swine Fever and its symptoms. Dan's presentation was excellent and very well received by all participants, especially with the increasing pig number in the region following recent rainfall



## Pasture Identification and Management

Jenny Milson delivered an outstanding presentation on plant identification, pasture monitoring, land condition assessment and fodder budgeting on stock routes. Jenny led the group through identifying plant species, the usefulness of each species (highlighting importance of 3P grasses (perennial, palatable & productive), assessing land condition in different ecotypes and calculating available feed while maintaining good land condition.





## Herbicide Application

Nathan March discussed the appropriate use of tebuthiuron and demonstrated methods of application for different control scenarios. Nathan provided demonstrations on hand application and use of the Epple Skattergun as well as environmental considerations and WH&S when using these products. Nathan then led a discussion on cost benefits and choosing the right application method for different control scenarios and how these methods are used as part of the good neighbour programs being implemented across the region.



## Acknowledgements

Special thanks go to the following people:

- Jeff Newton for coordinating property access for the course, supplying the feral pig carcasses and hosting the debriefing activity.
- Dan Burton and Jenny Milson for their excellent presentations, both of which were greatly appreciated by all attendees.
- Shane Hume for volunteering his time and knowledge to support the program.
- Nathan March for capturing the images from the workshop.



## **10.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report for May 2021	<b>DOC REF:</b> 10.2.1
---------------	--------------------------------------	---------------------------

<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 24/5/2021
-------------------	---------------------------------------	---------------------------

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

### **PURPOSE:**

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

### **CONTENT:**

#### **Sale of Council Housing – 6 Mulligan Street**

Contracts for the sale as per Ministerial consent of 6 Mulligan Street have now been signed and returned to the lawyers – settlement is due on 11<sup>th</sup> June 2021. The contract went unconditional on 21<sup>st</sup> May 2021 with the buyers happy with the pest and building report.

#### **Outback Highway – Donohue Highway**

Meetings were held in Brisbane during the week of 25<sup>th</sup>-28<sup>th</sup> May to again explain our current financial situation regarding the proposed commitment for a five (5) year contribution of five million dollars (\$5m) 'matched' funding for the Federal Governments Outback Highway funding allocation. The Federal Government constraints on their 80% funding allocation is a contribution by either State or Local Government of 20%.

The following meetings were attended:

- Neil Scales, Director General Transport and Main Roads
- Bruce Saunders, Assistant Minister to the Minister for Main Roads
- Steve Minnikin MLA, Shadow Minister for Transport
- David Crisafulli, Leader of the Opposition
- Amanda Ronan Hearn, Tourism Policy Advisor to Hon Stirling Hinchcliffe MLA
- Dennis Woods, KGL Resources
- Alison Smith, Head of Advocacy for LGAQ

The meetings held were enlightening and raised the profile of Boulia to those who were not familiar with our predicament. It appears that we will have to be more than creative to find a solution other than to have a Council with a limited rate base of \$1.2m pa to co-contribute \$1m pa over the next 5 years to the ongoing sealing of the Outback Way - 'Australia' Longest Shortcut.

#### **Western Queensland Alliance of Councils – Richmond meeting 18-20<sup>th</sup> May**

Mayor Rick Britton, Councillor Sam Beauchamp and I attend the second annual meeting of the Alliance. The meeting covered the building blocks to remote and regional development – Housing, Digital Connectivity and Transport (Roads and Air). Minister for Regional Health, Regional Communities and Local Government, Mark Coulton MP, spoke of Local Government financial Capability and Capacity.

CEO for the Queensland Reconstruction Authority Brendan Moon spoke on Disaster Recovery Funding Arrangements (DFRA) and regional resilience plans (refer Communique for more details).



**CONSULTATION:**

N/A

**GOVERNANCE IMPLICATIONS:**

N/A

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Marmanya - request for shade structures	<b>DOC REF:</b> 10.2.2
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 11/06/2021
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Robust Governance 5.2: Accountability 5.2.3 Decisions on new or enhanced community assets or facilities are viewed with the future financial impact on Council		
<b>RISK MANAGEMENT:</b> The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Possible (Likelihood) giving an overall assessment as <b>Low L-3</b> .		
<b>PURPOSE:</b> To advise Council of a request for the repurposing of shade structures at Marmanya facility in Urandangi.		
<b>CONTENT:</b> A request has been received from Pam Forster (Urandangi Hotel) to purchase and utilise the six verandas currently attached to the buildings at the Marmanya facility.  She is prepared to make an offer on the six verandas and remove and clean up the area from which they would be removed.  The structures would then be used on her property for celebrations such as Christmas get togethers' and others used for car ports for her vehicles.  The overall contribution which is made by Pam in community engagement and consistent betterment to Urandangi which these shelters will make is a positive application for the future use of the verandas.  The facility is no longer occupied, and the verandas will deteriorate over time. Council now owns the property as it was vested by the Public Trustee via the Office of Fair Trading in 2019. This entire property has a negligible value on Council's asset listing.  There has been intermittent interest (via telephone) in progressing the facility for various purposes, but nothing has been received in writing as a formal interest.		
<b>CONSULTATION:</b> Director of Works and Operations		
<b>GOVERNANCE IMPLICATIONS:</b> The value of the verandas is immaterial as far as a Council asset is concerned.		
<b>RECOMMENDATION:</b>  1. That Council approve the request to purchase the shade structures at an agreed price with the Director of Works and Operations. 2. Considering the intended purpose of the structures being of a benefit to the community in the long term it is not proposed to advertise to a wider audience.		
<b>ATTACHMENTS:</b> Nil		
Chief Executive Officer	Ms Lynn Moore	

<b>TITLE:</b>	Draft Operational Plan 2021-2022	<b>DOC REF:</b> 10.2.3
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 11/06/2021
<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5: Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
<b>RISK MANAGEMENT:</b> The risk associated with the recommendations of the report have been assessed as Moderate (Consequence) and Rare (Likelihood) giving an overall assessment as <b>Medium M-3</b> .		
<b>PURPOSE:</b> The Operational Plan from 1 <sup>st</sup> July 2021 to 30 <sup>th</sup> June 2022 has been prepared and is supported by the 2021-2022 budget. It reflects Council's objectives in relation to the Corporate Plan and progress towards goals Council aims to achieve.		
<b>CONTENT:</b> <b>Local Government Regulation 2012</b> <b>Division 4 Annual Operational Plan Section 174</b>  (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.  The Operational Plan for 2021-2022 has been prepared in accordance with the legislation and has been linked to our Corporate Plan goals		
<b>CONSULTATION:</b> Individual plan owners.		
<b>GOVERNANCE IMPLICATIONS:</b> Prepared in accordance with Local Government Regulation 2012.		
<b>RECOMMENDATION:</b>  1. That Council adopt the proposed 2021-2022 Operational Plan. 2. That the report be displayed on the Council website. 3. That the actions and deliverables from 2021-2022 Operational Plan be reported to Council on a quarterly basis as per the Local Government Regulation 2012.		
<b>ATTACHMENTS:</b> 1. Operational Plan 2021-2022 [ <b>10.2.3.1</b> - 28 pages]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



**Boulia Shire Council**

**Operational Plan**

**1<sup>st</sup> July 2021**

**To**

**30<sup>th</sup> June 2022**

## Key Priority 1: Social License

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

### Service Areas

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

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

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

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

### ***1.2: Respecting our culture and heritage.***

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

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

Action Code	Action Name	Performance Measure
1.2.1.2	Collect and collate the oral history of our elderly residents.	That a body of work has commenced in the collection of our oral history either by video or other recording options.

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

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

### 1.3: Boulia Shire to have active inclusive communities

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

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

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

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

Action Code	Action Name	Performance Measure
1.3.3.2	Actively encourage staff to volunteer through innovative incentives.	Community groups who rely on volunteers are actively supported through advertising via , Facebook, Web Page , email blast and twitter and Instagram.

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

Action Code	Action Name	Performance Measure
1.3.3.1	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.
1.3.3.2	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day,NAIDOC etc are well organised and promoted
1.3.3.4	Library, swimming pool and WiFi continue to be promoted to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints..

## Key Priority 2: Built Environment

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

Service Areas

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

### 2.1 : Fit for purpose - roads, airport infrastructure

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

Action Code	Action Name	Performance Measure
2.1.1.1	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes

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

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

Action Code	Action Name	Performance Measure
2.1.2.1	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.

**2.1.3 : 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	Action Name	Performance Measure
2.1.3.1	Continue to lobby for the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way. Representation to State Government to have the Donohue Highway declared a State road	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.



Action Code	Action Name	Performance Measure
2.1.3.2	Identify priority sections for the continued improvement of the roads between Winton and Boulia and Boulia to Mt Isa.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.

## **2.2 : Sustainable - housing, buildings and community infrastructure**

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

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

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

Action Code	Action Name	Performance Measure
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.

Action Code	Action Name	Performance Measure
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library facility is suitable for all patrons access and is clean and usable.
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.

### **2.3 : Well planned - land, open spaces and assets**

#### **2.3.1 : Develop and implement a robust Asset Management Strategy to support effective long-term asset management.**

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

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

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

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

Action Code	Action Name	Performance Measure
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.

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

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

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

Action Code	Action Name	Performance Measure
2.3.4.1	Survey plans for land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.

Action Code	Action Name	Performance Measure
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.

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

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

### Key Priority 3: Economic Development

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

Service Areas

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

#### **3.1 : Facilitate housing and investment to support employment opportunities**

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

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

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

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

### 3.2 : Advocate for the region through regional networks

#### 3.2.1 : Advocate and support the development of the Outback Highway

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

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

Action Code	Action Name	Performance Measure
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.

Action Code	Action Name	Performance Measure
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. Reports to the LDMG are completed Field and desk top exercises are completed
3.2.2.7	Support the Inland Queensland Road Action Plan (IQRAP) group to further inform the State of the importance of western Queensland as a contributor to GDP.	The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.

### **3.3 : Innovate and explore opportunities**

#### **3.3.1 : Identify economic opportunities and enablers for the Shire**

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

### **3.4: Promote tourism as an economic driver for the shire**

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

Action Code	Action Name	Performance Measure
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries	Consultation with T/O groups on wording and location of signage. Installation of signs completed.

Action Code	Action Name	Performance Measure
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required	Upgrading of existing infrastructure completed with program review to be completed when funding available.
3.4.1.3	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.

## Key Priority 4: Natural Environment

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

Service Areas

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

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

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

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

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

Action Code	Action Name	Performance Measure
4.1.2.1	Development applications and building approvals are actioned within a timely manner.	All approvals are actioned within the timeframe
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.

**4.2. : Resilient management plans which support the community in times of crisis**

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

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

**4.2.2: Plans of management are established for our Parks, Sportsgrounds, reserves and open spaces.**

Action Code	Action Name	Performance Measure
4.2.2.1	Plans of Management are reviewed annually during budget preparation to allow for proposed changes	Up to date plans reflective of community needs are in place.

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

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

Action Code	Action Name	Performance Measure
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO



Action Code	Action Name	Performance Measure
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the web site / face to face.
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	Town Common Committee meets at least once per year. Members fees are paid promptly Stock which is not registered with a member will be impounded. Town common muster is completed half yearly.
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are conducted to review progress
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.

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

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

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

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

## Key Priority 5: Governance

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

Service Areas

Community planning and development

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

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

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

#### 5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure

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

### 5.1.3: Adopt an integrated risk management approach

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

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

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

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

### 5.1.5: Workplace Health and Safety focus

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

Action Code	Action Name	Performance Measure

Action Code	Action Name	Performance Measure
5.1.5.9	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Infoxpert) as endorsed documents with changes notified to staff-toolbox,email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.
5.1.5.12	WH&S budget to be reviewed quarterly against targets.	Achievements against targets are within budget
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.
5.1.5.15	Review the following procedures against requirements in preparation for consultation: high risk work method statements, Risk/ Hazard Management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame
5.1.5.16	Review the following procedure against the legal requirement in preparation for consultation: WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching.	All reviews are completed within agreed time-frames
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.
5.1.5.18	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.
5.1.5.19	Draft new WH&S plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.

Action Code	Action Name	Performance Measure
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.
5.1.5.26	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports)	All incident reports are recorded in I-Auditor and staff are competent in using the system
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool
		No breaches of WHS regulatory requirements
		Hearing assessments for employees working in noisy environments completed
5.1.5.31	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council.	Reports provided to Council and MANEX in relation to the testing conducted

## 5.2 : It is clearly evident in how council does business

### 5.2.1 : Councils financial activities are monitored and managed well

Action Code	Action Name	Performance Measure

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

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

Action Code	Action Name	Performance Measure
5.2.2.1	Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations.	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year

### 5.2.3 : Financial accountability for new projects

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

### 5.2.4 : Transparency and accountability through management reporting

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

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

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

Action Code	Action Name	Performance Measure
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.

### 5.3.2 : Optimise performance of council business units using available technology

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

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

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

### 5.4.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure
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. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.
5.4.4.3	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)



## Key Priority 6: Lifestyle and Community

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

Service Areas

Community planning and development

### 6.1 : Facilitate opportunities for community development

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

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

#### 6.1.2 : Assist local community groups and support local events

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

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

Action Code	Action Name	Performance Measure
6.2.2.1	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.
6.2.2.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available

## Key Priority 7: Our Team - Our People

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

### Service Areas

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

### 7.1 : An accountable and innovative culture

#### 7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure
7.1.1.1	Staff understand the importance of WH&S and all are competent in capturing evidence to achieve an audit pass on inspections.	JLTA audit is completed and a pass is achieved by the group.
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress.
		Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.

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

### 7.1.2 : Keeping pace with technological changes in the workplace environment

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

## 7.2 : A great place to work

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

Action Code	Action Name	Performance Measure
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.

**7.2.2 : Develop and maintain a positive and future focused culture that demonstrates and supports Councils vision and values.**

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

**7.2.3 : Provide access to external support networks for emotional assistance**

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

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

Action Code	Action Name	Performance Measure
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliia shire such as licences and tickets.
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.

Action Code	Action Name	Performance Measure
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.

### **7.3 : Living our values**

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

Action Code	Action Name	Performance Measure
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark

### **7.4 : Develop new employment opportunities**

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

Action Code	Action Name	Performance Measure

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

## Key Priority 8: Leadership

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

Service Areas

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

### 8.1 : Genuine community engagement

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

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

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

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

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

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

<b>TITLE:</b>	Workplace Health and Safety Policy Statement Review	<b>DOC REF:</b> 10.2.4
---------------	--	---------------------------

<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 11/06/2021
-------------------	---------------------------------------	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

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

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

To review Council's Workplace Health and Safety Policy Statement.

**CONTENT:**

The Bouliia Shire Council is committed to providing a safe and healthy working environment for our employees and for contractors and visitors to the workplace.

Adopting and promoting the provisions of the *Work Health and Safety Act 2011* and its associated Regulation, Codes and Standards, together with significant importance placed in the areas of hazard/risk management and injury prevention strategies, will achieve our WH&S objectives.

Council has a number of documents, policies and procedures in place that support our WH&S objective, one such document being the Workplace Health and Safety Policy Statement which formally states our commitment to Workplace Health and Safety. The statement is due for review this month and upon assessment, does not require any changes to be made to the document other than to change the review date to June 2022.

It is recommended that Council adopt the Workplace Health and Safety Policy Statement as presented.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. WH&S Policy Statement [10.2.4.1 - 1 page]

Chief Executive Officer

Ms Lynn Moore





*Boulia Shire Workplace Health & Safety*  
**WH&S POLICY STATEMENT**

Authorised by:  
Chief Executive  
Officer

The Boulia Shire Council is committed to providing a safe and healthy working environment for our employees and for contractors and visitors to the workplace. Adopting and promoting the provisions of the *Work Health and Safety Act 2011* and its associated Regulation, Codes and Standards, together with significant importance placed in the areas of hazard / risk management and injury prevention strategies, will achieve our WH&S Objectives.

Our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas.

In conjunction with this policy, the continued implementation of a Safety Management System, which includes individual Safe Work Procedures, guidelines and standards will be prepared in consultation with relevant employees and issued accordingly.

We expect all employees, contractors and visitors to our workplaces to follow safe work practices as prescribed under the legislation, Safety Management System, safety Policy and Safe Work Procedures and that they make every effort to reduce the risk of injury to themselves and others.

We will provide adequate resources to manage and maintain health and safety together with regular training on work health and safety, employee participation of training to be considered as mandatory. Work Health and Safety is important and we all have an obligation to ensure that we have a safe and healthy working environment and we encourage you to actively participate so that we may achieve this goal.

11/06/2021

**Ms Lynn Moore**  
**CEO Boulia Shire Council**

<b>TITLE:</b>	Policy Review - Workplace Health, Safety, Environment and Quality	<b>DOC REF:</b> 10.2.5
---------------	---	---------------------------

<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 11/06/2021
-------------------	---------------------------------------	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**PURPOSE:**

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

**CONTENT:**

The Bouliia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers. This is reflected in our Workplace Health, Safety, Environment and Quality policy, policy 116, which is due for review.

The content of the policy has been checked and only very minor updates have been made. The updated policy version is presented to Council for consideration.

It is recommended that the policy as presented be adopted.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. 116 Workplace Health Safety Environment and Quality Policy [10.2.5.1 - 3 pages]

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



# BOULIA SHIRE COUNCIL

## WORKPLACE HEALTH, SAFETY, ENVIRONMENT AND QUALITY

---

Category:	Policy
Policy Number:	116
Document Version:	1
Obsolete Version:	20/2/2018
Keyword Classification:	Workplace Health, Safety, Environment and Quality
Summary:	The Boulia Shire Council recognises its obligations and responsibilities, and is committed to achieving and maintaining a work environment which promotes and protects the health, safety and welfare of all staff, contractors and visitors, safeguards the natural environment, and ensures the delivery of quality products and services to all customers.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	11 <sup>th</sup> June 2024
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Executive
Responsible Officer:	Workplace Health and Safety Officer
Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice Regulations and Policies under the EP Act

## **TO SUPPORT THIS POLICY, COUNCIL WILL:**

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

## **COUNCILLORS AND EXECUTIVE OFFICERS HAVE AN OBLIGATION TO:**

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

## **SUPERVISORS AND TEAM LEADERS HAVE AN OBLIGATION TO:**

- Observe, implement & fulfil their responsibilities under the relevant Acts & Regulations, and will ensure compliance with Codes of Practice, and the WHSE&Q Management System and programs;
- Adopt a risk management approach in consultation with staff to determine the risks associated with identified workplace hazards, and implement appropriate controls to protect the health & safety of staff, contractors and visitors;
- Encourage pro-active staff participation & contribution to the decision making processes of WHSE&Q matters affecting them at work, including the identification, assessment & control of workplace risks.

## **EMPLOYEES, CONTRACTORS AND VISITORS HAVE AN OBLIGATION TO:**

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

## **COLLECTIVELY, WE WILL:**

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

<b>TITLE:</b>	Workplace Health and Safety May 2021 Report	<b>DOC REF:</b> 10.2.6
---------------	---	---------------------------

<b>REPORT BY:</b>	Brett Hyde WHS/Insurance/Risk Management	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

**CORPORATE PLAN REFERENCE:**

**Key Priority 7: Valuing our greatest asset – people**

7.1: An innovative culture

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

**Key Priority 7: Valuing our greatest asset – people**

7.2: A great place to work

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>- Ongoing monitoring with Contractor's projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls.</li> <li>- Continually populating the audit criteria with the required evidence.</li> </ul>
Toolbox talks/ Presentations	<ul style="list-style-type: none"> <li>- Ongoing Weekly Toolbox talks/presentations are held with Council Works Depot staff.</li> <li>- Ongoing monthly Toolbox meetings/presentations with Administration/Office staff.</li> <li>- Additional presentation information sessions presented to all divisions triggered by WHSQ alerts, Vehicle/Plant updates, changes in industry compliances and areas identified within the work place.</li> <li>- Topics generated from field observations and/or staff feedback.</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>- A few employees obtained their First-Aid/CPR certification.</li> <li>- Three staff members did Life Guard re-certification for the Sports Complex.</li> <li>- Ongoing cross section of staff doing online training through the GO1 software portal.</li> <li>- Continually provide all levels within Council with safety alert updates from Workplace Health &amp; Safety Queensland and other Safety alert systems. <ul style="list-style-type: none"> <li>- Agriculture industry fatality rate alert</li> <li>- Fatal dismount from moving tractor leads to \$150,000 fine</li> <li>- Mice plague and Leptospirosis warning</li> </ul> </li> <li>- Ongoing education through Toolbox presentations to Council employees: Eg: <ul style="list-style-type: none"> <li>- Manual Handling and Quiz</li> <li>- Staff still undergoing Fire Warden certification (12 month validity)</li> </ul> </li> </ul>
Assistance to Staff/ Contractors/	<ul style="list-style-type: none"> <li>- Reviewing Contractor's documentation as received for</li> </ul>

compliance	<p>compliance.</p> <ul style="list-style-type: none"> <li>- Assist with upgrade of Emergency Evacuation Plans.</li> <li>- Introduce iAuditor software and Tablet education to the Min Min Encounter and Stonehouse staff.</li> <li>- Assist with the video setup in the Fossil exhibit of the Stonehouse.</li> <li>- Provide Daily Toolbox sign-in books for RMPC.</li> <li>- Set up monthly alerts and inspections in iAuditor for various staff to perform.</li> <li>- Staff re-familiarisation of Safe Operating Procedures (SOP's).</li> </ul>
------------	--

Near Misses, Incidents and issues	<p>Total inspections since last Council meeting: 12</p> <ul style="list-style-type: none"> <li>• Near Miss – 1</li> <li>• Hazard – 1</li> <li>• Damage – 1</li> <li>• Incident – 1</li> </ul>
-----------------------------------	---

Category	Description	Site	Outcome
Near Miss	Contractor not abiding with mandatory PPE requirements (Hi-Viz Vest).	BSC Works Depot Yard	Provided Contractor with Hi-Viz vest for future use and no excuse.
Hazard	Disable ramp on street side of Sports Complex is bent and in effective.	Outside of Sports Complex on street side.	Look at options for removal. Another access ramp is further down pathway that could be used.
Damage	Operator door on grader sustained damaged/cracked glass during strong winds while opening.	Civil Project 220km on Donohue Highway.	Reported for replacement glass soonest.
Incident	Tourists travelling with car and caravan sustained two flat tyres. Had no Sat phone or cell coverage.	North Road of Urandangi.	RMPC Work Crew identified an issue and were able to stop, provide assistance and got travellers in touch with RACQ for a positive outcome.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> <li>- Inductions: To date have been 13 face to face and 2 online.</li> <li>- Staff received Manual Handling education/information and quiz.</li> <li>- WHSA completed e-learning: Safety working in the Rail Corridor.</li> <li>- Selected staff completing Fire Ward courses, still ongoing.</li> <li>- Allocate monthly iAuditor inspections to staff members for the Min Min Encounter, Sports Complex, Library and Stonehouse facilities.</li> <li>- Provided some WHS editorial for the Channel Country Chatter publication.</li> <li>- Conducted random alcohol testing with Contract Crew.</li> <li>- Conducted sound/noise monitoring of Line Marking machine/plant and inside some Hilux work utes and record to spreadsheet.</li> <li>- Continually updating Noise Level Monitoring spreadsheet register for Council facility and work areas – ongoing.</li> </ul>
-------------------------------------	---

	<ul style="list-style-type: none"> <li>- Continue monitoring of the Boulia Shire Council Hazard Risk Register (this is a live document).</li> <li>- Design a range of Toolbox presentations for Council Admin/Office/Tourism staff to be held on a monthly basis or more frequent as needed – ongoing.</li> <li>- Design a range of Toolbox presentations for Council Works/Field staff held on a weekly basis – ongoing.</li> </ul>
Works in Progress	<ul style="list-style-type: none"> <li>- Weekly consultation with CEO to discuss current and future WHS items concerning the Shire.</li> <li>- Weekly consultation with Director of Works and Supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>- Assembly Point sign now to be installed at the BSC Airport, location confirmed.</li> <li>- First-aid kit now to be installed at the BSC Airport facility, location identified.</li> <li>- Regularly monitor the Boulia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required.</li> <li>- Develop hand-over notes/information for new incoming WHSA.</li> <li>- Develop a Toolbox presentation about the use of Satellite Phones for both Field staff and Admin staff.</li> <li>- Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.</li> <li>- Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements.</li> <li>- Remainder of the “No Smoking” signs to be erected around designated Council buildings, Parks and Facilities (Burke Street Hall and Min Min Encounter completed).</li> </ul>
WHS Alerts and Updates	<ul style="list-style-type: none"> <li>- Adopt various alerts/updates into weekly Toolbox talks and training.</li> <li>- Review WHS Queensland website and Alert board.</li> <li>- Receive WHS alerts from Workplace Australia</li> <li>- Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health &amp; Safety alerts, updates and changes within the industry.</li> </ul>
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>- To confirm Assembly Point sign installation at BSC Airport.</li> <li>- To confirm First-aid kit installation at BSC Airport facility.</li> <li>- Evacuation Plan for Urandangi Community Hall.</li> <li>- Ongoing updating of evacuation plans for Council facilities.</li> <li>- Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing).</li> <li>- Where and when possible, create media content for the Channel Country Chatter publication.</li> <li>- More awareness to staff and especially Contractors of the requirements to wear Hi-Viz vest/shirts in Works Depot Yard.</li> <li>- More awareness/education to Contractors about Pre-Starts required prior to operating any plant eg: Forklift (future bans to be put in place for non-compliance/liability).</li> </ul>
Training Required	<ul style="list-style-type: none"> <li>- Staff to receive Satellite Phone use education/awareness.</li> <li>- Contractors to be provided information/education on Mandatory Safety requirements on/in BSC facilities.</li> <li>- Contractors to be advised on the importance of plant/equipment Pre-Starts and ramifications if not adhered too.</li> <li>- Review opportunities where E-Learning and face-to-face course</li> </ul>



	<p>are offered to the shire.</p> <ul style="list-style-type: none"> <li>- Consult with Supervisors where competencies or extra training maybe required and future Toolbox topics.</li> </ul>
--	--

**SPECIAL NOTE:**

*As the Workplace Health & Safety Advisor for Boulia Shire Council during the last 11 months I would like to thank all staff, Contractors and the community for making my wife & I feel part of the Shire during our time in this unique and fascinating location of Queensland. It is sad to leave such a position that has been both challenging and rewarding with positive changes along the way. My official last day is June 23<sup>rd</sup>, 2021. Thank you for having us and all the very best,  
Cheerio, Brett*

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

## **10.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate Services May 2021 Report	<b>DOC REF:</b> 10.3.1
---------------	--	---------------------------

<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 11/06/2021
-------------------	--	----------------------------

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **QTC – Business Improvement Plan**

Have worked with Jacob supplying financial information to QTC for review with the BIP and spent time working through how Council reports financial data from SynergySoft to PowerBI.

#### **External Interim Audit Visit 2020-2021**

David Lloyd from Hackett's was on-site 25-27 May 2021 to complete the interim audit of Council's business processes.

Exit meeting was attended by Finance Manager and DCS, discussion on the planned finalisation plan to complete the financial statements. There was no major issues or concerns raised at this meeting from the audit of records, the Management Report is expected 25<sup>th</sup> June 2021.

#### **Altus Payroll Suite**

This project has been deferred to later in the year, kicking off in approximately September 2021 due to both consultants (IT Vision) and staffing workloads.

#### **2020/21 Grant Funding Projects Progression**

Worked closely with the CEO and Depot Staff in reporting Council's progression with our current grant funding projects that are due to be finalised on or before 30 June 2021. This included issuing of orders to Contractors for works to be completed.

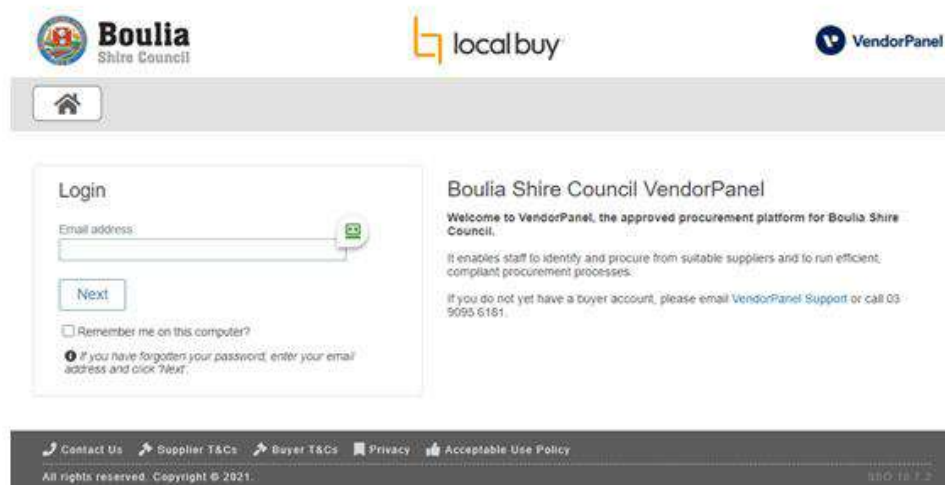
#### **NexGen Vendor Panel Project**

Council has been approached to work with LocalBuy in implementing a portal for BSC that has our own branding. Council Staff would then log onto this portal and request quotes, within the parameters we have the option to set certain business rules from our policy.

When a quote is requested, the supplier will receive a link to click on, this will take them to the portal to enter the requested information and prices.

Initially suppliers are to be identified as to which ones we would require to become a part of this marketplace.

The full project will start in approximately November 2021 with a go live in January 2022. Below is a screen dump of what the panel will look like.



### **RMPC 2021/2022 Contract/Schedules for Works**

I completed the Routine Maintenance Program Contracts for the 2021/2022 period for maintenance works on main roads, Department of Transport. I reviewed the Reflect program for the number of defects in what element areas to ensure funds were provided in areas where it is needed. Met with Ron Callope and ran through the proposed schedules, all agreed on. Sent to CEO for signing and submission.

### **Operational/Capital Budget + Fees and Charges for 2021/22**

Held Budget workshop on 11<sup>th</sup> May 2021, where we covered how Rates are being charged and the meaning of what Council's current practices are for administering Rates. Proposed changes to categories, capping and discounts were covered by Don Robey, Consultant from Lo-go. We then reviewed the Proposed Capital Budget.

From the information gathered from Councillors at the workshop on the 11<sup>th</sup> May, investigated and made proposed changes to the capital budget for 2021/22 period.

Prepared for Council Budget Workshop for 4<sup>th</sup> June 2021, which also would include the presentation of the Fees and Charges. In preparation worked through with all areas of Council any proposed changes. Reviewed and included any proposed funding agreements and planned scopes of work for inclusion in Capital Budget since last workshop.

### **Altus Procurement Module (EPM)**

The Finance Manager and Administration Supervisor are about to begin training of all Staff that order supplies or services for Council in using our new module Altus Procurement, going live 1<sup>st</sup> July 2021.

This module is linked to our Procurement Policy 101 and staff will work through a wizard to get quotes and to place orders. Electronic permissions will be granted by Staff who have a financial delegation. Suppliers will receive a Request for Quote Memo, then once a supplier is selected the order will issue directly once approval has been given.

### **Altus Content Management Module**

Had a demonstration done by Ivan and Angelo from IT Vision on the Altus Content Management Module (Records Management). We were shown how the module works and the basic usability and connectivity it has with our current Business Enterprise System. Further investigation and discussion to be had on the benefits for Council.

**CONSULTATION:**  
Nil

**GOVERNANCE IMPLICATIONS:**  
Nil

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

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------

<b>TITLE:</b>	Asset Management Plan Buildings and Structures	<b>DOC REF:</b> 10.3.2
---------------	--	---------------------------

<b>REPORT BY:</b>	Kaylene Sloman Manager of Corporate & Financial Services	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.1 Council's offices, depots and business enterprises are operated under 'value for money' principles

5.4.4 Implement good practice in managing and maintaining our assets

**RISK MANAGEMENT:**

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

**PURPOSE:**

Council has commenced developing strong planning coordination through the business from the strategic to the operational level, including Asset Management Plans (AMPs) for tactical asset management planning. The AMPs provide the means for driving Council's corporate strategic and operational objectives and long-term financial sustainability focus through to the day to day activities of Council in managing its assets.

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

**CONTENT:**

This Asset Management Plan (AMP) for Bouliia Shire Council's building and structure assets was developed using data from various Council documents, systems, reports and building inspections.

Review of strategic trends facing Council and potential impacts on the asset stock, available asset condition and performance against key indicators, long term financial forecasts for the 10 years 2021/2022 to 2030/2031 and an improvement plan for managing the assets.

Buildings and structures assets included within this AMP have a gross replacement value of \$28,881,162 and broken into the following Council functions.

Subcategory 1 or Function	Current Replacement Cost (\$)	Written Down Value (\$)	Accumulated Depreciation (\$)	Annual Depreciation (\$)
Commercial	\$ 5,721,908	\$ 4,491,120	\$ 1,230,788	\$ 150,946
Community	\$ 17,086,784	\$ 13,057,443	\$ 4,029,341	\$ 313,239
Service Delivery	\$ 6,072,470	\$ 4,522,813	\$ 1,549,657	\$ 132,788
<b>Grand Total</b>	<b>\$ 28,881,162</b>	<b>\$ 22,071,376</b>	<b>\$ 6,809,786</b>	<b>\$ 596,973</b>

This is a living document which will be used regularly and will be modified to account for our changing conditions and situations.

For the last 4 years this has been an outstanding issue on Council's audit management

reports.

**CONSULTATION:**

Shepherd Services

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. CONFIDENTIAL REDACTED - BSC Buildings AMP V 1 [10.3.2.1 - 83 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	Finance Manager May 2021 Report	<b>DOC REF:</b> 10.3.3
---------------	---------------------------------	---------------------------

<b>REPORT BY:</b>	Rahul Bhargava Finance Manager	<b>DATE:</b> 11/06/2021
-------------------	-----------------------------------	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> May 2021.

**CONTENT:**

**Cash Position:**

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

	<b>31<sup>st</sup> May 2021</b>	<b>30<sup>th</sup> April 2021</b>
Cash at Hand	17,018,271	18,185,560
Net Cash Equivalent (Debtors-Creditors)	864,631	879,149
<b>Total</b>	<b>\$17,882,902</b>	<b>\$19,064,709</b>

**Income**

- Total revenues to 31<sup>st</sup> May 2021 are \$14,021,417. This equates to approx. 91% of this year's budget.

**Expenditure**

- Operating expenses to 31<sup>st</sup> May 2021 are \$12,771,763. This equates to approx. 74% of this year's budget.

**Liquidity**

- CBA \$ 99,478
  - Floats \$ 1,300
  - Investments
- |                   |               |                           |
|-------------------|---------------|---------------------------|
| CBA At Call 0.10% | \$ 1,246,969  |                           |
| QTC 0.61%         | \$ 15,670,524 | \$16,917,493              |
|                   |               | <b>Total \$17,018,271</b> |

**Additional Information on Cash Position**

Cash Balance as at 31<sup>st</sup> May 2021 17,018,271

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	332,567
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	6,916,511
Operating Results for 2020/2021	899,295
Less Capital Expenditure 2020/2021	<u>(11,734,106)</u>
	<b>8,167,198</b>

Uncommitted Cash 31<sup>st</sup> May 2021 **8,851,073**

**Aged Debtors 31<sup>st</sup> May 2021**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	5,939.06	0.00	20,785.95	6,852.63	(1,505.00)	32,072.64

**90+ Days Outstanding**

For this month, amounts greater than 90+ days total \$5,939.06.  
 \$4,469.06 have been referred to Council's external Collection Agency.  
 \$1,470.00 are under a payment arrangement.

**Rates 31<sup>st</sup> May 2021**

Total Outstanding **\$540,079.35**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 27,906.59	\$35,998.27	\$26,624.84	\$ 94,090.73	-\$ 28,806.88	\$ 155,813.55
Rural	-	-	\$ 1,384.08	\$383,520.87	-\$ 23,452.23	\$ 361,452.72
Mining	-	-	\$ 5,230.50	\$ 17,582.58	-	\$ 22,813.08
	<b>\$ 27,906.59</b>	<b>\$35,998.27</b>	<b>\$33,239.42</b>	<b>\$495,194.18</b>	<b>-\$ 52,259.11</b>	<b>\$ 540,079.35</b>



**CREDITORS 31<sup>st</sup> May 2021**

**\$ 0.00**

**BOULIA SHIRE COUNCIL  
Income Statement  
For the period ended 31st May 2021**

*2020/21 Actual*

<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges		1,409,225
Fees and charges		529,753
Rental income		218,067
Interest received		112,281
Sales - contract and recoverable works	▼	3,819,481
Other Income		275,125
Grants, subsidies, contributions and donations	▼	<u>3,105,767</u>
<b>Total Recurrent Revenue</b>		<u>9,469,699</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	▼	<u>7,058,329</u>
<b>Total Capital Revenue</b>		<u>7,058,329</u>
<b>Total Revenue</b>		<u>16,528,028</u>
<b>Total Income</b>		<u>16,528,028</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits		(2,997,264)
Materials & Services		(5,104,783)
Finance Costs		(32,361)
Depreciation		<u>(435,995)</u>
<b>Total Recurrent Expenses</b>		<u>(8,570,403)</u>
<b>Total Expenses</b>		<u>(8,570,403)</u>
<b>Net Result Attributable to Council</b>		<u><u>7,957,625</u></u>

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 31st May 2021**

*2020 / 21 Actual*

<b>Current Assets</b>		
Cash and cash equivalents	17,018,271	
Trade and other receivables	896,374	
Inventories	304,326	
<b>Total Current Assets</b>	18,218,971	
<b>Non-current Assets</b>		
Property, plant and equipment	195,685,183	
<b>Total Non-current Assets</b>	195,685,183	
<b>TOTAL ASSETS</b>	213,904,154	
<b>Current Liabilities</b>		
Trade and other payables	(31,743)	
Borrowings	(15,469)	
Provisions	(1,222,190)	
Contract Liabilities	(4,618,501)	
<b>Total Current Liabilities</b>	(5,887,903)	
<b>Non-current Liabilities</b>		
Borrowings	(1,009,222)	
Provisions	(182,464)	
<b>Total Non-current Liabilities</b>	(1,191,686)	
<b>TOTAL LIABILITIES</b>	(7,079,589)	
<b>NET COMMUNITY ASSETS</b>	<b>206,824,565</b>	
<b>Community Equity</b>		
Asset revaluation reserve	110,690,860	
Retained surplus	96,133,705	
<b>TOTAL COMMUNITY EQUITY</b>	<b>206,824,565</b>	

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st May 2021**

*2020/ 21 Actual*

**Cash Flows from Operating activities:**

Receipts from customers	1,825,397
Payments to suppliers and employees	<u>(8,771,789)</u>
	<b>(6,946,392)</b>
Interest received	112,281
Rental income	218,067
Non-capital grants and contributions	6,868,099
Borrowing costs	<u>(32,361)</u>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>219,694</b>

**Cash Flows from Investing activities:**

Payments for property, plant and equipment	<b>(11,734,106)</b>
Proceeds from sale of property, plant and equipment	70,909
Grants, subsidies, contributions and donations	<u>6,987,420</u>
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(4,675,777)</b>

**Cash Flows from Financing activities**

Repayment of borrowings	<u>(38,812)</u>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(38,812)</b>

<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>(4,494,895)</b>
--	--------------------

Cash and Cash Equivalents at beginning of Reporting period	21,513,166
--	------------

Cash and Cash Equivalents at end of Reporting period	<u><b>\$17,018,271</b></u>
--	----------------------------

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS (TABLED):**

Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

## **10.4 Community Services**

<b>TITLE:</b>	Community Services May 2021 Report	<b>DOC REF:</b> 10.4.1
---------------	------------------------------------	---------------------------

<b>REPORT BY:</b>	Julie Woodhouse Manager Community Services	<b>DATE:</b> 11/06/2021
-------------------	---	----------------------------

### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 1: A strong supportive community environment

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

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

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

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 3: Economic Development - A sustainable local economy

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

3.4.4: Promote Bouliia Shire and the RAPAD Region as a region for tourism and development opportunities

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available (includes 2 pensioner units which need refurb)	2
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	1
Formal applications for rental for May	0
Enquiries re housing availability for May	2

A staff house which has recently become vacant will be refurbished whilst empty and is to be kept for new staff starting in September 2021.

### **Tourism:**

Visitor numbers have increased dramatically and we are seeing the best sales figures in

more than 10 years for the early months of the traditional tourism season.

Andrew Ladley will be visiting the Stonehouse in early July to give us a report on maintenance issues for a Heritage listed building.

**Grants in April:**

- We have received **\$75,000** from the mental Health Fund initiated by Qld Health.
- We were unsuccessful in acquiring funding through the Investing in Women grant.
- The funding request for \$5000 from 2019 that has been on hold for the Year of the Outback program has been discontinued and money will not be given out.

**Community:**

The open day for the fossils donated by Anglo American and the new film room display occurred on the 21<sup>st</sup> May. The community were invited and enjoyed a complimentary morning tea.

The new fossil display cabinet donated by Anglo American has now arrived and will be set up in the coming weeks of June.



Upcoming events organised by Council staff:-

- Monthly movie nights ongoing in the hall
- June - Qld Week celebrations in the park
- July - Flipside Circus workshop returning to the hall
- August - Rebel Highwire Entertainment in the hall
- September - Dead Puppet Society workshop in the hall
- October - Qld Ballet workshop for adults and children
- November - Remembrance Day

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

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



Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	on exhaustion of funds	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	Yes
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of employment, Small Business and training	\$ 15,000					\$ 15,000		
First Five Forever Program (Yearly)	State Library of Queensland	\$ 1,000					\$ 1,000		
Mental Health and Wellbeing	Dept Of Qld Health	\$ 75,000			\$ 75,000	outreach programs and rodeo event	\$ 75,000		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,782,052

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in-kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Learning the smart way	First 5 Forever Innovation Micro Grant 2020-21 - Round 2	\$ 5,000	\$ -	0	\$ 5,000	9/03/2021	CSM	audio/visual items for the Library
Drought Support Program	Dept Communities	\$ 200,000	\$ -		\$ 200,000	26/02/2021	CSM	financial hardship/events
Drone caution signs	CASA	\$ 1,500	\$ -			23/04/2021	CSM	signage
RADF funding	Arts Queensland	\$ 10,000	\$ 2,000			2/04/2021	CSM	arts and cultural activities
Boullia Residential Estate	National Housing Infrastructure Facility	\$ 1,267,557		\$ 316,890	\$ 1,584,447	no closing date	CEO	An application has been made to National Housing Infrastructure Facility for 80% grant and 20% loan
Total Amount of Funding applied for		\$ 1,960,792						



<b>TITLE:</b>	Min Min Encounter May 2021 Report	<b>DOC REF:</b> 10.4.2
---------------	-----------------------------------	---------------------------

<b>REPORT BY:</b>	Veronica Harris Tourism Officer	<b>DATE:</b> 11/06/2021
-------------------	------------------------------------	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 1: A strong supportive community environment

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

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

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

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

Key Priority 3: Economic Development - A sustainable local economy

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

3.4.4: Promote Boulia Shire and the RAPAD Region as a region for tourism and development opportunities

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Monthly Activity Statistics:

Daily Sales for May 2021	\$24,691.00
MME Visitor Stats for May 2021	1296
MME Show Stats for May 2021	649
BHC Stats for May 2021	500

Social Media Statistics for May 2021:

Page	Page Likes	Reached	Shares
Boulia Shire Council	2,120	13,612	285
Min Min Encounter	1,242	14,586	887

**REPORT ON ACTIVITIES HELD FOR MAY 2021**

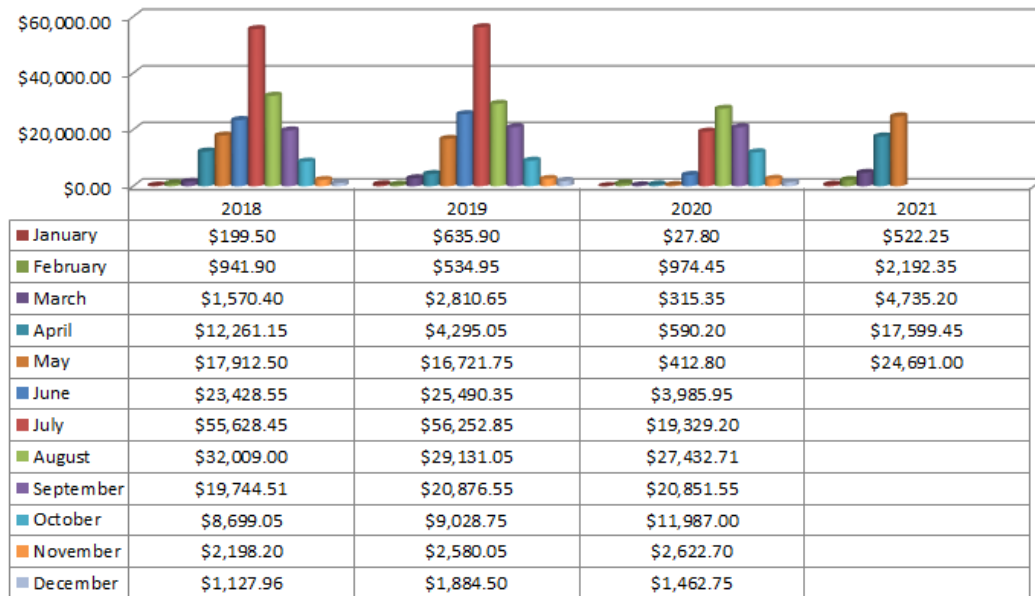
The month of May showed good figures for sales and visitor numbers. Staff were pleased to welcome an interesting mix of visitors including 4 tour buses which visited both venues. Out of a total of 811 visitors we had 674 from QLD, 285 from NSW, 175 from VIC and 60 from SA as well as a few from WA, NT, TAS and ACT.

We saw a good number of travellers enquiring about the Donohue & Plenty Highways. We are in regular contact with Tobermorey which is a great source of information on the road condition. Quite a number of those travellers were unaware of the need for COVID border passes and we were able to help with those.

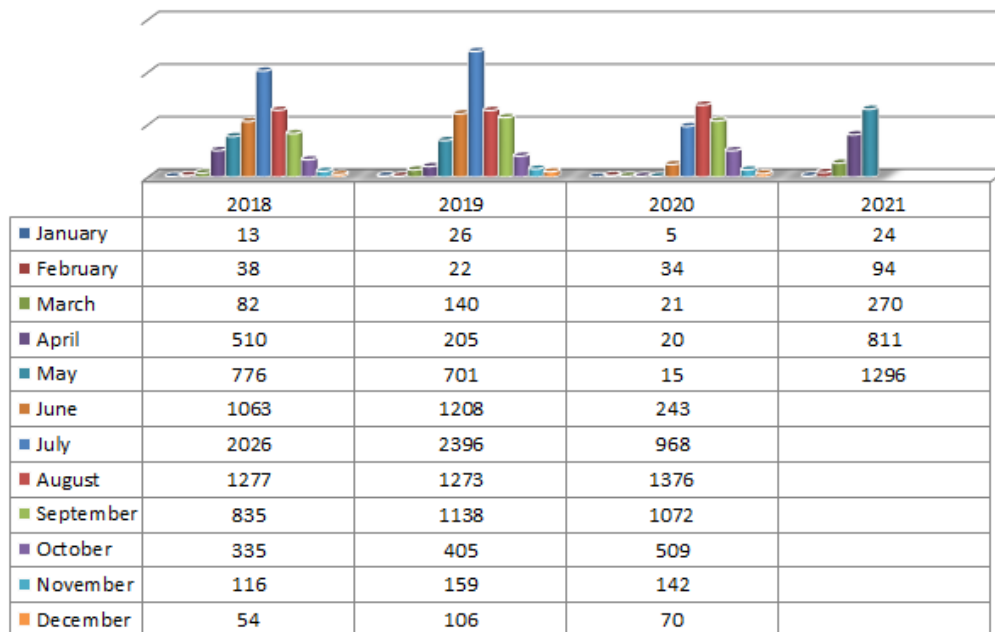
On the 21<sup>st</sup> May the Boulia Heritage Complex hosted the opening of the Film Room display.

We are continuing to maintain our COVID protocols for hand sanitising, sign in and the cleaning of public surface areas in both venues with an extra form for those recently from Victoria in the later part of the month.

**Min Min Encounter & BHC Tickets & Merchandise Sales**



**Min Min Encounter Visitor Numbers**



**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS: Nil**

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	May Library Report 2021	<b>DOC REF:</b> 10.4.3
---------------	-------------------------	---------------------------

<b>REPORT BY:</b>	Tarsha Shaw Library Officer	<b>DATE:</b> 11/06/2021
-------------------	--------------------------------	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

Key Priority 1: A strong supportive community environment

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

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

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Boulia Shire Council provides a well-appointed Library facility which is open 5 days per week from 09:45am – 1:00pm.

<b>ACTIVITY</b>	<b>CUSTOMER VOLUME - per month</b>
Library visitors	109
Wi Fi	2
Number of new members - local	3
Tourist Member	0

**LIBRARY ACTIVITIES**

This month we have been holding our First 5 Forever program twice a week. We have had a few big events this month and as they have fallen on First 5 Forever mornings, we have taken the group on location. The first event was the National Simultaneous Reading, we held this in the Boulia Hall and invited the Boulia State School, Urandangi School and the School of the Air to participate as this year the book 'Give Me Some Space' was read by Dr Shannon Walker from the NASA Space Station.

The next event was the Fossil display opening at the Heritage Complex, we placed a mat and some toys out for the kids and last but not least we had Author Dr Andrea Baldwin who wrote the Birdie Book series attend the Library and do an amazing reading and some yoga moves with the kids. The kids loved having her here and all participated in the yoga.

I completed the Library Leadership Program on the 11<sup>th</sup> of May. I had a great learning experience in participating in this and have made some great connections I feel I can lean on for Library support when needed.

The CCC is in the draft process and should be going to printers by the end of the month.

Re COVID-19, appropriate arrangements remain in place keeping with Queensland Health Regulations.

Visitor Numbers to the Library

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2020	240	124	125	0	32	55	108	108	111	195	147	67
2021	42	78	48	73	109							

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That Council receive the Library May 2021 Report for information.

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

<b>TITLE:</b>	May Sports Centre Report 2021	<b>DOC REF:</b> 10.4.4
---------------	-------------------------------	---------------------------

<b>REPORT BY:</b>	Tarsha Shaw Sports Centre Attendant	<b>DATE:</b> 11/06/2021
-------------------	--	----------------------------

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

Key Priority 1: A strong supportive community environment

1.3: Bouliia Shire to have active inclusive communities

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 24 After Hours: 42
• Pool	After Hours: 1
• Squash	13
• Casual entry usage	30
• Kid's usage	80
• Membership usage	66
• Merchandise sales	\$0.00
• Admission	\$57.50
• Refreshment sales	\$34.00

**Activities held this month:**

- With the weather getting cooler we have had very few people using the pool.
- We are in the process of getting the Magic Floor connected. Then we will have more for the kids to do during the cooler months.
- Afterschool Sports every Thursday is still running, this is a joint program with Jan Norton and Kelli.
- This month the staff did all lifeguard, first and CPR updates. While Ken Chandler was here he also gave us a brief run through on what signs and things that need to be changed around the pool area.
- We are looking into getting a few things replaced and removed from the gym. We will then have a little shuffle around in there to make it feel new and fresh again.

Sports Centre Patron Numbers												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	484	579	380	0	0	0	0	0	0	0	304	487
2021	500	494	299	211	176							

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

## **11 Late Reports**

## **12 General Business**

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

## **13 Closed Session**

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

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