

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 23 June 2023



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



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BOULIA SHIRE COUNCIL

19th June 2023

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 23 June 2023** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate & Financial Services)
Mr Gerard Joubert (Acting Director of Works and Operations)
Mrs Nicole Tonkies (Relieving 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 Petitions

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

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

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

9 Deputations

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

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

For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by

resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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

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

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

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

10 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 26 May 2023
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 09:27 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 Kaylene Sloman (Director of Corporate Services)
Mr Gerard Joubert (Acting Director of Works and Operations)
Ms Karen Haer (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

In accordance with the Local Government Act 2009, Councillor Edgar declared a Prescribed Conflict of Interest in the matter 11.1.6 Amendment to Pituri St Duplex resolution due to

Councillor Edgar being the contracted electrician. In accordance with section 150EM of the Local Government Act 2009 Councillor Edgar stayed in the meeting.

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

David Royston-Jennings, JLT Risk Solutions Pty Ltd will join the Council Meeting via Teams to discuss the JLT Risk Report matter.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Neilson

Seconded: Cr Edgar

That the minutes of the Ordinary Meeting held on 21st April 2023 to be accepted.

Resolution No.: 2023/5.1

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations April 2023 Report	DOC REF: 11.1.1
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PURPOSE:

To inform Council of the current utilisation and activities of the entire Works Department in line with all works and operations being undertaken each month.

Moved: Cr Beauchamp

Seconded: Cr Britton

That Council receive the Director of Works and Operations April 2023 Report for information.

Resolution No.: 2023/5.2

Carried

TITLE:	Foreman Roads Maintenance and Construction Report April 2023	DOC REF: 11.1.2
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

That Council receive the Foreman Roads Maintenance and Construction April 2023 Report for information.

Resolution No.: 2023/5.3

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report for April 2023	DOC REF: 11.1.3
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PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of April 2023.

Moved: Cr Edgar

Seconded: Cr Norton

That Council receive the Foreman, Road Maintenance and Utility Services April 2023 Report for information.

Resolution No.: 2023/5.4

Carried

TITLE:	QRA Flood Damage Works Department April 2023	DOC REF: 11.1.4
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Edgar

That the QRA Flood Damage Works Department April 2023 Report be received for information.

Resolution No.: 2023/5.5

Carried

Cr Jan Norton left the meeting at 10.04am.

Cr Jan Norton returned to the meeting at 10.11am.

TITLE:	Engineering Service Report - Newsbrief for April 2023	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

That the Engineering Services Report – Newsbrief for April 2023 be noted.

Resolution No.: 2023/5.6

Carried

TITLE:	Amendment to Pituri St Duplex resolution	DOC REF: 11.1.6
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PURPOSE:

To provide a confirmation and recommendation for the awarding of T2022-23 58 Pituri Street Duplex Staff Housing complex

Moved: Cr Britton

Seconded: Cr Neilson

- *That the council resolution 2023-3.20 be rescinded.*

Resolution No.: 2023/5.7

Carried

Moved: Cr Norton

Seconded: Cr Britton

- *That for T2022-23.3 58 Pituri Street Duplex, six (6) tenders were received, with one non-conforming submission. Beep Beep Pty Ltd have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to Beep Beep Pty Ltd.*
- *That the council support the use of general funds \$600,000 to be able to build the 3 Duplex Units thereby saving money on potential increases in materials and later establishments costs in accordance with the successful tenderer received.*
- *That the budget be increased for this project to include the original scope of 3 Duplex Units as per the tender submitted.*
- *That a variation to the contract tender document be revised to include the 3 duplex units as per the original tender quoted.*

Resolution No.: 2023/5.8

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report April 2023	DOC REF: 11.2.1
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

That the CEO Report for April 2023 report be received for information.

Resolution No.: 2023/5.9

Carried

TITLE:	Action List Update April 2023	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Norton

Seconded: Cr Britton

That Council receive the Action List update for April 2023 for information.

Resolution No.: 2023/5.10

Carried

TITLE:	WHS Council Report	DOC REF: 11.2.3
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Edgar

That the Workplace Health and Safety April 2023 report be received for information.

Resolution No.: 2023/5.11

Carried

TITLE:	3rd Quarter Operational Plan Report Jan to March 2023	DOC REF: 11.2.4
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PURPOSE:

To present the first quarter Operational Report for January to March 2023

Moved: Cr Beauchamp

Seconded: Cr Edgar

- *That Council receive for information the third quarter report from January to March 2023 in relation to the adopted Operational Plan 2022-2023.*
- *That the report be displayed on the Council website.*

Resolution No.: 2023/5.12

Carried

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services April 2023 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Edgar

That the Director of Corporate Services April 2023 report be received for information purposes.

Resolution No.: 2023/5.13

Carried

Cr Sam Beauchamp left the meeting at 10.47am
Cr Sam Beauchamp returned to the meeting at 10.55am.

TITLE:	Financial Report for April 2023	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 30th April 2023

Moved: Cr Edgar

Seconded: Cr Britton

That the Finance April 2023 Report be received for information.

Resolution No.: 2023/5.14

Carried

TITLE:	Records Management Policy and Procedure	DOC REF: 11.3.3
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PURPOSE:

To present to Council a new policy for adoption.

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Records Management Policy as presented be adopted

Resolution No.: 2023/5.15

Carried

11.4 Community Services

TITLE:	Community Services Report for April 2023	DOC REF: 11.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

That Community Services April 2023 report be received for information.

Resolution No.: 2023/5.16

Carried

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – March 2023	DOC REF: 11.4.2
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Norton

That the Min Min Encounter & Boulia Heritage Centre Report – April 2023 be received for information.

Resolution No.: 2023/5.17

Carried

Meeting stopped for Morning Tea at 10.57am.

Meeting resumed at 11.49am.

12 Late Reports

Nil

13 Closed Session

CLOSED MEETING AT 11.49am

Moved: Cr Britton

Seconded: Cr Neilson

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

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

Resolution No.: 2023/5.18

Carried

OUT OF CLOSED SESSION AT 12.05pm

Moved: Cr Norton

Seconded: Cr Neilson

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

Resolution No.: 2023/5.19

Carried

The following recommendations were resolved from the closed session: 2023/5.20

TITLE:	Sale of Council Housing 26 Wills Street	DOC REF: 13.2.1
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PURPOSE:

To approve the sale of one house (26 Wills Street) which is now considered surplus to council needs of which interest has been shown by an existing council employee.

Ministerial consent, to enable a direct sale to the employee has been requested and an independent valuation will be requested to ascertain market value.

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

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

Moved: Cr Edgar

Seconded: Cr Norton

1. That council determine a price, and proceeds for the sale of 26 Wills St, Boulia in accordance with the guidelines set by the Minister in relation to these sales **once** Ministerial approval and valuations have been received.
2. Sale of this property is not open to the general public in accordance with the Ministerial consent and only to the current tenant.
3. Should the tenants not wish to proceed then the identified houses will remain council property until vacant and then put on the open market.
4. That the council authorise the CEO to do all things necessary to progress this sale and report back at the next council meeting after items in (1) have been received.

Resolution No.: 2023/5.21

Carried

14 General Business

1. **Teams Meeting - Deputation Request - JLT Risk Report matter** - David Royston-Jennings
2. **Blue Tree - Mental Health week in October 2023** - Jan Norton will submit a submission to Council as approval required by Council, TMR and Community approval.
3. **Solar - Selwyn Road Paddock**
4. **Elected Member Update Training** - Karen Haer to advise LGAQ that our Council Meeting for August will now be changed to Friday 18th August 2023 and are they able to attend this date.

15 Meeting Closure

The Mayor closed the meeting at 12:33 pm.

16 Confirmed

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

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations May 2023 Report	DOC REF: 11.1.1
REPORT BY:	Gerhard Joubert Director of Works and Operations	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for May 2023.

CONTENT:

Director of Works activities:

Paul De Launay the Director of Works and Operations (DWO) will be commencing on Monday the 3rd of July.

Acting DWO attended the following meetings in May:

- Councillor Workshop - Council Budget Review, Draft Fees & Charges and Operational Plan Review Workshop – 19 May 2023
- Ordinary Council Meeting – 26 May 2023

Staff Training:

Technical Officer Sujan Thebe has received ongoing on the job training in various aspects of Council business operations, software and processes.

Both Sujan and Ron Callope attended Flood Warning Gauges Maintenance Training from 31 May to 2 June 2023 in Longreach.

Projects

Urandangi Bore:

Development application approved with contractor appointed and bore drilling work commencing 9th of May. Successful location of water 16 metres and 30 metres with new electrical leads required to connect the new bore with the existing solar system. Backup generator was impacted by the recent floods.

93E Diamantina Development Road (Boulia – Dajarra) - Truck Bay

Project Scope: Construction of truck bay on the Winton town entry

Current Status: Planning and scheduling of works, including liaison with TMR and GBA on design, technical and quality related matters ongoing. Procurement of solar lighting, services of available bitumen contractor cover aggregate, etc.

Concrete contract works awarded to Mann Made Construction (T2022-23.10). Culvert construction to commence mid June 2023.

QRRRF - Concrete Floodways – Package 1 & 2

Project Scope: Concrete Margins and Floodway on Slashers Creek and Coorabulka Roads

Current Status: Phase 1 works by NQES (T2022-23.1) is underway with the Package 2 (T2022-23.11) awarded to Stockham Building Services commencing mid June 2023.

Industrial Estate Services Installation

Project Scope: Installation of Power, Water and Sewer to the Industrial Estate

Current Status: Sewer construction has slowed due to rock being encountered with works still planned for completion end of June 2023.

Trenching works to be undertaken by same contractor, delayed commencement of electrical services and water reticulation works.

New Staff Housing Project

Project Scope: Construction of 6 new housing units at Pituri Street

Current Status: Council have approved the contract for design and construction of 6 units with the revised contract being issued to Beep Beep the successful tenderer.

Design and specifications documents have been drafted and concept drawing received for review.

Boulia Salt Water Chlorinator

Project Scope: Installation of a Saltwater Chlorinator (NaOCl Generation & Dosing) at the Boulia Water Treatment Plant

Current Status: Contract awarded to Trility (T2022-23.8) with project management being undertaken by MJM Environmental Pty Ltd.

Regular scheduled servicing of the existing plant will continue and be completed early June to ensure that the water quality does not deteriorate in the interim period prior to installing the saltwater coordinator. The same contractor who is completing this regular servicing is also completing the work on the swimming pool and splash park repairs, this is decreasing our travel costs.

Pump Station Upgrade

Project Scope: Installation of a new sewerage pump station adjacent to the existing structure by Complex Civil Infrastructure Services Pty Ltd.

Current Status: All major civil and concrete works completed. There will be significant delays beyond planned completion date of mid July 2023 impacted by mechanical supply issues and electrical connection by Ergon.

CONSULTATION:

George Bourne and Associates as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Director of Works and Operations May 2023 Report for information.

ATTACHMENTS: Nil

TITLE:	Engineering Service Report May 2023	DOC REF: 11.1.2
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 19/06/2023

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 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

17 th – 19 th May	Nathan Raasch <ul style="list-style-type: none"> • Handover meeting with DWO • Linda Downs Diversion • Sewer Pump Station Inspection • Slasher Creek and Coorabulka Roads floodway set out for Package 2 Contract
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2. Flood Damage Works

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

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

This event will be for Emergent works and REPA. Data collection complete.

Submission has been approved by QRA for a total value of \$2,445,193.96.

Works Completed, Acquittal complete. Working through QRA queries.

Activated for the 'Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022'. This event will be for Emergency works and REPA. Data collection is complete. Submission has been approved by QRA for a total value of \$1,750,892.06. Works started, Toolebuc-Middleton, Linda Downs Link, Urandangi North and South and Springvale Road completed.

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

Damage pick has been completed. Emergent work started. Assessment is being reviewed and finalised.

3. Other

Donohue Highway: Outback Way Funding Package 3

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

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

Construction of PPR 1 with site establishment commenced.

A: 170.5-174.5 - \$1.95m

B: 174.5-178.5 - \$1.95m

4. Industrial Subdivision

All earthworks completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ and Quality Electrical has commenced on site.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for May 2023 be noted.

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 460594) [11.1.2.1 - 1 page]
2. Donohue Priorities (ID 460600) [11.1.2.2 - 1 page]

Reviewed by Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (15/06/2023)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - working through QRA queries.
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved Works started March Betterment submission ineligible - as restoration works for Jan event have been completed on the Betterment sites for April Betterment, the April Betterment submission is deemed ineligible.
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO				Data Collection completed Assessment in progress
	Jan-23	REPA				
	Jan-23	Emergency Works				

Donohue Highway Projects - Prioritisation

Chainage from Boulia - Dajarra Rd Intersection	Length (km)	Location	Scope of Work	Justification	Priority
0 - 11km	11.0		10mm Reseal (16/17 FY)		
11 - 23.4km	12.4		10mm Reseal (15/16 FY)		
23.4 - 25.5km	2.1		Resealed 2020		
25.5 - 36.0km	10.5		Seal (14/15 FY) Resealed 2020		Completed as part of Section 1 Outback Way - FY 2014/2015
36.0 - 46.0	10.0	Telstra Tower Area/Badalia	10mm Reseal (14/15 FY) Resealed 2019		
46.0 - 49.67	3.7	Badalia/Herbert Downs Border	Seal Top Coat (15/16 FY)		Top Coat Seal Completed as part of Section 2 Outback Way - FY 2015/2016
49.67 - 53.53km	3.9	Realigned Section	Seal (15/16 FY)		As part of Outback Way remaining funding section 2 (\$1.5m) 2015/2016 amalgamated with \$2m from 16/17 FY Funding
53.53 - 60.90km	7.4	Realigned Section	Seal (16/17 FY) Sealed in Oct-16		As part of Outback Way \$2m for 16/17 FY Funding
60.90 - 62.00 km	1.1		Seal (16/17 FY) Sealed in Jun-17		
62.00 - 65.00 Km	3.0		Seal (17/18 FY) Sealed in April-18		
65.00 - 70.3	5.3		To be complete 18/19 (Design Stage 3)		
70.3 - 87.75	17.5	Herbert Downs	Resealed April 2018		
87.75 - 97.6	9.8		18/19 (Design Stage 3)		
97.6 - 103.66	6.06	Burnt out car	Reseal (16/17 FY) Completed October		
103.66 - 111.1	7.4		Seal (16/17 FY)		
111.1 - 114.46	3.36		Completed Dec 19		
114.46 - 114.7	0.24	Georgina River Crossing (Structure Approaches)	Planned reconstruction (16/17 FY)		Pave and Seal as part of the Bridge Renewal Programme
114.7 - 116.45	1.75		Sealed Dec 2020		
116.45 - 122.4	5.95	Glenormiston	Resealed (14/15 FY)		
122.4-134.5	12.1	PPR 4	Stage 8 Design Complete DWG 200111-1. CH cleared refer report 190087 Oct 2021	PPR4: A: 122.4-126.4 -> \$2m B: 126.4-130.4 -> \$2m C: 130.4-134.5 -> \$2m	\$6m
134.5 - 146.5	12.0	PPR 5		PPR5: A: 134.5-138.5 -> \$2m B: 138.5-142.5 -> \$2m C: 142.5-146.5 -> \$2m	\$6m
146.5 - 157	10.5	PPR 6		PPR6: A: 146.5-150.5 -> \$2m B: 150.5-154.5 -> \$2m C: 154.5-157 -> \$2m	\$6m
157 - 167.57	10.57	PPR 7		PPR7: A: 157-161 -> \$2m B: 161-165 -> \$2m C: 165-167.57 -> \$2m	\$6m
167.57 - 170.5	3.1	Piturie Creek		Reseal FY 16/17	122.4-138.4 Top rock underlying gravel which damages tyres when gravel is depleted. 138.4-167.57 Poor natural soils provide low bearing pressure, resulting in gravel pavement failure and section turning to bulldust in the dry and bog holes in the wet
170.5 - 182.5	12.0	PPR 1	Stage 7 Design Complete DWG 190162-1. CH cleared refer report 190087 Oct 2021	A: 170.5-174.5 -> \$1.95m B: 174.5-178.5 -> \$1.95m C: 178.5-182.5 -> \$2m	\$6m
182.5 - 194.5	12.0	PPR 2		PPR2: A:182.5-186.5 -> \$2m B:186.5-190.5 -> \$2m C: 190.5-194.5 -> \$2m	\$6m
194.5 - 198.71	4.2	PPR 3		188 - 198.71 High Maintenance section a considerable distance from Boulia resulting in high repair costs PPR3: A: 194.5-197 -> \$2m B: 197-198.71 ->1.2m	\$3m
198.71 - 200.635	1.9	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
200.635 - 202.65	2.0	Kelleys Creek	Reseal FY 15/16		
202.65 - 206.455	3.8	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
206.455 - 211.6	5.1		New Pave and Seal complete 2020/2021 Aug 27th 2020		
211.6 - 220.3	8.7		Sealed July 2021		
220.3-223.5	3.2	PPR 3	Stage 5 Design Complete DWG 170105-3, CH Cleared BWW refer report 170105 Aug 2020	C: 220.3-221 -> \$0.8m D: 221-223.5 -> \$2m	\$3m
223.5 - 226.5	3.0	Emergency Airstrip	Sealed FY 15/16		
226.5 - 232.1	5.6	The Ridges	Seal Rehab FY 15/16		
232.1 - 233	0.9	The Ridges	Sealed FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
233 - 238.6	5.6	The Ridges	Completed Dec 2020		
Total Unsealed	76.6	Kms			
Total Sealed	162.1	Kms		Total to seal remainder	\$37.5m
Total Length	238.7	Kms			

TITLE:	Foreman Roads, Utilities and Services Report for May 2023	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Roads, Utilities and Services	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of May 2023.

CONTENT:

Racecourse:

Arena and grounds	General maintenance by the caretaker of the Racecourse grounds is ongoing. Council assisted the Boulia Campdraft and Boulia Rodeo Association committees with cleanup of the grounds after the Campdraft and Rodeo weekend in May.
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Town water testing and depot maintenance:

Chlorine level testing	The error that arose with the dosing system for the chlorine gas in March, that resulted in lower than desired levels has now been rectified. The <i>Boiled Water Notice</i> has been lifted. The plant is now running to full capacity and levels are currently sitting in our desired range. There was also a full service completed on the treatment plant on the 31 st of May 2023.
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Town Entrances:

Three Mile Campground	In general tourists using the site are keeping the area tidy. Town gardens have been looking great due to warm weather (morning cold and frost not set in yet), watering, and the consistent dedication of our Parks and Gardens Crew.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order. Planning is being undertaken on proposed upgrade of both entrances to town.
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout May 2023:</p> <ul style="list-style-type: none">- 2nd May – Robinson Park, Herbert St- 3rd May – Airport, Wills St- 4th May – Min Min Encounter- 8th May – Wills St- 9th May – Sports Centre, Fire Station- 10th May – Medium Strips- 11th May – Robinson Park, Moonah St- 12th May – Stonehouse- 15th May – Pensioner Units, Moonah St- 16th May – Main Office- 17th May – Melrose- 18th May – Clinic- 22nd May – Medium Strips- 23rd May – School Safety Park- 24th May – Town Entrances- 25th May – Robinson Park, Mulligan St- 26th May – Vacant Council Housing- 29th May – Herbert Street- 30th May – Robinson Park- 31st May – Post Office, Diamantina St
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RMPC/Works crew:

RMPC signage upgrades are still ongoing. The last of the remaining RMPC scheduled maintenance activities are being planned for June on 93F (Dajarra- Mount Isa).

The TMR Rest Area signage upgrade and the Town Entrances Signage Upgrade projects have been completed.

Last of TMR road shoulder resheeting on 99D and 93E commenced and will be completed in June.

Concrete batching is an ongoing interruption to RMPC Works.

Urandangi:

Urandangi	<p>Council services continued over the month of May where possible (rubbish collection etc). Work is still focussed on the continued clean up after the recent flood event and management of fire risk. Grading of town fire break and slashing planned as soon as both Council and contractor resources (post REPA works in July) become available.</p> <p>The new bore has been established and is up and running.</p> <p>We will lift the water restrictions once a final test of the water has been completed and is within desirable levels.</p> <p>The Urandangi Town Man is in charge of cleaning and rubbish</p>
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	collection at the new rest area on Dajarra/Mount Isa Road with regular servicing twice weekly.
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Water and Sewerage:

Boulia Township

Call outs – water	2
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity: (Appendix 1)

Number of call outs: RFDS/LifeFlight Rescue	0
Avgas/Jet A1 Refuelling	Total 17 – 17 self-fuelled through Compac.

Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	0

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations.

RECOMMENDATION:

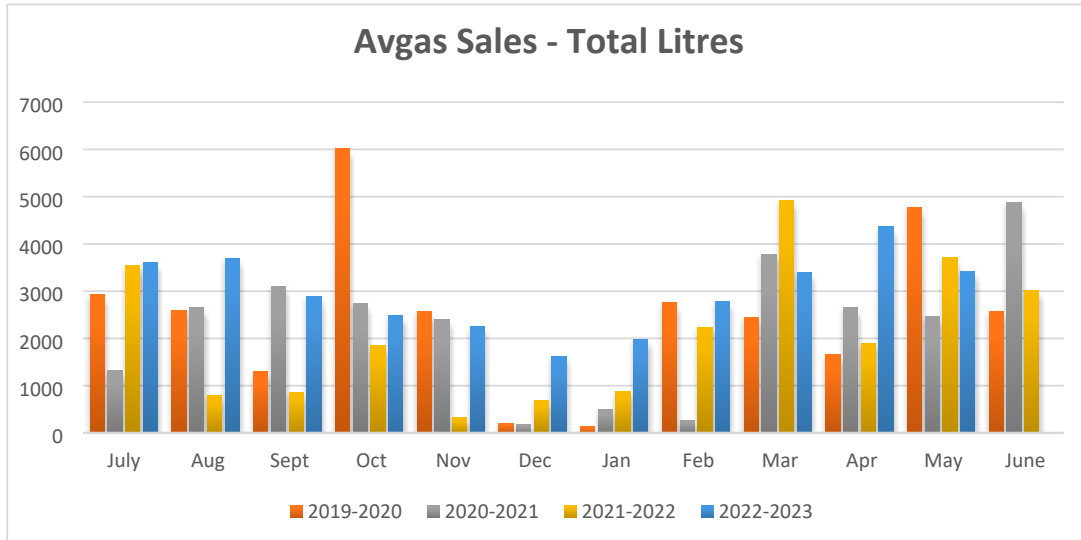
That Council receive the Foreman Roads, Utilities and Services May 2023 Report for information.

ATTACHMENTS:

1. Appedix Page for RUS Council Report May 2023 [11.1.3.1 - 1 page]

Reviewed by Acting Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

Appendix 1: Avgas Sales



TITLE:	Foreman Roads, Construction and Maintenance Report May 2023	DOC REF: 11.1.4
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REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for May 2023.

CONTENT:

Current and upcoming projects are as follows:

- Completed earthworks for the Truck Stop Project. Awaiting contractor for installing of culverts in June before returning to complete cement stabilised base (CTB) pavement works and bitumen sealing
- RMPC Heavy Shoulder Grading was completed along the 99E (Winton Road - Bloodwoods/Macsland)
- Slashers Creek Road concrete floodway contractors on site in June 2023
- New Compact fuel bowser/tank to be connected to power late May 2023
- Donohue Highway - Started on site mobilising and establishing camp at CH 170

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

That Council receive the Foreman Roads, Construction and Maintenance May 2023 Report for information.

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department May 2023	DOC REF: 11.1.5
REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Flood Damage Program for May 2023.

CONTENT:

Springvale Road RM5153MT-09400-3052, Ch47.00 to Ch49.00 (Re-Sheet)

Harris Crew A

- Have completed Springvale Road resheeting and will be mobilising to REPA works again.
- Anthony Britton has installed guidepost for these works
- Project is now 100% complete.

REPA Apr-May 2022

Harris Crew A

- Will be mobilising to South Urandangi Road then move to Linda Downs Road in June. Works planned to be completed end of June 2023.

Harris Crew B

- Completed all work for to North Urandangi Road.
- Graded firebreaks around Urandangi town ship including school.
- Started on Urandangi Border Road, have two working stints to complete this work end of June 2023.

Bilby Mixed Crew

The Mixed Crew is still operating on the Donohue Highway, this crew will be here for approximately another 4 stints until end of July 2023.

GBA is still reviewing finalising the proposed REPA Dec-Apr 2023 submission to QRA.

CONSULTATION:

GBA as project officers on QRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

That the QRA Flood Damage Works Department May 2023 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Rural Lands Protection Officer May 2023 Report	DOC REF: 11.1.6
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

4.3.1: Ensure the region's sustainability through integrated weed and pest management practices

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

RLPO:

The month was spent checking Town Common and doing street patrol's and 1080 baiting.

DOMESTIC ANIMAL CONTROL:

While doing street patrol's I spoke to several people about their dogs not being on leads when they were walking around town and leaving their gates open and their dogs getting out and roaming the streets. Some took notice some never.

CWRPM (TECHGROUP):

I will be attending a meeting in Longreach on the 14th of June 2023.

WEED SPRAYING SHIRE ROADS:

No weed spraying has been done yet, will keep an eye on roads and once weeds show up will get on with the spraying.

RMPC:

No RMPC weed spraying yet will be doing it when required.

GRAVEL/BURROW PITS:

I will be heading out in the next couple of weeks and checking pits where I had put Grasland pellets out around Parkinsonia Bushes, ones that are still alive will get some more pellets.

STOCK ROUTE:

No enquires for travel permits this year. Feed: on what parts I have been out and looked, some parts have good feed while other parts have very little to poor feed.

1080 BAITING:

There were 8 properties that did some 1080 baiting this month with a total of 2750kg of meat treated with pig strength 1080 solution. There was one property that could not make it to get meat treated so brought 400 De-K9 Manufactured baits. I have been asked by a couple of properties if I can go out as they want to bait in June so far, I have one confirmed and two possibles.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Rural Lands Protection Officer's May 2023 Report be received for information

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report May 2023	DOC REF: 11.2.1
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Boulia Shire Council Precinct - Growing Our Regions funding – Expressions of Interest open on 5th July 2023. This is another opportunity to secure funding for our failing office infrastructure which is nearly 70 years old and feeling the burden of adapting to today's staffing needs. The previous submission entailed a complete revision of the entire building which would have served us well into the future but was unsuccessful with the last round of funding being withdrawn almost at the end stage of assessment. With the increased costs of materials and labour it is prudent for us to look at a revised version which may still suit our needs but in a practical sense may be more achievable with the current constraints being felt by all levels of Government.

Queensland Floods Flexible Funding Grants (QFFF)

An application has been submitted to support the installation of flood warning infrastructure in five locations across the shire. These signs will enable the council to close roads remotely avoiding staff travel in unsafe conditions giving immediate information to travelling public and local residents and freight traffic on the condition of the road ahead. The maximum amount allocated under this grant is \$100,000 with the expected expenditure to be around \$186,000. If the application is successful the balance of \$86,000 will be allocated from the recent Recovery and Resilience Funding announced by the State Government.

Local Recovery and Resilience Grants - State Government Initiative

Boulia Shire Council has been identified as one of the four local councils who have been heavily impacted by the Dec – April 2023 Flood events and we will be required shortly to put forward projects that will increase our resilience to future flood events. The total amount of the grant is \$1,000,000.

Urandangi Flood Event – Dec to April 2023

The assessment team from the council's insurance coordinators visited Urandangi at the beginning of May and have requested their building assessors to visit on the 15th of May to provide quotes on the several buildings belonging to council which are requiring repair or replacement. To date this is still being costed and council have not been advised of the outcome.

The drilling of the new bore at Urandangi was approved on the 9th of May with work commencing the same day on the drilling. The bore is now operational but due to the direct input of river water into the tanks we are looking at having the tanks included in the reservoir clean by divers when they do Boulia's tanks.

We will continue to provide services as previously managed along with increased weed/verbiage control to reduce the impending fire risk.

Several owners of privately owned properties in Urandangi have expressed the intent to hand those properties back to council. This is currently being investigated as to the legal ramifications of a transfer back to council and how we can assist these landholders.

Sales Permits for gravel – Native Title and the Futures Act

Council has identified 104 gravels pits across the shire used for the maintenance of council's roads and some TMR road work. Sales permits which are in place and have been issued by DAF are currently being reviewed. ILUA's will now be negotiated by DAF for each of the Native Title owners:

- Pitta Pitta
- Wangkamadhla People
- Bularnu Waluwarra and Wangkayujuru Peoples

DAF will be visiting on 5th June to inspect (selected) gravel pits which have been identified as 'crucial' to the delivery of road building material to the shire prior to the expiry of Sales Permits in December 2023.

This important issue was raised at the ORRTG and also at RAPAD in the May meeting and comparison costings provided by Boulia have been evaluated by an external consultant as to the impact of potential pit closures on the cost of road construction.

These decisions being made now will have far reaching ramifications not only for council, but residents, Landowners, Queensland Reconstruction Authority and Department of Transport and Main Roads. The end result, if pits are restricted, are that cartage costs would exponentially increase that is IF we could extract enough gravel to meet the needs of road repairs across the shire. Fortunately this is being taken as a serious matter now by the departments – not only for Boulia but all shires across Queensland.

Signage – Outback Way, Winton Intersection, Barcaldine and Bedourie Rd

Recent damage to the Outback Way by an unknown vehicle means that a replacement is required.

- **OHDC (Longest Shortcut)** is currently updating their signage and having designs completed. We are unable to replace this at present until we have the design. CEO has requested details from OHDC.
- **Winton Intersection ('This way to Boulia')** – CSM to provide drafts on new signs.
- **Barcaldine (Min Min Light)** - CSM to arrange replacement with the new style Min Min Sign.
- **Bedourie Rd – Matilda Way** - This sign is under review by CSM.

Sale of Staff housing to employees

The sale of employee housing to an employee has been supported by the Department of State Development and assessed and forwarded to the Minister. We are expecting to hear from them shortly. In the meantime we have arranged for HTW to come and complete the valuation which may be here before the council meeting occurs to enable council to determine a sale price.

Positions Vacant:

DWO	This position has now been filled with an acting DWO, Gerard Joubert, from 12th May until the 7th of July when the permanent DWO Paul de Launay arrives on the 3rd of July.
Temp Finance Officer	Maternity leave relief and holiday relief position will be filled by an upgrade to an existing employee and we have been successful in attracting a replacement for her position in the interim period on a trial basis.
IT Support Officer	A casual position has been floated to seek a local person to support the implementation and management of councils' IT requirements.

Western Queensland's Alliance of Councils

Progress on the Local Housing Action Plans for all 23 councils members has been positive with identification of unallocated state land being identified as a solution to the housing issue felt across the state.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That the CEO for May 2023 report be received for information.

ATTACHMENTS:

Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update May 2023	DOC REF: 11.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council receive the Action List update for May 2023 for information.

ATTACHMENTS:

1. CEO Action List May 2023 [11.2.2.1 - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 26th March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/CSM Remove after installation	13/6/2023- Gerard to follow up with TMR and separate the two requests – one for 40 limit and the smiley signs. 21/4/2023- see 17/3 plus new review to be completed by RUS. 17-3-2023- TMR to conduct speed limit review in Boulia including 40Km road train sign. They are waiting for flood water to subside 18-1-2023 - Still waiting on TMR approval 10/11/2022 – TMR confirmation of location requested. 13/10/22 Signs have arrived -depot staff to arrange installation. Location on town entry sports.
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Boulia)	DWO	13/6/2023- TMR scoping a new section for Waverley creek – perhaps there is some more money around? 17-3-2023 - The 93F Waverly Ck 'Give Way' area upgrade is currently with TMR awaiting completion of scoping. Once project is scoped and quantities confirmed, a schedule will be provided to Boulia Shire Council for pricing. Estimate schedule will be provided to Council mid-April. CEO- 16/3 – pick up of scope done by Jim Newman, funding approval docs yet to be received from TMR 18-1-2023 – Waiting on TMR approval and funding 10/11/2022 – road marking has been completed. RMPC to increase gravel footprint. 13/10/2022 Waiting on TMR approval- possible RMPC project no separate funding.,
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	DWO	13/6/2023 – Follow-up required with electrician 21/4/2023 Tim to follow up (purchase order is required) 17-3-2023- Tim has sent the report to an AC technician. Awaiting response. 18-1-2023 - No response to tender advert- will source elsewhere. 12/12/2022 No response from tender request – will contact individuals privately.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
				13/10/2022 Report received. Under investigation, short term and long-term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues. Sam to be involved in project.
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required 21/10/2022 – It was asked if we could please investigate the Disabled Parking option for Post Office: <ul style="list-style-type: none"> - Requires line marking - Line marking for caravans in Main Street - Parking in Wills Street - Caravan Parking in Pituri Street 	DWO	13/6/2023- Disabled parking at the post office to be completed by end of June 21/4/2023 Staff member on sick leave not due back until May. 17-3-2023- The P&G crew are busy in lawn mowing and other works. Likely to be completed end of April 2023. 20-2-2023- Not yet completed due to recent flooding, shortage of manpower and constant lawn mowing etc 18-1-2023 - Will be completed by end of the month.
Friday 19 th August 2022				
19/08/2022		Washdown Bay double gantry – what is the current status	DWO	13/6/2023-DWO to follow up on progress. 21/4/2023 – Promised weekly reporting. None. 17-3-2023- Still waiting on DabFab to complete the works 18/1/2023 - still waiting on DabFab to install - advised a further 3-4 weeks required 23/12/2022 Should be finished in January 2023 12/09/2022 DabFab has been issued a PO.
19/08/2022		Cost of NBN line from town to Rodeo Grounds – look into costing	DCS	7/6/2023 Not proceeded with – other Wifi is now available at the racecourse. 16/05/2023 considering put in a Starlink network, Matt Young. 15/2/2023 – This will happen when they revisit the site in July 2023. 6/12/2022 Re-emailed, waiting on quote. 8/11/2022 Waiting on quotation from nbn provider.
Friday 16 th September 2022				

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
16/09/2022	2022/09.10	Resolve that Council investigate implementing a systematic inspection for dog registration in Boulia town area.	RLPO	13/6/2023 -no further update. 21/4/2023 CWRPMG are looking to engage a 'commercial' operator to blitz each shire. 10/11/2022 Under review by RLPO-delayed
21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	10/11/2022 ...The request has been sent to TMR. Awaiting response
21/10/2022		Cr Beauchamp: MME Aircon – organise to get the urgent things done before Summer. Then Sam to talk to DWO about organising a refrigeration mechanic.	DWO	13/6/2023 – No action- DWO to follow up 10/11/2022 ...Discussed with Tim. Report has been sent to him. PO will be issued once we receive the quote. Tender for rest of the works is under review
Friday 16th December 2022				
16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing issue of the toilets at the Waverly rest stop on the Mount Isa Road still being unclean (including broken door, blockages). As this is a TMR controlled rest stop, it was suggested that Council approach TMR to suggest that a local contractor be considered to be appointed to ensure the cleanliness of these toilets is maintained. As the Dajarra rest stop toilets would be passed when going to Waverly, it was further suggested that Council could also approach Cloncurry Shire about the same cleaning subcontractor servicing the Dajarra rest stop on the same run to take advantage of potential costs savings. It is to be noted that Councillor Edgar declared a Prescribed Conflict of Interest should this suggestion be carried out as he is engaged as a local cleaning contractor.	DWO/CEO	13/6/2023 Existing contractor was on medical leave so deemed not appropriate to discuss this extra work until his return. Contact with Cloncurry to see if they are interested in having our contractor also pick up the Dajarra toilets as well. 21/4/2023 – Council have requested that the existing contractor be asked if he would take this on with his current contract. 10/03/2023 CEO – spoke to CEO of Cloncurry – they have a contractor who does the Dajarra toilets and would be keen to take this up. They will send through a proposal.-None recd 20.02.2023 – DWO - Still waiting on response from Cloncurry 23/12/2022 - DWO – to investigate the Cloncurry cleaning connection, then advise CEO of outcome. CEO- will await advices from DWO progress before negotiating an offer of extension to our existing contractor to take over the site.
16.12.2022	General Business	Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction. For action by DWO, options and costings CSM: Council to consider applying a cover (further clarification reqd)	DWO-primary CSM-Info DCS- Budget	30/5/23 Seating with attached planter boxes have been ordered for site, CSM 26/4/23 Ideas re landscaping were given to DWO by CSM. 20.02.2023 - Not yet investigated due to ongoing important issues 23/12/2022 – DWO to commences investigation and provide options and costings.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
16.12.2022	General Business	Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working panels on now, which buildings could we add solar panels onto?	DWO	20.02.2023 - Not yet investigated due to current ongoing important issues. 23/12/2022 DWO to Investigate the current solar systems, Min Min, Pool & Depot, Racecourse
16.12.2022	General Business	Purchase of a stabilizer machine - Given the pending road works schedule and the potential for further rehab works on the Boulia to Winton Road, Council to put together a business case on purchasing a stabilizer for road works.	DWO	13/6/2023- Work to be completed on draft concept. 18-1-2023 With Donohue Package approved now, this can be a viable option. Operator will still be the ongoing issue.
21.4.2023	General Business	Salt water chlorination plant- building. Q? Is it being replaced/what will happen to the old one ? Can we sell it?	DWO/CEO	7/6/2023 Prestart meeting 8/6/2023
21.04.2023	General Business	Request ORRTG to see if a 'creepy crawly' type system can be used to clean the bottom tank for the water treatment plant on an ongoing basis.	DWO	7/06/2023 Issues with turbidity. Not progressing. 21.4.2023 Request sent to chair of ORRTG Charles to see if this is viable.
21.04.2023	General Business	Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS	13/6/2023- contractor collected Boulia cars but not Urandangi yet.
21.04.2023	General Business	Flood damage inspections – signs to be taken out when pickups are done to identify hazards.	DWO/RUS/FD	13/6/2023 – noted for staff and contractors.
21.04.2023	General Business	Tower installed at Marion may be a risk to helicopters mustering. <i>CEO to ring Rob Jansen.</i>	CEO	7/6/2023 Email sent, no contact.
21.04.2023	General Business	Blank frame on Winton rd – could be old Australian hotel signage- do they still want it?(or remove it)	RUS	16/5/2023 Blank Frame being removed.
21.04.2023	General Business	Guide posts required on the school / pool where road narrows.	RUS	7/6/2023 Acknowledged.
21.04.2023	General Business	Racecourse bus turn around – crusher dust is required to be replaced.(before next event)	RUS	7/6/2023 Acknowledged.
21.04.2023	General Business	Tree trimming required for the Sybella and Mica creeks (Mt Isa shire). <i>Contact Mt Isa Shire Works Overseer to progress this – safety issue.</i>	DWO	13/6/2023-
21.04.2023	General Business	Tropic of Capricorn- metal fence panel similar to the Heritage Complex. Boulia-Land of the Min Min Light. Tropic of Capricorn and a goats head symbol. CSM to get quotes and complete project.	CSM	30/5/23 Still waiting for proof from designer/manufacturer. 26/4/23 Norton Fencing have been approached for a quote to do this
21.04.2023	General Business	Peak creek toilets are an issue – poor water pressure. Purchase order to be created for plumber to review.	DWO	7/6/2023 Waiting for quote from plumber.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
21.04.2023	General Business	Invitation for Jan QTC to visit Boulia – Rick very impressed by the training he undertook and will be beneficial to councillors.	DCS	7/6/2023 Training booked for Sept 2023. 16/5/2023 received quote, awaiting dates. Approached QTC to finance.
21.4.2023	General Business	Street lighting (existing and new). Ergon to be followed up and see if we qualify for LED lights . Map to be completed for new power poles.	DWO and CSM	13/6/2023 Map completed, new lights to be identified and community review to take place BEFORE they are requested – lighting in front of house s may pose a problem? 16/5/2023 Dane looking into.
26.05.2023	Foreman Roads Maintenance and Construction	Contact Boulia motel to make sure there is no paperwork left in their rooms, to advise people of a water problem.	EA	29.05.2023 Karen Haer rang the motel to advise, and they advised that they did remove any information from the rooms the day the Email Blast came out to say it was ok to drink the water now. KH.
26.05.2023	Foreman Roads Maintenance and Construction Report	Create an A4 document in Publisher RE: To advise Properties to email Ronnie with the numbers and information, if they spot or kill a dog etc. This is to be sent out as an Email Blast as well as published in the Channel Country Chatter.	EA/Admin	30.05.2023 Email sent to Admin to ask for this to be created. KH.
26.05.2023	Min Min Encounter & Boulia Heritage Centre Report	Councillors have asked if the Tourism report can please include graphs moving forward.		29.05.2023 Email sent to Julie Woodhouse and Karen Savage to request graphs to be included moving forward to the Tourism Report. KH.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the ‘visioning’ project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
19/06/2020	Julie/DWO	Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	30/5/23 These signs are being investigated-CSM 26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Boulia. 7/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget
17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds	13/6/2023- Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 28/4/23 Funding not approved, for future shelf ready project 15/2/23 No costings to date, but looking into funding. 24/11/22 idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guide posts/labour and plant. Indigenous story signs to be developed with locals. 9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project. 7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta
07/03/2023	Cr Edgar	Cr Edgard supplied some photos of Shade Structures	

TITLE:	InKind Approval - Boulia State School - Boulia Shire Bus Hire	DOC REF: 11.2.3
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REPORT BY:	Karen Haer Executive Assistant	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To report to Council re proposal from Boulia State School wanting to use the Boulia Shire Council Bus, for the school camp 30th July 2023 to 4th August 2023.

CONTENT:

An email was received into Council from Melany Molenaar, on behalf of Boulia State School. They are requesting to use the Boulia Shire Bus to transport students on their school camp, for 30.07.2023 to 04.08.2023.

They are requesting in-kind support to school for a sum of **\$3,334.24** which is outside the CEO's delegated authority approved by council for in kind support requests.

Budget item	Explanation of cost	\$ amount (GST inclusive)
Asset	Boulia Shire Bus 30 th July 2023 to 4 th August 2023 Bus Hire for 6 days School Camp Bus Trip	In-kind
Total budget	Amount being requested from Boulia Shire	\$ 3,334.24

CONSULTATION:

Melany Molenaar and the CEO.

GOVERNANCE IMPLICATIONS:

Requested amount to be listed in Councils Community Support register- and will be approved within this years budget allocation.

RECOMMENDATION:

That Council approves this request for assistance so that the school can provide transport for their students to attend their school camp.

That the school is notified of the decision by email by the Executive Assistant.

ATTACHMENTS:

1. In Kind Request - Boulia State School - Boulia Shire Bus Hire Y Nu 7 Pi T Mv 0 u U Db 6- S H 3 OKQ [11.2.3.1 - 2 pages]

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

Address all correspondence to:
Chief Executive Officer
18 Herbert Street, Boulia QLD 4829
ABN: 20 492 088 398

Email: admin@boulia.qld.gov.au
Tel: (07) 4746 3188 | Fax: (07) 4746 3136

25 InKind ASSISTANCE REQUEST

Free or subsidised use of Council's organisational resources is recognised as a direct subsidy to a group/organisation and treated with similar equity and accountability requirements as those applicable to applicants for other Council grants. All applications must be made on the InKind Assistance Request Form. The Chief Executive Officer has the authority to reject applications of any value, refer applicants to the grants program, where appropriate and approve applications up to \$2,000.00. Requests valued in excess of \$2,000.00, which are recommended for approval, will be forwarded to full Council for endorsement.

Refunds and or waiver of Council fees and charges will not be considered through this program apart from minor fees for venue or parks hire or waste disposal up to a maximum value of \$250. Other requests for assistance with Council Fees and Charges will be directed to the Community Grant program.

Eligible groups/organisations are required to be:

- Located within the Boulia Shire Council area
- Have the majority of members residing in the Boulia Shire
- Be a non-profit group/organisation or the particular event is a charitable or community event
- Provide a community benefit to the residents of the Boulia Shire Council area

Application must be submitted to Council 4 weeks prior to your event to be considered by Council

ORGANISATION DETAILS

Name of Organisation: BOULIA STATE SCHOOL.
 Postal Address: 55 TEMPLETON ST, BOULIA QLD 4829
 Contact Person: MELANY MOLENAAR.
 Email Address: admin@boulia.ss.qld.edu.au
 Home Phone: 47463151 Mobile: 0472840493

Does your organisation have the majority of its members residing in the Boulia Shire? YES NO
 Is your organisation located within the Boulia Shire Council area? YES NO
 Is the InKind assistance required for a charitable or community event? YES NO

Give a brief description of your group / organisation e.g. non-profit etc...	STATE SCHOOL, PROVIDE EDUCATION
What community benefit does your group / organisation provide to the Boulia Shire?	AS ABOVE
Please supply a short description of the event / activity the InKind Assistance is required for.	SCHOOL CAMP @ YEPPON FOR OUR 4, 5 & 6 students (BUS HIRE)

EVENT DETAILS

Number of Guests: N/A Wheelie Bin Requirements: How many? N/A
 Date of Hire: From: 30/7/23 To: 4/8/23

DECLARATION

I certify that I have been authorised to submit this request on behalf of the abovementioned group/organisation and the information contained herein is a true and correct record to the best of my knowledge.

I agree that the information contained in this application form may be forwarded to Council's internal and external suppliers for the purposes of processing and completing this request.

Security Deposit will be paid by: CHEQUE CASH CREDIT CARD

Applicant Signature: Melany Date: 24/5/23

OFFICE USE ONLY

Council Program: _____
 Comments: _____

 Refer to Council: _____
 Council Officer Name: _____
 Council Officer Signature: _____

INKIND WORKSHEET		
Name of Function:	SCHOOL CAMP BUS TRIP.	
Date of Function:	30-7 to 4-8-2023	
Time of Function:		
Dates Facility Required:	30-7 to 4-8-2023.	
Name on Booking:	BOULIA STATESCHOOL, MEEAM MOLLAAR.	
Requirements:		
	BARBEQUE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	TABLES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	CHAIRS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	OTHER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If other, DETAILS:	BUS.	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost:		
	Security Deposit:	\$1000.00
	BUS HIRE FOR 6 DAYS.	\$1320.00
	0.40/KLM 1,267.8 KM EACH WAY + ?	\$1014.24
	? INCIDENTAL TRAVEL	
	TOTAL	\$0.00

\$3334.24 +

Privacy Collection Notice:
 The personal information gathered by Boulia Shire Council on this form is for the purposes outlined in this form only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

TITLE:	EnergyQ Solar Farm - Land request with access agreement	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure
 2.3: Well planned
 2.3.6: Facilitate land and infrastructure planning and development that meets the needs of the community

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 advise council of the request for access to Land identified as Lot 101 on SP 255329 having title reference 44051227 registered in the name of Boulia Shire Council and situated at Selwyn Road, Boulia in the state of Queensland. This land is to be used for the sole purpose of providing electricity supply to Boulia township.

CONTENT:

The initial request from Energy Queensland is for council to consider the identified block as suitable for the intended purpose and have a section surveyed of approximately 19ha for the purpose of electricity supply to Boulia.

Energy Queensland also have requested a Licence Agreement for the sole purpose of accessing the land prior to a formal contract being issued and signed by council. This will enable them to prepare their initial plans and progress this project quickly. This section of land has been previously identified by council as suitable for this purpose therefore the CEO has signed the access agreement on behalf of council to progress the project.

Cultural Heritage clearance will be required, and the CEO has advised EnergyQ that they will need to contact GBA Cultural Heritage Clearance Officer who is aware of the correct people to deal with in Boulia to enable clearance and is aware of our requirements for documentation etc.

Map showing location of the proposed future Solar Farm.



CONSULTATION:

- Rohan Rainbow – EnergyQ
- Michael Williams – George Bourne and Associates

GOVERNANCE IMPLICATIONS:

- Value of the land is yet to be determined
- Access to the land – once Cultural Heritage Clearance has taken place.

RECOMMENDATION:

That the council endorse the signed access agreement and receive this report for information on the EnergyQ Solar Energy Farm project.

ATTACHMENTS:

1. Energy Q Licence Agreement - Boulia Solar Farm [11.2.4.1 - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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ACCESS LICENCE



BOULIA SHIRE COUNCIL

AND

■ ERGON ENERGY CORPORATION LIMITED

THIS LICENCE AGREEMENT is made this 1st day of June 2023

PARTIES **BOULIA SHIRE COUNCIL** (“the Owner”) of 18 Herbert Street, Boulia,
Qld 4829

Email: admin@boulia.qld.gov.au

AND **ERGON ENERGY CORPORATION LIMITED ABN 50 087 646 062**
 (“Ergon”) of 420 Flinders Street, Townsville, Qld 4810

Email: etc@ergon.com.au

INTRODUCTION

- A. The Owner is the registered proprietor of the Land.
- B. Ergon wishes to undertake investigations with respect to the Land to investigate a potential acquisition of the Land.
- C. The Owner has agreed to grant Ergon a licence to access the Land to undertake its Investigations on the terms and conditions contained in this Licence Agreement.

OPERATIVE PARTS

1. Definitions and Interpretation

1.1 Definitions

In this Licence Agreement:

- (1) “**Agents**” means all contractors, consultants, agents, servants, employees, invitees and/or all other persons connected with the Investigations;
- (2) “**Business Day**” means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act is to be performed or a payment is to be made.
- (3) “**Commencement Date**” means the date on which the access is first required as agreed between the Owner and Ergon.



- (4) **“End Date”** means the earlier of the date on which Ergon gives notice to the Owner that Ergon’s investigations are completed or by 31 December 2023.
- (5) **“Investigations”** means all actions required for Ergon to undertake its due diligence investigations with respect to the Land including, but not limited to, town planning investigations, survey, soil sampling, vegetation assessment, cultural heritage assessments.
- (6) **“Land”** means Lot 101 on SP 255329 having title reference 44051227 registered in the name of the Owner and situated at Selwyn Road, Boulia in the state of Queensland.
- (7) **“Licence Agreement”** means this document, including any annexures to it.
- (8) **“Licence Fee”** means \$1.00, if demanded.

1.2 Interpretation

- (1) Reference to:
 - (a) one gender includes the others;
 - (b) the singular includes the plural and the plural includes the singular;
 - (c) a person includes a body corporate;
 - (d) a party includes the party’s executors, administrators, successors and permitted assigns;
 - (e) a statute, regulation or provision of a statute or regulation (“Statutory Provision”) includes:
 - (i) that Statutory Provision as amended or re-enacted from time to time; and
 - (ii) a statute, regulation or provision enacted in replacement of that Statutory Provision; and
 - (f) money is in Australian dollars, unless otherwise stated.



- (2) "Including" and similar expressions are not words of limitation.
- (3) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (4) Headings and any table of contents or index are for convenience only and do not form part of this Licence Agreement or affect its interpretation.
- (5) A provision of this Licence Agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of the Licence Agreement or the inclusion of the provision in the Licence Agreement.
- (6) If an act must be done on a specified day which is not a Business Day, it must be done instead on the next Business Day.

1.3 Parties

- (1) If a party consists of more than 1 person, this Licence Agreement binds each of them separately and any 2 or more of them jointly.
- (2) An obligation, representation or warranty in favour of more than 1 person is for the benefit of them separately and jointly.

2. Grant of Licence

- 2.1 In consideration of the grant of the Licence Agreement by the Owner and payment of the Licence Fee by Ergon Energy, the Owner hereby grants to Ergon and its Agents from the Commencement Date until the End Date an irrevocable licence to enter upon the Land to undertake the Investigations in accordance with this clause.
- 2.2 In granting the licence under Clause 2.1 the Owner must take all reasonable steps to ensure that Ergon and its Agents are granted access to the Land as required to complete the Investigations.
- 2.3 In carrying out the Investigations, Ergon must take all reasonable steps to cause as little interference as is reasonably possible to the Owner's use and occupation of the Land. Ergon may, if reasonably required and subject to all



applicable legislation and regulations, clear that part of the Land to enable Ergon to access to the Land and/or carry out its Investigations.

3. **Indemnity**

Ergon shall at all times indemnify the Owner and keep the Owner indemnified against any liability in respect of all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be made against the Owner or incurred or become payable by the Owner resulting in any way from Ergon's access of the Land pursuant to this Licence Agreement.

4. **Further Assurance**

The parties are to do all things (including executing all documents) necessary or desirable to give full effect to this Licence Agreement.

5. **Severability**

If anything in this Licence Agreement is unenforceable, illegal or void then it is severed and the rest of this Licence Agreement remains in force.

6. **Entire Understanding**

This Licence Agreement is the entire agreement and understanding between the parties on everything connected with the subject matter of this Licence Agreement and supersedes any prior agreement or understanding on anything connected with that subject matter.

7. **Variation**

An amendment or variation to this Licence Agreement is not effective unless it is in writing and signed by the parties.

8. **Waiver**

8.1 A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.

8.2 The exercise of a power or right does not preclude either its exercise in the future or the exercise of any other power or right.



8.3 A waiver is not effective unless it is in writing.

8.4 Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

9. **Costs and Outlays**

Each party must pay its own costs and outlays connected with the negotiation, preparation and execution of this Licence Agreement.

10. **Notices**

10.1 A notice or other communication connected with this Licence Agreement ("Notice") has no legal effect unless it is in writing.

10.2 In addition to any other method of service provided by law, the Notice may be:

- (1) sent by prepaid post to the address of the addressee set out in this Licence Agreement or subsequently notified;
- (2) delivered at the address of the addressee set out in this Licence Agreement or subsequently notified; or
- (3) sent by email to the email address set out in this Licence Agreement or subsequently notified.

10.3 A Notice must be treated as given and received:

- (1) if sent by post, on the 4th Business Day (at the address to which it is posted) after posting;
- (2) if sent by email before 5 p.m. on a Business Day on the day it is sent and otherwise on the next Business Day; or
- (3) if otherwise delivered before 5 p.m. on a Business Day at the place of delivery, upon delivery, and otherwise on the next Business Day at the place of delivery.

10.4 Any Notice by a party may be given and may be signed by its solicitor.

11. **Governing Law and Jurisdiction**

11.1 The law of Queensland governs this Licence Agreement.



11.2 The parties submit to the non-exclusive jurisdiction of the courts of Queensland and of the Commonwealth of Australia.

12 GST

12.1 Words in this clause **Error! Reference source not found.** have the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth), unless the context makes it clear that a different meaning is intended.

12.2 If a party is a member of a GST group, references to GST which the party must pay and to input tax credits to which the party is entitled, include GST which the representative member of the GST group must pay and input tax credits to which the representative member is entitled.

12.3 All amounts stated in this Licence are GST exclusive unless otherwise indicated.

12.4 If an amount in this Licence is not stated as GST inclusive then the following provisions apply:

- (1) a recipient of a taxable supply under or in connection with this Licence must pay to the supplier, in addition to the consideration for the taxable supply, an amount equal to any GST paid or payable by the supplier in respect of the taxable supply; and
- (2) the recipient must make that payment to the supplier when the consideration or part of it is provided, except that the recipient need not pay any amount referable to GST unless the recipient has received a tax invoice for that taxable supply.

13 Counterparts

This Licence may be executed in any number of counterparts. All counterparts together will be taken to constitute one instrument.



Executed as an Agreement

**EXECUTED by an authorised officer of ERGON
ENERGY CORPORATION LIMITED ABN 50 087 646
062**

this _____ day of _____ 2023
in the presence of:

Witness [Print name]

.....
Authorised Officer

.....
Witness [sign]

**EXECUTED by an authorised officer of BOULIA
SHIRE COUNCIL**

this _1st ____ day of _June_____ 2023

Kaylene Sloman,
Director of Corporate and
Financial Services
Witness [Print name]

Lynn Moore
.....

Authorised Officer
Lynn Moore, Chief Executive Officer

KMSloman
.....

Witness [sign]



TITLE:	New Project Decision Policy and Management Directive	DOC REF: 11.2.5
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.3: Stability

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

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 review and determine a new policy which supports the Project Decision making process at Boulia Shire Council and its supporting management directive.

CONTENT:

This Project Decision Directive policy document outlines :

- Council's overarching intentions and guiding principles for project decision making.
- The implementation of the project decision process, which is consistent with the strategic actions and outcomes specified by the Corporate Plan.
- a commitment to legislative compliance as well as continual improvement in project decision making across the organisation.

Project decision making at Boulia Shire Council combines management, governance, financial, economic and technical components, applied across relevant phases of the project lifecycle to establish a common approach for considering opportunities and proposed projects, and managing projects through to completion.

To improve project selection and delivery, Council adopts a structured decision-making process across the project lifecycle. The lifecycle stages include:

- Identify
- Evaluate
- Analyse
- Recommend
- Engage/Decide
- Deliver
- Operate/Maintain
- Decommission

The purpose of this policy is to establish a project decision process to assist Council to manage local government investments in accordance with statutory requirements and sound contracting principles. This ensures optimal project choices are made, supporting the ongoing sustainability of local government, and providing the highest-quality services and facilities to the residents and ratepayers of Boulia Shire.

Council provides a range of services to the community and, in doing so, is required to ensure these services are sustainable. Typically, in any year, the concepts and ideas considered in the budgeting process will exceed the number of projects that can be supported. Therefore,

decisions must be made about which concepts will be progressed for further consideration. Council recognises the advantages of adopting a disciplined approach to project decision making, by considering project need, benefits, complexity, cost, and risk, so that approved and prioritised projects provide value for money.

Project Decision Management Directive

Council has two bodies responsible for the implementation of the Project Decision Policy:

1. **Project Decision Group (PDG)** – [ManEx and Portfolio Councillors] is the decision-making group which approves/declines the project to go to Council.
2. **Project Reference Group (PRG)** - [Section Director, Managers, Supervisors] considers and approves project related documents for consideration by the Project Decision Group.

The objective of the Project Reference Group (PRG) is to provide advice and recommendations to the Project Decision Group (PDG) on the evaluation of projects by reviewing:

1. **Consistency** - building discipline into the project selection process.
2. **Fairness** - selecting projects in a consistent, equitable and transparent manner.
3. **Risk review** - Understanding and mitigating risks and unknowns from the outset.
4. **Assess the success** of the ongoing project - Linking project selection to Corporate Plan.
5. **Prioritisation** - assess project proposals across a common set of criteria.
6. **Justification** - make decisions to stop projects that don't support the Corporate Plan.
7. **Cost** - Providing a view of all proposed projects against available budget.

This management directive applies to all Council workplace participants (including elected members) and to all projects with an initial cost of \$50,000 or a whole of life cost of over \$500,000 within a 10-year period.

Projects arise from a range of sources including:

- Those identified by community members and presented to Council or Councillors.
- Projects that arise from a service level need, including increased demand, expansion, changing trends, an opportunity, a chance for improvement or a completed or outdated plan.
- Compliance matters due to legislation, safety, or technical requirements.
- Asset management.

The framework suggests that all identified projects pass through the decision-making process unless:

- Listed as ineligible within the Project Decision Policy;
- Already identified in a pre-existing and approved asset management plan;
- Or Due to a compliance/safety issue.

The progress of these two documents will support council's sound decision making process and strengthen the confidence external funding bodies have in our ability to select, manage and deliver projects to their standards.

These two documents are supported by several documents to enable information to be gathered, reviewed and assessed for suitability against these guidelines prior to submission to council for approval.

CONSULTATION:

- This policy is guided by the Queensland Treasury – Product Decision Framework.

GOVERNANCE IMPLICATIONS:

- Increased oversight and review of potential projects which may have an impact on council's current budgets and legacy of on going costs into the future.

RECOMMENDATION:

That the council adopt the addition of this new Project Decision Policy into the council's group of policies and endorse the Management Directive which supports the policy.

ATTACHMENTS:

1. Project Decision Management Directive [11.2.5.1 - 8 pages]
2. Project Decision Policy [11.2.5.2 - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Project Decision Management Directive -MD 01.07.2023

Category:	Management Directive
Policy Number:	(refer to policy register for a new policy number)
Document Version:	(new)
Obsolete Version:	n/a
Keyword Classification:	Project decision framework
Summary:	This management directive applies to all Council workplace participants (including elected members) and to all projects with an initial cost of \$50,000 or a whole of life cost of over \$500,000 within a 10-year period
Adoption Date:	(to be added after Council adoption)
Resolution:	(to be added after Council adoption)
Due for Revision:	(Annually or Three years unless otherwise impacted by legislation)
Revision date:	(will be based on the revision period)
Date revoked:	n/a
Related documents:	(add any relevant policies or forms)
Responsible Section:	Chief Executives Office
Responsible Officer:	Chief Executive Officer
Legislation:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i> <i>Public Sector Ethics Act 1994</i> <i>Environmental Protection Act 1994</i> <i>Workplace Health and Safety Act 2011</i> <i>Crime and Corruption Act 2001</i>

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OBJECTIVE

The Project Decision Management Directive establishes the requirements, accountability and responsibilities for adhering to the Project Decision Policy and the advice and direction of the Project Decision Group (PDG).

SCOPE

This management directive applies to all Council workplace participants (including elected members) and to all projects with an initial cost of \$50,000 or a whole of life cost of over \$500,000 within a 10-year period.

DEFINITIONS

Council – means Boulia Shire Council.

Council Officer – means any person/s employed by Boulia Shire Council.

Councillor – means any elected member of Boulia Shire Council.

ManEx – Directors and Chief Executive Officer.

Project – means the acquisition or improvement of a Council asset or process that imposes a financial or reputational implication to Council.

Project Decision Framework (PDF)– means Council’s own framework (see Figure 1) inspired by the Queensland Treasury Corporations suite of documents for the governance of Council projects.

Project Decision Group (PDG)– means the decision-making group constituted by nominated Councillor’s (portfolio owners) and ManEx (CEO, All Directors, CSM).

Project Reference Group (PRG)– means the team (Section Director, Managers, Supervisors) which considers and approves project decision documentation for consideration by the Project Decision Group.

Project Decision Management Directive – means this Project Decision Management Directive MD-01.07.2023

Project Decision Policy – means the Project Decision Policy adopted by council.

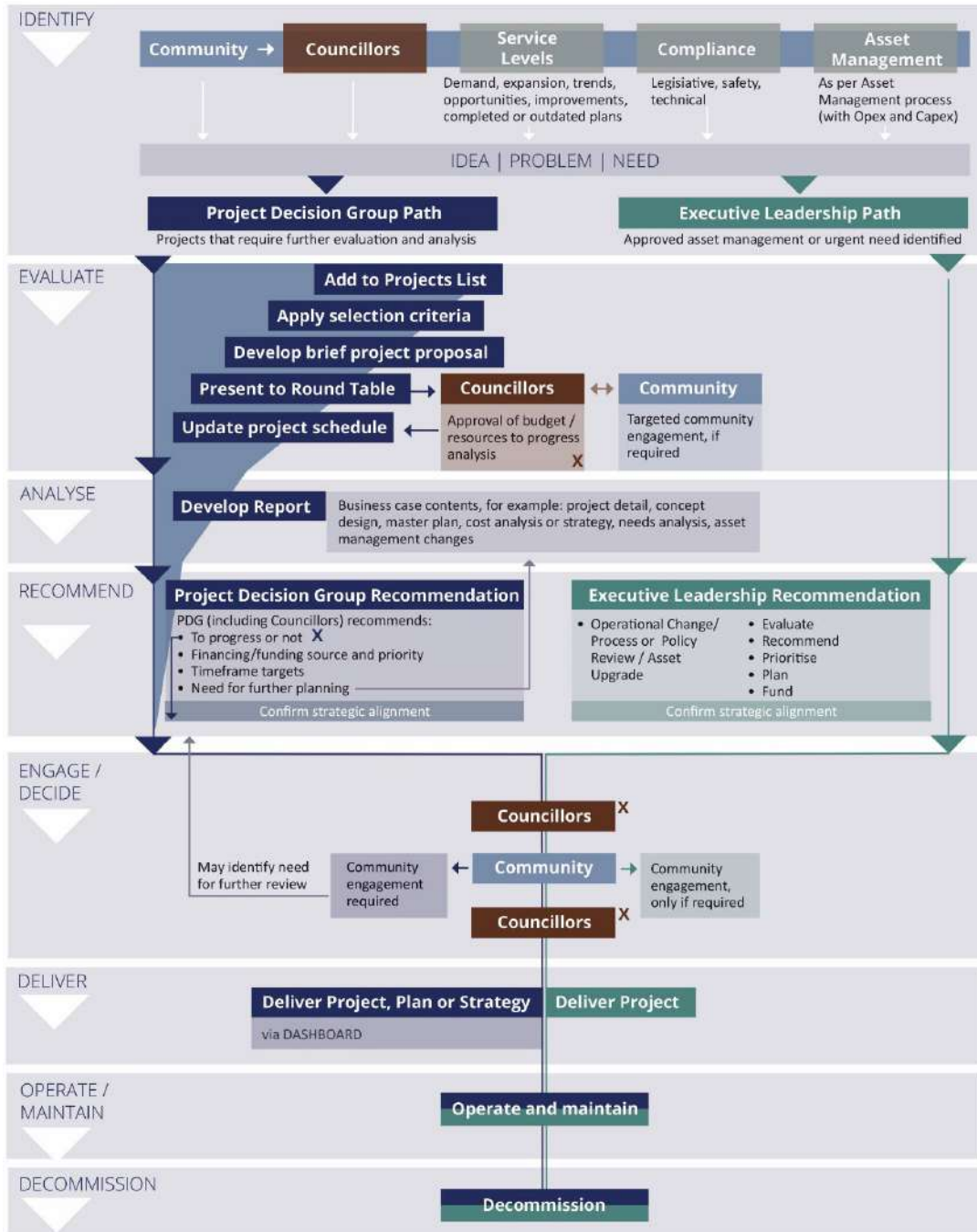
Project Manager - means the Council Officer charged with the delivery of a project or outcome identified in the Project Decision Framework.

Urgent Works – means works or projects required in an event that occurs and endangers your employees, the public; or risks disrupting the workplace operations; or causes damage.

PROJECT DECISION FRAMEWORK (table)

The Project Decision Framework is tailored to assist in identifying, selecting and managing the right projects so that Council’s limited resources are applied prudently and efficiently.

Figure 1 – Project decision framework



PROJECT DECISION FRAMEWORK – (statements)

Council has two bodies responsible for the implementation of the **Project Decision Policy**:

1. **Project Decision Group (PDG)** – [ManEx and Portfolio Councillors] is the decision-making group which approves /declines the project to go to Council.
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4. **Assess the success of the ongoing project** -Linking project selection to Corporate Plan.
5. **Prioritisation**- assess project proposals across a common set of criteria.
6. **Justification** – make decisions to stop projects that don't support the Corporate Plan.
7. **Cost** - Providing a view of all proposed projects against available budget.

IDENTIFY

Projects arise from a range of sources including:

- Those identified by community members and presented to Council or Councillors.
- Projects that arise from a service level need, including increased demand, expansion, changing trends, an opportunity, a chance for improvement or a completed or outdated plan
- Compliance matters due to legislation, safety, or technical requirements.
- Asset management.

The framework suggests that all identified projects pass through the decision-making process unless:

- Listed as ineligible within the Project Decision Policy;
- Already identified in a pre-existing and approved asset management plan: or
- Due to a compliance/safety issue.



EVALUATE



Once added to the Projects List, the standard project selection criteria are applied by the Project Decision Group to identify which projects proceed to the proposal stage.

Project Selection Criteria eg:

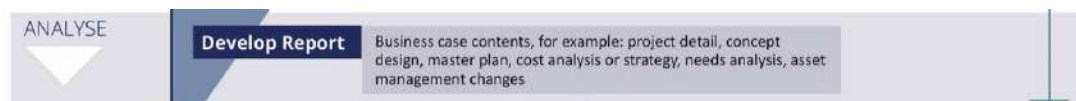
1. Budget
2. Timelines
3. Staff / contractors available to complete.

Brief project proposals are developed by 'TPDG' for presentation to ManEx. The proposal is prepared to enable an informed decision about whether to progress a project, allocate budget and resources for further analysis, or for the concept to be abandoned. ManEx may also recommend that the project seeks further targeted community engagement.

Key information which may be included in a proposal includes:

1. Brief details of the service need.
2. Brief of the current service levels and current assets.
3. How the project aligns with the Corporate Plan and Annual Operating Plan.
4. Description of options for meeting the service need including a "do nothing" or "do minimum" option.
5. Pros and Cons of the options.
6. High level risk analysis of each option.
7. High level whole of life costing estimate for each option (if possible, without extensive resource investment or risk).
8. Identify potential funding sources and/or savings on existing costs.
9. Suggestions of the next level of analysis required to investigate the project feasibility including cost.

ANALYSE



During the *Analyse* stage, Council Officers utilise the resources and budget allocated in the *Evaluate* stage to determine project feasibility through the development of business case contents. For example: project detail, technical advice, concept design, master plan, cost analysis and funding strategy, needs analysis, or asset management plan.

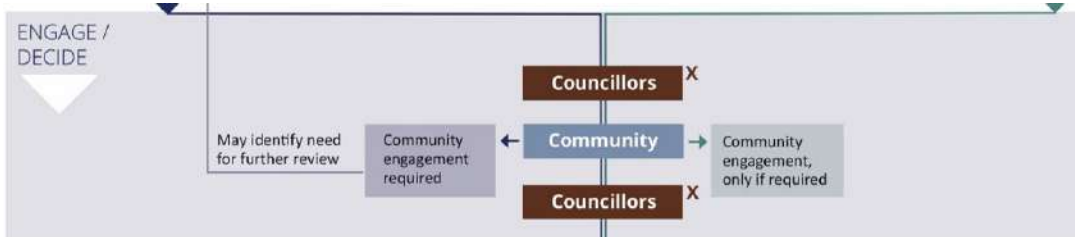
RECOMMEND



At the recommend stage, the Project Decision Group reviews all projects which have been analysed, confirming their strategic alignment. At this stage the PDG, informed by the analysis and with input from all attendees, may recommend:

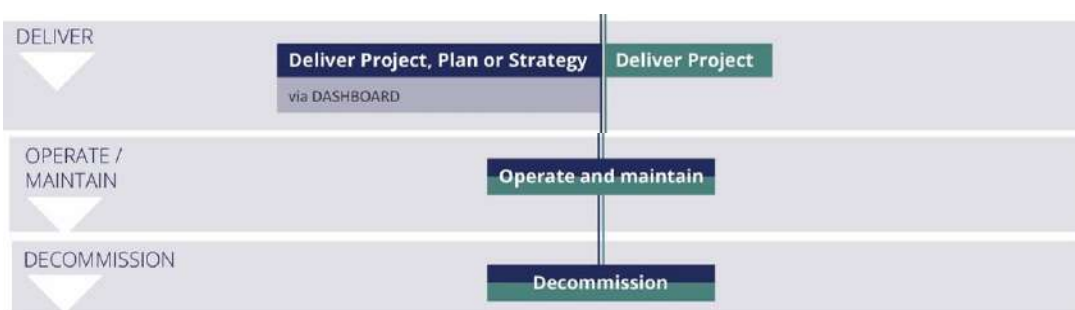
- To progress the project or not
- What priority a project is given (amongst others) within which financing/funding source
- The timeframes and targets for the project
- A need for further planning

ENGAGE/DECIDE



Once a project has been recommended and prioritised to proceed it will be presented to Council. At this point Council may choose to approve or abandon the project, or progress the project to community engagement after which, project approval, abandonment or further analysis may be decided.

DELIVER, OPERATE/MAINTAIN, DECOMMISSION



Once projects are approved to deliver, they are managed via Council's Project Management Dashboard before moving to an operational phase. Infrastructure is also included in Council's Asset Management Plan/s.

Decommissioning occurs when an asset reaches the end of its useful life. Decommissioning practices can also be applied to a plan or strategy once it reaches its suggested end date or is completely delivered upon.

Nearing the end of an asset, strategy, or plan’s useful life, a decision will need to be made regarding further investment, revision or renewal, or disposal, and likely a new project considered by the project decision framework – recommencing the project life cycle.

EXEMPTIONS

Ineligible projects specified within the Project Decision Policy, which have already been identified in a pre-existing and approved asset management plan or due to a compliance issue, still follow a process whereby the TPDG progresses these projects directly to delivery stage, according to the priority set by asset management planning or project urgency.

URGENT WORKS

Urgent works may be required in the event of an incident that proposes risk or danger to employees or the public; or disrupts workplace operations; or causes damage. Written approval is required from the Chief Executive Officer in order to undertake urgent works.

ROLES AND RESPONSIBILITIES

The following table outlines the roles of key staff in implementation of this Management Directive. In addition to the members identified in the table below, the Group may invite more participants to engage in meetings to provide information and advice relevant to the Group’s purpose.

Role	Function
Chief Executive Officer	<ul style="list-style-type: none"> – Chair of Project Decision Group – Overall responsibility of ensuring the project owner provides adequate updated reporting to Council and allocation of the necessary resources to complete the project.
Director of Corporate Services (DCS)	<ul style="list-style-type: none"> – To provide budget impacts of proposed projects (LTFP), whole-of-life costs, long-term financial reporting and depreciation considerations to the Project Reference Group (PRG) and Project Decision Group (PDG). – Position should provide ongoing support on ongoing budgets including potential overruns and business requirements related to the DCS directorate (legislation/reporting).
Director Works and Operations (DWO)	<ul style="list-style-type: none"> – Chair of Project Reference Group – Key Project Officer as part of the Project Reference Group. – Position should provide input on infrastructure needs and business requirements related to the DWO directorate
Community Services Manager (CSM)	<ul style="list-style-type: none"> – Key Project Officer as part of the Project Reference Group. – Position should provide input on community needs and business requirements related to Community Services Portfolio.
CEO’s Executive Assistant	<ul style="list-style-type: none"> – Preparation of agendas, collation of reports and preparation of minutes. Assist with recording of information, assist with collation and completion of various documentation where required.

RELATED DOCUMENTS

Procurement Policy
Project Decision Policy



BOULIA SHIRE COUNCIL

Project Decision Policy

Category:	Policy
Policy Number:	(refer to policy register for a new policy number)
Document Version:	(new)
Obsolete Version:	n/a
Keyword Classification:	Project decision
Summary:	Project decision making at Boulia Shire Council combines management, governance, financial, economic and technical components, applied across relevant phases of the project lifecycle to establish a common approach for considering opportunities and proposed projects, and managing projects through to completion
Adoption Date:	(to be added after Council adoption)
Resolution:	(to be added after Council adoption)
Due for Revision:	(Annually or Three years unless otherwise impacted by legislation)
Revision date:	(will be based on the revision period)
Date revoked:	n/a
Related documents:	(add any relevant policies or forms)
Responsible Section:	Chief Executives Office
Responsible Officer:	Chief Executive Officer
Legislation:	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>

PURPOSE

This policy document:

- Specifies Council's overarching intentions and guiding principles for project decision making.
- Describes implementation of the project decision process, consistent with the strategic actions and outcomes specified by the Corporate Plan.
- Includes a commitment to legislative compliance as well as continual improvement in project decision making across the organisation.

SCOPE

Project decision making at Boulia Shire Council combines management, governance, financial, economic and technical components, applied across relevant phases of the project lifecycle to establish a common approach for considering opportunities and proposed projects, and managing projects through to completion.

To improve project selection and delivery, Council adopts a structured decision-making process across the project lifecycle. The lifecycle stages include:

- *Identify*
- *Evaluate*
- *Analyse*
- *Recommend*
- *Engage/Decide*
- *Deliver*
- *Operate/Maintain*
- *Decommission*

DEFINITIONS

Council - means Boulia Shire Council.

Council Officer – means any person/s employed by Boulia Shire Council.

Councillor - means any elected member of Boulia Shire Council.

ManEx Team – means Boulia Shire Council Managers, Directors and Chief Executive Officer.

Project – means the acquisition or improvement of a Council asset or process that imposes a financial or reputational implication to Council.

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Project Decision Group (PDG)– means the decision-making group constituted by nominated portfolio Councillors and ManEx.

Project Reference Group (PRG)- means the team (Section Director, Managers, supervisors) which consider and approves the project decision documentation for consideration by the Project Decision Group.

Project Decision Policy – means this Project Decision Policy

Project Manager - means the Council Officer charged with the delivery of a project or outcome identified in the Project Decision Framework.

POLICY STATEMENT

The purpose of this policy is to establish a project decision process to assist Council to manage local government investments in accordance with statutory requirements and sound contracting principles. This ensures optimal project choices are made, supporting the ongoing sustainability of local government, and providing the highest-quality services and facilities to the residents and ratepayers of Bouliā Shire.

Council provides a range of services to the community and, in doing so, is required to ensure these services are sustainable. Typically, in any year, the concepts and ideas considered in the budgeting process will exceed the number of projects that can be supported. Therefore, decisions must be made about which concepts will be progressed for further consideration. Council recognises the advantages of adopting a disciplined approach to project decision making, by considering project need, benefits, complexity, cost, and risk, so that approved and prioritised projects provide value for money.

Council aspires to the following mission:

Performance and Value for Money

“Achieving best value for money outcomes for our community.”
“Collaboration, managing expectations and working towards common goals.”

Council’s project decision making mission is guided by the following principles:

1. Project Governance and Accountability

- a) A disciplined approach towards project selection to undertake the ‘right’ projects across the organisation.
- b) Project proposals are prioritised based on a common and agreed set of criteria.
- c) Project selection is linked to strategic intent.
- d) Accountability for project decision making activities is unambiguous, accepted and met.
- e) Industry standards and guidelines are used where appropriate.
- f) A consistent project decision making language is used.

2. Project Information Management

- a) Council recognises, identifies, records, and maintains project information to a level of detail, accuracy, and integration necessary for each project to be managed in accordance with the integrated framework.
- b) Statutory requirements relating to Council’s project work are met (as a minimum).

3. Project Lifecycle Management

- a) Projects are managed from a whole-of-life perspective.
- b) Risks and opportunities are identified and managed in accordance with the Corporate Risk Framework prior to final project selection.
- c) Prior to approval of any major project that constitutes a renewal or upgrade to an existing service, a critical review, based on demonstrated service needs is undertaken and the ‘whole-of-life’ cost of that project is determined.

4. Service level management

- a) An agreed growth and demographic model is used to plan for infrastructure investment driven by changes in demand.
- b) Council defines current and desired levels of service considering technical and community requirements and the cost of services.

In Summary, the decision-making framework follows these steps.

<i>Identify</i>	A project arises from an idea, problem or need
<i>Evaluate</i>	Listed projects are evaluated with a selection criteria and proposal. Budget and resources are allocated if they are to proceed by the Project Reference Group (PRG)
<i>Analyse</i>	Projects are analysed in more detail with a business case to determine their feasibility by the Project reference Group (PRG)
<i>Recommend</i>	The Project Decision Group (PDG) recommends project progression, priority, timeframe, or need for further planning prior to submission to Council.
<i>Engage/Decide</i>	Councillors determine which project proceed. (if required - in consultation with the community)
<i>Deliver</i>	Projects are delivered using Council's project dashboard
<i>Operate/Maintain</i>	Project operational phase, and if infrastructure, project is included in Asset Management Plan/s.
<i>Decommission</i>	Assets, strategies or plans nearing end of life may reenter the project lifecycle

Application

This policy applies to all projects with an initial cost of \$50,000 or a whole of life cost of over \$500,000 within a 10-year period. However, the following **exemptions** apply:

- a) Roads to Recovery (R2R), Traffic Infrastructure Development Scheme (TIDS), Disaster Recovery Funding Arrangements (DRFA), Minor Works Performance Contracts (MWPC) and Road Maintenance Performance Contracts (RMPC) projects are exempt.
- b) Any scheduled maintenance to Council assets as per the asset management plans or service plans is exempt.

The Chief Executive Officer may, by way of formal written approval, permit a project to bypass any evaluative processes.

RELATED POLICIES / LEGISLATION

This policy is aligned with Council's corporate plans and strategies. Furthermore, it is central to a suite of related functional level policies that support and guide the management of projects and maximise the business benefits that the opportunities associated with these projects present to Council.

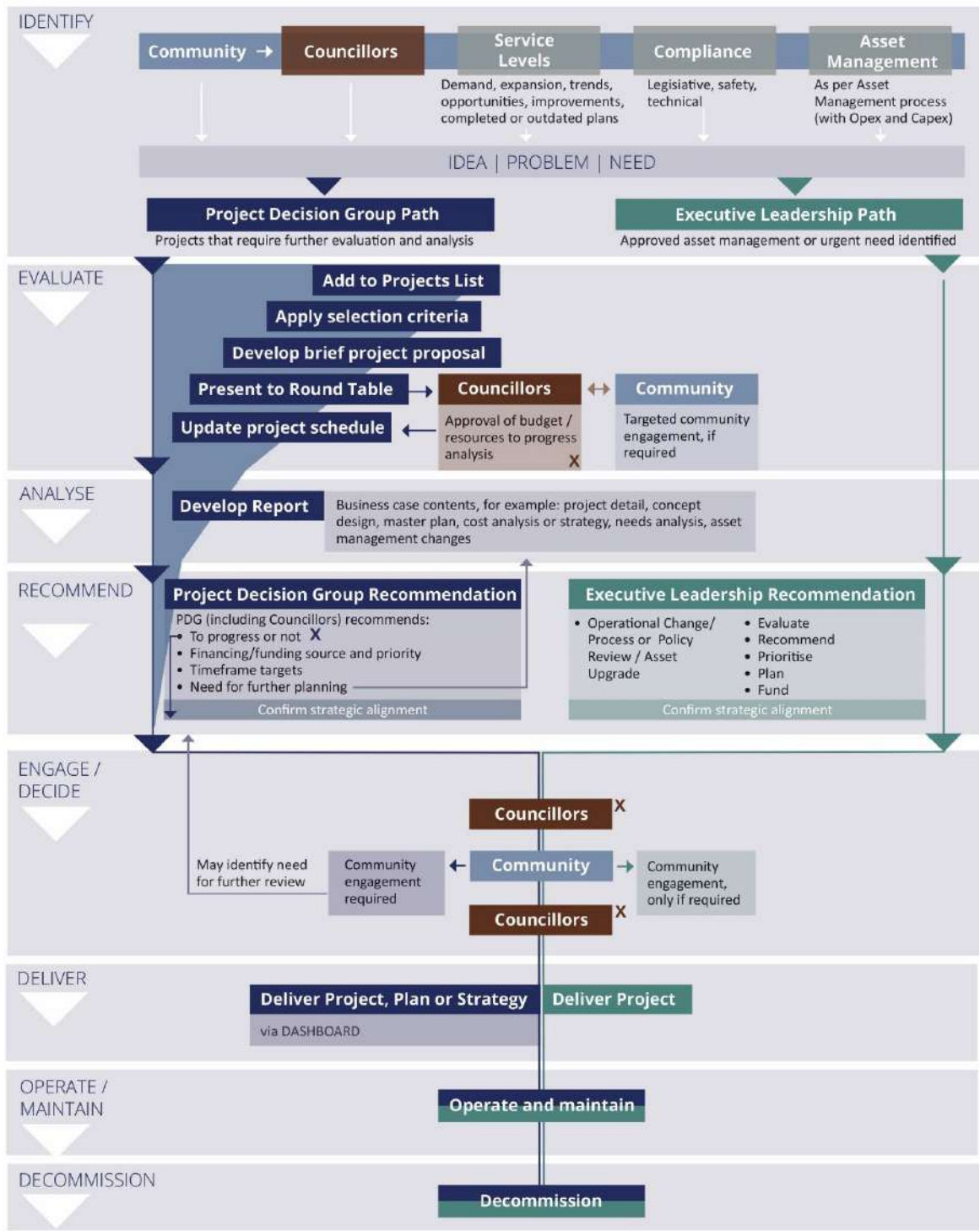
REPORTING REQUIREMENTS

The Project Decision Group (PDG) will, while making any recommendations, undertake due diligence to ensure the below reports and/or plans are consulted.

Local Government Regulation 2012

- *Corporate plan*
- *Asset management plans*
- *Long term financial plans*

Figure 1: Decision making framework



X Project stop point

ACCOUNTABILITIES, ROLES, AND RESPONSIBILITIES

Project decision making responsibilities and relationships have been established as follows:

Council	<ul style="list-style-type: none"> - To act as stewards for all projects. - To approve Council projects and monitor outcomes. - To set corporate project decision policy and vision. - To oversee and approve levels of service, risk, and cost standards. - To ensure project investment decisions consider whole-of-life costs.
Chief Executive Officer / ManEx	<ul style="list-style-type: none"> - To implement the decision-making process consistent with the Project Decision Policy with agreed resources and review performance. - To ensure that accurate and reliable information is presented to Council for decision making. - To integrate the Project Decision Policy, process, and guidelines into Council’s corporate governance framework.
Project Custodians / Proponents	<ul style="list-style-type: none"> - To develop proposals for new projects in accordance with Council’s Project Decision Policy. - To ensure proposals include several project delivery options to determine the most viable option. - To develop and implement project management plans for individual approved projects in accordance with the guidelines. - To deliver levels of service to the agreed risk and cost standards. - To present information to Council and Chief Executive Officer in terms of lifecycle risks and costs.
Project Decision Group	<ul style="list-style-type: none"> - To develop, implement and monitor Council’s Project Decision Framework in accordance with this policy. - Ensure promotion and implementation of each step in the framework progressing projects through a staged lifecycle. - Evaluate and monitor key performance outputs/criteria following implementation.

RELATED DOCUMENTS

- Procurement Policy
- Risk Management Framework
- Risk Management Policy

TITLE:	Annual Valuation 2023-2024	DOC REF: 11.2.6
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

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

PURPOSE:

To respond by the 13th July 2023 to the request for an annual valuation to be completed by the Valuer General. In line with the requirements of the Act, they seek our local government's opinion on whether a valuation of our local government should be undertaken to be effective on 30 June 2024.

CONTENT:

The Land Valuation Act 2010 (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report of the Local Government Area which reviews sales of land since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
- the results of consultation with the local government for the area, and appropriate local and industry groups.

Under the Act, annual valuations are required to be issued prior to 31 March in the year the Valuation is to take effect.

CONSULTATION:

- Full council discussion on 23rd June 2023

GOVERNANCE IMPLICATIONS:

- Potential impact on council's revenue

RECOMMENDATION:

That a letter of response be returned to advise the Valuer General of council's recommendation regarding valuation for the 2024 period and this be done before the 13th July to the Valuer Generals email: valuer-general@resources.qld.gov.au

ATTACHMENTS:

1. BOULIA SHIRE [11.2.6.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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6 June 2023



Department of **Resources**

Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council
Cnr Herbert & Burke Streets
Boulia QLD 4829

By email: ceo@boulia.qld.gov.au;

Dear Ms Moore

Consideration for the annual valuation program effective 30 June 2024

I would like to introduce myself; my name is Laura Dietrich, I am the Valuer-General, Department of Resources. I have more than 25 years valuation experience across the public and the private sector. I have lived and worked in regional Queensland including Mackay, Roma, Emerald, and Maryborough and South-East Queensland.

I am seeking your views in relation to the revaluation of your local government area as part of the 2024 revaluation program that will take effect on 30 June 2024.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation and market movements. The SVS will continue to monitor the property market.

Consistent with the Act, please advise me of your support or otherwise for a revaluation in 2024. You may also wish to provide me with any additional information relevant for consideration. Please provide your response to me **by Friday, 13 July 2023** by email at valuer-general@resources.qld.gov.au. The results of this consultation will be used to inform my final decision about the 2024 revaluation program.

If you have any further enquiries regarding the revaluation program, please contact Brett Bowen, Area Manager, State Valuation Service on telephone (07) 4222 5500 or email Brett.Bowen@resources.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Laura Dietrich", followed by a long horizontal line.

Laura Dietrich
Valuer-General
Department of Resources

1 William Street, Brisbane Qld 4000
PO Box 15216, City East Qld 4002
www.resources.qld.gov.au
ABN 59 020 847 551

TITLE:	Informal Annual review of Town Planning Scheme 2023-2024	DOC REF: 11.2.7
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

The purpose of this report is to complete an informal annual review of the Boulia Shire Council Town Planning Scheme. This is to ensure that the current scheme still meets the needs of the town in relation to future development.

CONTENT:

The current Town Planning Scheme (available to view on the Council website - [Planning and Development – Boulia Shire Council](#)) was adopted in May 2020 and therefore does not need a legislative review until 2030, under the Act. It is good business practise to keep this Town Planning Scheme in mind when new opportunities arise during the year and then be able to accommodate infrastructure or development that fits within Councils' long term plans.

No changes are envisioned to be required this year as all previous allocations of planning areas fit nicely with Councils' plans.

CONSULTATION:

Nil required – informal review

GOVERNANCE IMPLICATIONS:

Nil - no impact.

RECOMMENDATION:

That Council receive the Informal Annual review of Town Planning Scheme 2023-2024 report for information.

ATTACHMENTS:

1. Map - Planning Zones - Boulia Township [11.2.7.1 - 1 page]





Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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ZM-2 Boulia Shire Council
Planning Scheme
Boulia Zones & Precincts

LEGEND **DRAFT**

ZONE

-  Recreation and open space
-  Rural
-  Rural residential
-  Township

PRECINCT

-  Industrial

While every care is taken to ensure the accuracy of this product, Boulia Shire Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs you may incur as a result of the product being inaccurate or incomplete in any way or for any reason.

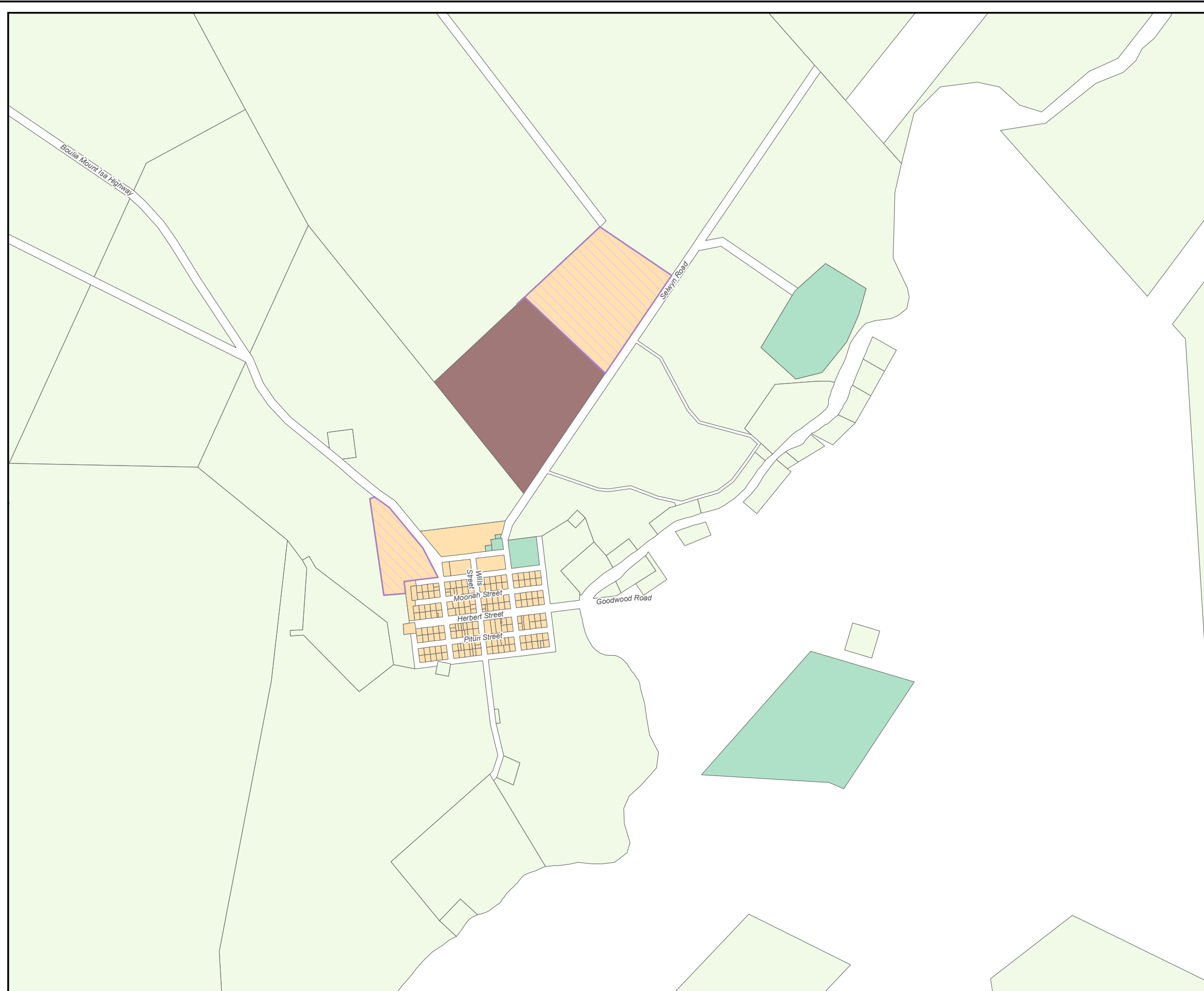


0 100 200 400 600 800
Metres

Map Size: **A3**

Coordinate System: GDA 1994 MGA Zone 54
Projection: Transverse Mercator
Datum: GDA 1994

Map produced by the Department of State Development, Manufacturing, Infrastructure and Planning Spatial Services Unit for Boulia Shire Council, 13/12/2019



TITLE:	Disaster and Resilience Recovery Plan 2023-2025	DOC REF: 11.2.8
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.2 : Resilient

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

4.2.2: Establish and maintain a disaster management response capability to meet community needs when required

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

For council to review and endorse the Disaster and Resilience and Recovery Plan before submission to the Local Disaster Management Group.

CONTENT:

Boulia Shire is subject to many natural events which can be severe and long ranging. For the past fourteen years we have been drought declared interspersed with annual 'dry' flood events which quite often are in segmented areas of the shire.

The monsoonal flood events which occur between December to March have a significant positive impact on the shire. These monsoonal floods events lead to very significant and in some cases, record breaking floods across the Boulia Shire in some years and in some other areas adjoining this local government area (Winton and Diamantina shires). Flooding usually occurs in the Georgina, Burke, Wills Rivers, flowing into the Channel Country and into Lake Eyre. These flood events flow out into the flood plains providing moisture over a significant land mass.

The flow on effect of increased flooding is the increase in verbiage which brings with it the increased risk of grass fires. To say that the people who make Boulia home are resilient is an understatement.

The cost of events such as those are measured in Human and Social impacts, Economic impacts, Environmental impacts, impacts on buildings and infrastructure, and roads and transport.

This plan is the first attempt to capture the impacts, what our initial recovery actions will be and whether those actions are working (how they will be measured).

The plan also highlights the importance of the identification of Immediate, Short Term, Medium to long term initiatives and some initial major recovery projects. All of these initiatives will need to be planned for and require future funding.

CONSULTATION:

For submission to the Local Disaster Management Group for their review at the next scheduled meeting.

GOVERNANCE IMPLICATIONS:

Future guidance for council and LDMG when considering events and funding opportunities.

RECOMMENDATION:

1. That the council endorse the Disaster Resilience and Recovery Plan 2023-2025.
2. That the CEO submit the Disaster Resilience and Recovery Plan to the next LDMG meeting for review.

ATTACHMENTS:

1. Boulia Shire - Disaster Resilience and Recovery Plan 2023-2025 [**11.2.8.1** - 10 pages]

Chief Executive Officer	Ms Lynn Moore
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DISASTER,
RESILIENCE
AND RECOVERY PLAN

BOULIA SHIRE 2023-2025



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OVERVIEW

About the community

The township of Boulia is the pivotal point of the far-west, with Mount Isa 300 kilometres to the north and Winton 366 kilometres to the east. It is also linked to Alice Springs to the west via the Donohue Highway. The shire shares a 320 kilometre common border with the Northern Territory and the southern part of the Shire's western boundary marks the east edge of the mighty Simpson Desert. The Shire covers 60,906km² and has over 1700klms of State and shire road networks with a population of 458 (2021). Boulia's only other township is Urandangi which is home to the Dangi Pub, the local school and a shire hall all located very close to the mighty Georgina River system. Urandangi's population varies between 5-50. The agricultural sector, in particular cattle farming, is one of the largest economic drivers in the Boulia region alongside some mining and tourism.

About disaster events in Boulia Shire

The monsoonal flood events which occur between December to March have a significant positive impact on the shire as a whole. These monsoonal floods events lead to very significant and in some cases, record breaking floods across the Boulia shire in some years and in some other areas adjoining this local government area (Winton and Diamantina shires). Flooding usually occurs in the Georgina, Burke, Wills rivers, flowing into the Channel Country and the into Lake Eyre. These flood events flow out into the flood plains providing moisture over a significant land mass.

Flood events in Boulia Shire are usually not unexpected with preparations planned in advance by landowners and residents alike as flooding generally occurs in the river systems and not through rain fall. This means that past history is generally a predictor of future events.

Key Stakeholders

Boulia Shire Council, Federal Government, State Government, DDMG, QRA, DAF, QPS, QFES, DCHDE, DEPW, GIVIT, TMR, DESBT, Residential community members, Business community members, Rural landholders, CASA, Contractors, Queensland Health, Royal Flying Doctor Service, Central West Remote Health, Department of State Development Infrastructure and Planning, Rural Financial Councillors, Freight and Transport Companies.

Local Disaster Management and Recovery Group : Chaired by Mayor Rick Britton

Council Values : Leadership and Collaboration, accountability, Consistency, and Transparency, Performance and Value for Money

Lines of Recovery : Human and Social, Economic, Environment, Building, Roads and Transport.

Human and Social

Impacts of flood events

- Extreme financial hardship for primary producers due to extensive loss of livestock and damage to infrastructure after flood events.
- Uncertainty of the economic future for primary producers, businesses, employees and individuals due to the timeframes to re-establish connectivity through the road network which will provide an income.
- Mental health concerns for the entire community due to loss of livelihood, homes, possessions; a feeling of helplessness around the protection of cattle and family; and exacerbation of existing financial stress.
- Health concerns around clean up, carcass management, mould and fatigue.
- Properties may be inundated and properties may become inhabitable.
- Evacuees displaced in various locations - Mt Isa, and with family and friends. Evacuees are keen to return, however a staged return may be required due to lack of cleaned/repared housing, local food supplies and water supply.
- Impacts to wellbeing of children and support staff including teachers, nurses, police, emergency service volunteers and council.
- Isolation –road closures of up to three months, including the road closure between Winton/ Boulia, Boulia / Bedourie, and Boulia/ Dajarra/Mt Isa resulting in the separation of family, loss of access to hospitals, other townships and properties.
- Transport of food supplies to other communities due to road closures – impacts on SES, council crews and volunteers.
- No mail delivery –also impacting remote schooling as materials could not be delivered
- Potential lack of stores (materials) and medical supplies.

Recovery tasks

- Support, promote and encourage medical, mental health and wellbeing professionals who also have the ability to provide support to remote properties.
- Ensure residents of the Shire are informed of support service available.
- Procure household items to replace damaged/destroyed essential items (GIVIT).
- Provide Government and Non-Government Agencies information to assist residents with claims for grants and funding and recovery process.
- Include community members and local indigenous groups in recovery planning.

Measure of Success

- All residents repatriated.
- Minimal ongoing requirement for mental health support for the Shire's residents, businesses and rural property owners and operators.
- Community-led and managed projects such as community garden developed (NWQCISS) sustained.
- Community connectedness and participation is achieved through various community events.
- Community access to services to support needs.

Economic

Impacts of flood events

- Tourism - adversely affected by potential damage to the road network causing access issues e.g. access to camping sites.
- Tourism businesses income affected by floods – tourists unable to access due to road closures. Tourism hotspots would need time to recover.
- Loss of income/profit to small businesses.
- Agriculture industry - loss of livestock including genetics and bloodlines, fodder, machinery, fencing and water infrastructure.
- Loss of income to small businesses – tourism, garages, road houses, and grocers.
- Increased financial stress for small businesses - loss of business, increased in freight and operating costs, increased debtors.
- Accommodation shortages – tourism impacted due to trades people taking over local accommodation.
- Loss of telecommunications

Recovery Tasks

- Reinstatement of Communication network and ensure improved resilience.
- Support small businesses to get back to normal.
- Engage with tourism industry to reinstate tourist hotspots (e.g. access to remote camping sites) and review tourism strategy.
- Reinstatement of displaced livestock numbers to cattle properties.
- Assist businesses and community with funding and grant applications.
- Complete new economic development strategies and incorporate any new actions arising from the floods.

Measures of Success

- Reinstatement and expansion of the shire's tourism industry.
- Regional approach and collaboration between councils to promote tourism in the region.
- Small business numbers return to pre-flood figures and possibly increase.
- Livestock numbers reinstated.
- Revised Economic and Tourism strategy.
- Improved sustainable communications.

Environment-

Impacts of flood events

- Potential biosecurity issues within agriculture industry
- Public health concerns of water quality.
- Loss and disposal of wildlife and livestock.
- Weed growth throughout the shire. (future fire risk)
- Riparian damage to waterways.
- Biosecurity concerns with increase in mosquitoes, sand flies and flies.
- Erosion of top soil and silt deposits.
- Influx and rapid spread of noxious weeds.
- Debris in trees limiting feed.
- Influx of insects, spiders and snakes.
- Loss of native flora and fauna including wallabies, reptiles and birds.

Recovery tasks

- Water testing and control carried out as required with reporting to water regulator if needed.
- Carry out weed and pest control across the region.
- Determine damage to natural tourist attractions.
- Carry out inspections of waterways to determine damage levels.
- Dispose of carcasses

Measures of Success

- Water supply returned to normal standard.
- Rivers and waterways reinstated to pre-flood conditions.
- Fauna numbers normalised.
- No flood-related materials and debris visible in environment.
- Weed infestation and pest controlled with minimal effect on the region.
- Feral animal numbers controlled.
- Appropriate removal of and disposal of carcasses.

Buildings and Facilities-

Impacts of flood events

- Temporary loss of essential services - sewerage, water, and power.
- Severely affected accommodation may take months to have assessed and may not be reinstated in the short to medium term.
- Flood warning network and flood cameras damaged thereby reducing flood intelligence oversight.
- Dwellings inundated and uninhabitable.
- Sheds and machinery fodder stocks inundated.
- Water infrastructure impacted - tanks lost and undermined, poly-pipe exposed.
- Isolated power networks impacted or severely damaged on rural properties.

Recovery tasks

- Reinstatement of dwellings to liveable conditions (where possible)
- Disinfect after cleanout and mould control
- Cleanout dwellings (RFS)
- Power reconnection & safety
- Cleaning of outdoor areas, parks and gardens and public places
- Repair damage to flood warning network.

Measures of Success

- All building infrastructure has been restored to full operational capability.
- Critical infrastructure returned to 100% capacity.
- Increase in the number of dwellings in Boulia
- Restoration of the shire flood warning network.
- Reinstatement of community infrastructure.
- Bringing water and sewerage assets to full operation.

Roads and Transport-

Impacts of flood events

Impacted State and local road network including adverse effect on the transport network for example:

- Donohue Highway
 - Kennedy Development Rd to Mt Isa
 - Kennedy Development Rd to Bedourie
 - Boulia / Winton Rd
 - Urandangi North Rd
 - Urandangi South Rd
 - Urandangi Border Rd
-
- Loss of connection between Winton, Bedourie, Birdsville, Mt Isa, Alice Springs.
 - Private roads to properties damaged.
 - Scouring/water running along roads - wash outs and culvert damage.
 - Urandangi and Boulia airports remain out of flood areas however the access road to Urandangi airport becomes inundated and impassable.
 - Loss of general supply to Bedourie including food and medicine, may necessitate the initial need for air transport for all travel and resupply missions to be completed by Boulia.
 - Air access by helicopter may be the only means of emergency evacuations during and immediately after the event.
 - Freight including stores and medical supplies may be impacted for various periods.

Recovery tasks

- Assess and repair damaged road network.
- Remove carcasses from roads.
- Capture all related expenses to enable REPA & CDO applications through QRA.
- Examine options for increased flood resilience to critical roads.
- Boulia and Urandangi airport runways are fully operational and restored to full capacity.
- Increasing resilience of major roads including the Donohue Highway.

Measures of Success

- Reinstatement and betterment of all road infrastructure –federal, state, and local.
- More flood resistant road infrastructure that will allow uninterrupted (or minimal disruption) access during severe weather and flood events.
- Improvement of floodway infrastructure including various crossings and culverts.
- Improved facilities at Boulia airport (eg: wheelchair access to aircraft).
- Grant approvals across all recovery areas

Recovery narrative

Immediate

1. Essential services – power, water, sewerage, waste, telecommunications – repaired and restored.
2. Supporting and assisting people to access emergency hardship grants and funding approvals.
3. Community support opportunities including outreach, adopting a community led approach when planning for long term support with a focus on mental health, community wellbeing and connectedness.
4. Restoration of community infrastructure (ie:- buildings, parks, playground, etc).

Short

5. Impact assessments – to be completed and understood by Council.
6. Repatriation of residents to their dwellings, businesses and rural properties.
7. Road network restored and improved upon including key transport routes.
8. Implementation of carcass disposal plan for deceased livestock and wildlife on public and private land.
9. Airport restored to full capacity with improved access and fuel supply.
10. Restoration of tourism in the region including regional approach, including ad campaign and increased resilience, and access to critical facilities and sites.

Medium to Long term

11. Work with and support local businesses with rebuilding, financially, and developing their resilience to future disasters.
12. Work with and support primary producers with rebuilding, financially, and developing their resilience to future disasters.
13. Restoration and improvements to flood warning network, including BOM infrastructure.
14. Flood resilience – develop and implement strategies for greater flood resilience for infrastructure.
15. Ensure short and long term financial sustainability of Bouliā Shire Council.
16. Investigate alternative water supply for emergency use.
17. LDMG Plan review, evacuation plan review and resupply plan.
18. Government Liaison to ensure adequate recovery, support and funding opportunities for business, community groups and Bouliā Shire Council.

Major Recovery Projects

- Sealing of the Donohue Highway
- Georgina River Crossing – Donohue Highway
- Linda Downs Link Road Upgrades
- Urandangi North Rd upgrades
- Urandangi South Rd upgrades

Table 1: Actions; Immediate, short term, medium/long term and ongoing

ManEx Recovery Group					
Human and Social	1	3	6	16	Community supported, including mental and health wellbeing
Economic	2	5	9	11 12 15 17 18	Agriculture, mining and small business returned to positions of strength
Environment	4	8	9	10 14	Restoration of flood impacted areas to a more resilient landscape. Green, hard and animal waste removed
Buildings and facilities	1	4		11 12 13 14	Essential services and critical infrastructure made more resilient. Key access routes enhanced to reduce flood impacts
Roads and Transport	4	7		13 14 7	All transportation corridors repaired and accessible

TITLE:	WHS Report for May 2023	DOC REF: 11.2.9
REPORT BY:	Cindy Reimers WWSA	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team – Our People

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> TMR Traffic Management Registration Certification documents have been delivered to TMR for acceptance for a further 3-year accreditation. WWSA attended the LGW Safety Conference (13th – 17th Feb 2023).
Toolbox talks / Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to council staff conducted on (15.05.2023 - Hazardous Chemicals & Dangerous Goods, Safety BBQ). Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe work Practices).
Compliance and Education	<ul style="list-style-type: none"> Present WHS actions/issues/iAuditor to ManEx meetings weekly (refer table below). Update WH&S registers – move current paper-based register to electronic copies (15.05.2023 registers updated). On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed). Continue to develop iAuditor templates to assist staff with their compliance requirements (Non-Conformance Report 11.05.2023 & After use form for Racecourse). Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps (Depot, Racecourse, Parks & Gardens). Drug and alcohol testing has been completed (Contractor tests - 26 & 27 April, Depot 22.05.2023 & Councillors 19.05.2023).

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor • Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers). • Completed required compliance documentation for all staff on commencement of new projects and works (Will be completed when workers commence camping, completed for all other workers at start-up 2023). 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 1 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Damaged the toolbox and spare wheel well on grader when operator reversed into tree trying to avoid the Telstra box.	Truck Widen Project	Mechanic notified, ordered new toolbox.
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> • Face-to-face Inductions: 2 • Online Inductions: 0 • Completed LGW Audit Action Plan (15.05.2023) • Learning systems and updating tasks for completion. • Toolbox talks with office staff monthly: Psychosocial toolbox (22.05.2023) • WHSA fast track training for Cert IV Training & Assessment (which will enable WHSA to conduct any training that she holds a qualification in). 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boulia Shire Council Hazard Risk Register and update as required (Checked week of 08.05.2023) • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings) • Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite (This is works in progress, aiming to complete before EFY). • Safety Rail Equipment for batching plant has arrived, waiting for installation to be completed. 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Adam Stevenson will be visiting in May to focus on phase 2 of the LGW Suite release and to advise Council on best way to address the Conformance with recommendations from the recent Safety Audit. 		

Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. • First Aid & CPR dates released - 17th May-19th May
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CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Workplace Health and Safety for May 2023 report be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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11.3 Corporate Services

TITLE:	Director of Corporate and Financial Services May 2023 Report	DOC REF: 11.3.1
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

2023/2024 Budget

Two Councillor workshops have been completed 28th April 2023, 19th May 2023 and further budget planning from feedback is underway.

As part of the Budget planning and workings not only do we look at the future requirements we also look at any areas where we can improve our processes or services.

Operational and Capital budgets are now in draft form, latest updates have been loaded to the LTFF (Long Term Financial Framework) - 10-year forecasting model.

Works Capital Schedule for reseals has been reviewed by DWO Ajay Agwan and GBA Engineer Stuart Bourne by doing site visits, the changes have been reflected in the Draft Capital Budget document.

Plant register and 30 Year Replacement Schedule currently working on after Plant Meeting 28th April 2023. There are a number of items to be reviewed and researched before the next meeting, this includes Navman.

Fees & Charges both internal and external were reviewed at the Councillor workshop. The internal plant charging is currently being re-worked, draft document will be tabled shortly for review.

Financial Statements for 2022-2023

Council is working with Altius a consulting firm that specialises in completing Financial Statements for Local Government Councils in Queensland.

A site visit for the week ending 26th May went successfully. Mapping of our General Ledger accounts to the statements was completed. As part of the review of our processes was the balancing and reconciliations for the current financial year.

Capital works projects that have been completed are being reconciled and capitalised within our Asset Register, this also includes the Flood Damage restoration works that has been underway for the last 3 years.

Business papers for Revaluations, Indexation and any other changed processes are currently being developed for submission to external Auditors.

Service Planning for Council Officers Training – The University of Qld & QTC

I attended training in Longreach for Service Planning for Council Officers, this was presented by Michael Shave. Jan Xanthopoulo from QTC was also in attendance. It was a very practical training to add onto what we already know, and in some cases doing. Follow up training was on 3rd May 2023 and was adding onto what we had already learnt.

As requested, I have contacted the University of Qld to request the possibility of the training for both Elected Members and Officers working in Local Government to be held in Boulia, so all Councillors have the opportunity of doing the training.

There is a minimum number of attendees per course, that is 10 persons with a maximum of 20. It is suggested that we hold one day for Elected Members and another day for Council Officers. To get the minimum numbers it was suggested that we make contact with Diamantina Shire and Winton Shire to see if they have any candidates interested.

Proposal of dates for August / September 2023 are being reviewed. Due to the number of requests from Councils for Officers to do this training, QTC and the University have agreed to do virtual training however this is for Staff only not to include Councillors.

2023/2024 Insurance

Asset and Motor Vehicle questionnaires have been finalised and submitted for Insurance policies to be created. Draft costs of premiums will be received shortly.

Lodged a new claim for stolen Toyota Ute, for the equipment that was stolen. Satellite Phone, Fuel Pod with approx. 100 litres of diesel plus socket ratchet gun with accessories.

Insurance Claims

Have submitted **insurance claim for P522**, town water truck to be repaired as significant damage has occurred and it is undriveable.

Quote has come in at \$5,915 (net of GST), the truck is now being transported to Townsville to have the works done to repair.

Urandangi Township insurance claim has been initially lodged. Assessor went to Urandangi 28th April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review.

RMPC Contract 2023/2024

Work has continued on the 2023/2024 Contract currently in discussions with TMR and our unit rates. Should be finalised shortly.

nbn Local – nbn RCP Boulia

Community presentation / introduction has now been scheduled for June 13th 2023, for Breakfast, at the Shire Hall.

Regional University Hub for Boulia

No further updates have been received.

Internal Audit

Auditors have completed and issued their report on Property / Asset Management areas. The audit encompassed all areas of Council to cover the initial project for an Asset and its life expectancy.

A part of this review was seeing the relevance of our current Asset Management Plans compared to our current processes.

The final report is part of the Audit and Risk Management report.

Pre-Start Meetings

I have attended during May, 2 Pre-Start meetings:

- Truck Decoupling Pad
- Bridge Assessment project

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services May 2023 report be received for information purposes.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Audit & Risk Management Committee Update May 2023 Report	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 29th May 2023.

CONTENT:

The Committee Chair Peter O'Regan ran the meeting, items covered were:

- Confirmation of minutes of the previous meeting 17th January 2023
- Review Draft Shell Financial Statements 2022-2023
- External Audit Plan 2022-2023
- Asset Indexation Report – Roads 30 June 2023
- Review Internal Audit Report – Assets / Property Review
- Revaluation of Roads & Aerodrome 2023-2024 (deferred from 22-23 due to flooding)
- Queensland Audit Office update
- Project Decision Policy * Project Decision Management Directive – MD 1-7-2023

Further detailed information can be found in the attached minutes of the meeting and associated reports.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services Audit and Risk Management Report for May 2023 be received for information.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Audit Risk Management Committee meeting minutes 29-05-2023 [11.3.2.1 - 2 pages]
2. CONFIDENTIAL REDACTED - ___ Complete Agenda 29-05-2023 Amended 2 [11.3.2.2 - 97 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Financial Report for May 2023	DOC REF: 11.3.3
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REPORT BY:	Marie Chan Finance Manager	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 31st May 2023

CONTENT:

Cash Position

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

	31 st May-23	30 th Apr-23
Cash at Hand	15,452,352	15,979,929
Net Cash Equivalent (Debtors – Creditors)	567,829	478,932
Total	16,020,181	16,458,861

Income

Total revenues to 31st May 2023 are \$17,979,767. This equates to approx. 118% with this year's budget.

Expenditure

Operating expenses to 31st May 2023 are \$19,862,313. This equates to approx. 112% of this year's budget.

Liquidity

CBA		\$ 289,272
Floats		\$ 1,150
Investments		
CBA At Call 2.45%	\$ 3,826,241	
QTC 2.33%	<u>\$11,335,689</u>	<u>\$15,161,930</u>
Total		\$15,452,352

Additional Information on Cash Position:

Cash Balance as at 31 st May 2023	15,452,352
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	4,530,869

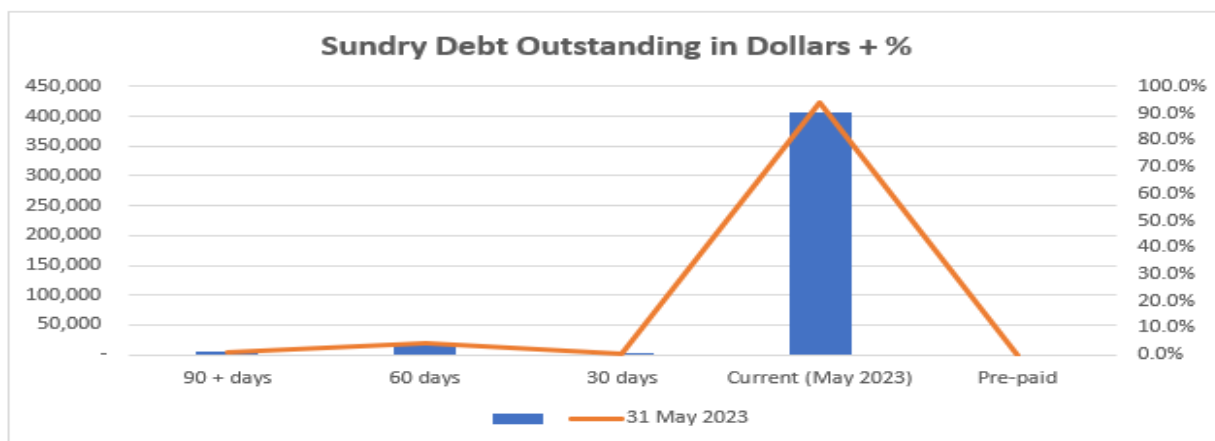
Less Depreciation accrued	(4,599,906)
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,451,085
Grant Funding (paid in Advance)	4,620,289
Working Capital Cash	1,500,000
Capital Grants	4,557,793
Operating Result for 2022/2023	(2,113,918)
Less Capital Expenditure 2022/2023	(9,139,758)
	3,135,005
Cash unallocated as at 31 st May 2023	12,317,347

Aged Debtors 31st May 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	4,789	18,658	1,004	406,550	-	431,000

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$4,789, which constitute 1% of the total debtors. Council's external Collection Agency has closed the file for \$960 of one debtor as the available contact details are obsolete. The balance either have a payment arrangement in place or are in discussions with Senior Finance Officer to Director of Corporate Services.



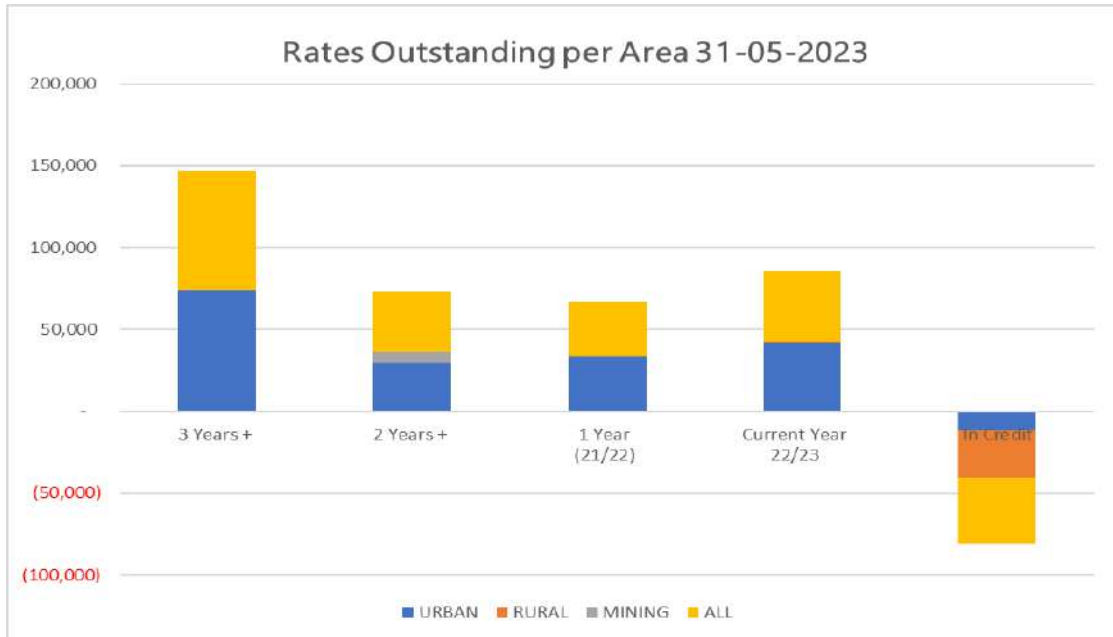
Creditors 31st May 2023

Total amount waiting for payment, not yet due **\$119,240**

Rates 31st May 2023

Total Outstanding **\$146,196**

RATES	3 Years +	2 Years +	1 Year (21/22)	Current Year 22/23	In Credit	Total Outstanding
URBAN	73,654	29,836	33,552	41,706	(11,541)	167,207
RURAL	-	-	-	1,174	(29,015)	(27,841)
MINING	-	6,831	-	-	(0)	6,831
ALL	73,654	36,667	33,552	42,880	(40,557)	146,196



CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Finance Report for May 2023 be received for information.

ATTACHMENTS:

1. FS Income Statement May-23 [11.3.3.1 - 1 page]
2. FS Balance Sheet May-23 [11.3.3.2 - 1 page]
3. FS Cash Flow Statement May-23 [11.3.3.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue Expenses May-23 [11.3.3.4 - 2 pages]
5. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 31-05-2023 [11.3.3.5 - 1 page]
6. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667 31-05-2023 [11.3.3.6 - 1 page]
7. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090 as at 31-05-2023 [11.3.3.7 - 1 page]
8. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 3 \$1,136,912 ends 30 th June 24 as at 31-05-23 [11.3.3.8 - 1 page]
9. CONFIDENTIAL REDACTED - Flood Damage Report 31-05-2023 [11.3.3.9 - 6 pages]
10. CONFIDENTIAL REDACTED - Capital Budget Update as at 31-05-2023 [11.3.3.10 - 4 pages]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st May 2023

	<i>2022/2023</i> <i>Actual</i>	<i>2022/2023</i> <i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,828,536	1,632,031
Fees and charges	372,214	460,400
Rental income	227,316	252,000
Interest received	451,152	75,500
Sales - contract and recoverable works	1,811,516	1,743,000
Other Income	191,492	190,500
Grants, subsidies, contributions and donations	8,071,401	5,296,379
Total Recurrent Revenue	<u>12,953,627</u>	<u>9,649,810</u>
Capital Revenue		
Grants, subsidies, contributions and donations	5,012,442	10,416,324
Sale of property, plant and equipment	13,698	0
Total Capital Revenue	<u>5,026,140</u>	<u>10,416,324</u>
Total Revenue	<u>17,979,767</u>	<u>20,066,134</u>
Total Income	<u>17,979,767</u>	<u>20,066,134</u>
Expenses		
Recurrent Expenses		
Employee benefits	(3,811,821)	(6,650,940)
Materials & Services	(7,536,389)	(1,682,375)
Finance Costs	(27,002)	(45,100)
Depreciation	(4,595,828)	(3,771,450)
Total Recurrent Expenses	<u>(15,971,040)</u>	<u>(12,149,865)</u>
Capital Expenses	(3,891,273)	0
Total Expenses	<u>(19,862,313)</u>	<u>(12,149,865)</u>
Net Result Attributable to Council	<u><u>(1,882,546)</u></u>	<u><u>7,916,269</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st May 2023

2022/2023 Actuals

Current Assets		
Cash and cash equivalents	15,452,352	
Trade and other receivables	799,277	
Inventories	306,839	
Total Current Assets	16,558,468	
Non-current Assets		
Property, plant and equipment	210,862,563	
Total Non-current Assets	210,862,563	
TOTAL ASSETS	227,421,032	
Current Liabilities		
Trade and other payables	(231,448)	
Borrowings	(90,701)	
Provisions	(1,320,187)	
Contract Liabilities	(4,620,289)	
Total Current Liabilities	(6,262,626)	
Non-current Liabilities		
Borrowings	(1,243,637)	
Provisions	(150,899)	
Total Non-current Liabilities	(1,394,536)	
TOTAL LIABILITIES	(7,657,162)	
NET COMMUNITY ASSETS	219,763,870	
Community Equity		
Asset revaluation reserve	120,416,299	
Retained surplus	99,347,571	
TOTAL COMMUNITY EQUITY	219,763,870	

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st May 2023

	<i>2022/2023</i> <i>Actuals</i>	<i>Adopted Budget</i> <i>2022-23</i>
Cash Flows from Operating activities:		
Receipts from customers	3,120,436	2,360,431
Payments to suppliers and employees	<u>(12,248,754)</u>	<u>(8,333,315)</u>
	(9,128,318)	(5,972,884)
Interest received	451,152	75,500
Rental income	227,316	252,000
Non-capital grants and contributions	9,822,001	6,961,879
Borrowing costs	<u>(27,002)</u>	<u>(45,100)</u>
Net Cash Inflow (Outflow) from Operating Activities	1,345,149	1,271,395
Cash Flows from Investing activities:		
Payments for property, plant and equipment	<u>(10,166,573)</u>	<u>(6,216,644)</u>
Proceeds from sale of property, plant and equipment	225,030	
Grants, subsidies, contributions and donations	<u>5,012,442</u>	<u>0</u>
Net Cash Inflow (Outflow) from Investing activities	(4,929,101)	(6,216,644)
Cash Flows from Financing activities		
Proceeds from borrowings	0	0
Repayment of borrowings	<u>(44,075)</u>	<u>0</u>
Net Cash Inflow (Outflow) from Financing activities	(44,075)	0
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>(3,628,026)</u>	<u>(4,945,249)</u>
Cash and Cash Equivalents at beginning of Reporting period	19,080,379	19,080,379
Cash and Cash Equivalents at end of Reporting period	<u><u>\$ 15,452,352</u></u>	<u><u>\$ 14,135,130</u></u>

11.4 Community Services

TITLE:	Community Services Report May 2023	DOC REF: 11.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 19/06/2023
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

House inspections occurred in May and 2 letters have been issued to tenants regarding either overcrowding, untidy yards or too many dogs.

If issues unresolved, breach notices to be sent in June.

DWO house inspected and cleaned/refurnished ready for new DWO.

Have prioritised housing renovations in conjunction with the CEO for the contract carpenter.

Community/staffing:

- The monthly newsletter was produced and printed.
- Performance review done for staff member.
- Travelling Art production of "Wind in the Willows" was held in shire hall thanks to RADF funding.
- Held a meeting with Michal LLOYD of Selectability regarding mental health services in Boulia and other community issues.

Grant/community tourism updates:

- The Move IT Qld Sports Foundation for \$5,000 will not go ahead as they will not cover insurance for the instructors that were interested and by council policy our insurance will not cover them either as they would be getting paid from the fund.
- The Melbourne Cup is coming to Boulia on the 15th July, the tour organisers will drive down from Mount Isa in the morning. In consultation with the Boulia Camel Races and the Boulia Turf club a feature race will generate a bit of fun and help promote their cup, the camel cup and the turf club.

Sports Centre Hall:

There were 200 people in the month of May who attended the after school sports and other activities organised by a staff member.

Library report:

This month our First 5 Forever program was held twice a week. Mondays and Wednesdays, we have had little numbers this month compared to others.

We celebrated Mother's Day, by completing some crafts. There was also a colouring competition held with book prizes handed out to lucky winners.

Dinosaur Day was held on the 17th May, the kids dressed up, played pin the tail on the dinosaur, we read a book, played with play dough, made some dinosaurs using the kids hand prints, used some dinosaurs in rice as 'fossils' they then used paint brushes to dig them up, we then ended the session with a dinosaur hunt. We had 9 kids attend.

Thursday 25th May the Biggest Morning Tea fundraiser was held. Roughly 75 people joined us for the morning, including Boulia State School. We had a few people also donate a plate of food to share. We raised **\$181.85**.

Library patron numbers:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129							

Sports Centre report:

The swimming pool filters have been emptied of sand by a vacuum truck company in Mount Isa and been refilled with new sand sourced from Townsville, suitable for the job by Dave and partner. This is the first time since 2004 that the filters have been cleaned out.

New Signage

A proof for the new signage to replace the current Tourism signs in Barcaldine and Winton has been received and is displayed as follows for Council approval:

MIN MIN MIDNIGHT	PMS 426C C70 M67 Y64 K74 R34 G31 B31 #221F1F
MIN MIN ORANGE	PMS 165C C2 M72 Y100 K0 R237 G107 B35 #ED6B23

ITEM: NON REFLECTIVE ACP SIGN	
SIZE: 3500 X 2400MM	QTY: 1 OF
<input checked="" type="checkbox"/> PRINT 551	<input checked="" type="checkbox"/> CORNERS
<input type="checkbox"/> CUT	<input type="checkbox"/> HOLES
<input type="checkbox"/> PRINT/CUT	<input checked="" type="checkbox"/> RAILS FITTED
<input checked="" type="checkbox"/> LAMINATE UV LAMINATE	
NOTE: *	

Boulia
- Land of the Min Min Light

Visit
THE MIN MIN
ENCOUNTER

Have you seen the light?

Herbert Street, Boulia
Explore Queensland Centre

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. That the Community Services May 2023 report be received for information.
2. That the proof for the new Tourism signage to replace the current signs in Barcaldine and Winton as presented in the Community Services May 2023 report be approved.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Min Min Encounter & Boulia Heritage Centre Report – May 2023	DOC REF: 11.4.2
REPORT BY:	Karen Savage Tourism Officer	DATE: 19/06/2023

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: May 2023

Sales – tickets/merchandise	\$21,869.34
MME total Visitor Stats	645
MME Tickets	206
BHC Tickets	48
COMBO Tickets	166
Rezdy Online Bookings during the month (no payment taken)	24

Social Media Statistics: May 2023:

Social media pages	Reached
TripAdvisor Review	0
Google Business Profile	

REPORT ON ACTIVITIES HELD FOR MAY

Visitor Statistic Reporting:

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

Finke Races gave us a steady flow of visitors on their way through to the races. Many enquiries about the Donohue Highway and Plenty Highway. Our information sheet about this route is very popular and well received with many positive comments received about how helpful it has been. Diamantina National Park remains closed and many visitors have been

disappointed by this, particularly those interested in birdlife. I have redirected many of these to the detour around Lake McHattie with its abundant birdlife.

Group Bookings:

Group bookings received for later in the season and 4 tour groups through this month. Unfortunately, only 2 had the time to do both the Heritage Complex and the Min Min Encounter! Gallivanting Oz are a self-drive motorhome tour group who arranged the Min Min Encounter only but are going to look at extending the booking to a combination ticket as time was in their favour. They have a repeat booking for next month.

Social Media

Facebook posts for this month were viewed 3.6K times with viewers engaging with posts 1.4K times. 26.2% of these viewings were from regular followers. The most popular post was "and its good morning from Boulia" which reached 893 people.

Explore Queensland Network: n/a

Merchandise:

Merchandise has been selling well. The new polo shirts have been popular as have the new wide-brimmed hats. A new line called 'SmellyBalls'! Has been ordered and sent and should be available shortly. This line consists of long-lasting fabric balls and essential oils which you add to the balls and hang in cars, wardrobes, caravans etc.

Boulia Heritage Centre:

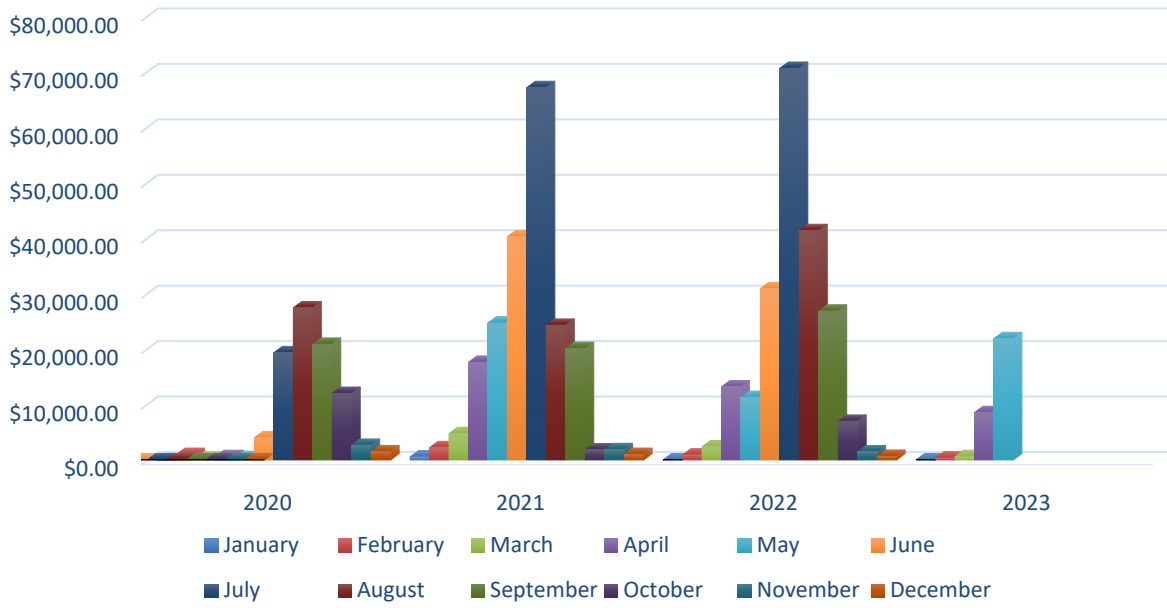
The Heritage Centre numbers have also increased this month, with the most common reason for not attending there being a shortage of time.

General:

May saw the Min Min Encounter now opening 9-5pm at weekends with numbers of visitors increasing through the month. Phone enquiries continue to come in particularly about the Donohue Highway (47 for the month). The truck (from the revolve scene) has returned from its service and Sam is aware and will relocate it shortly.

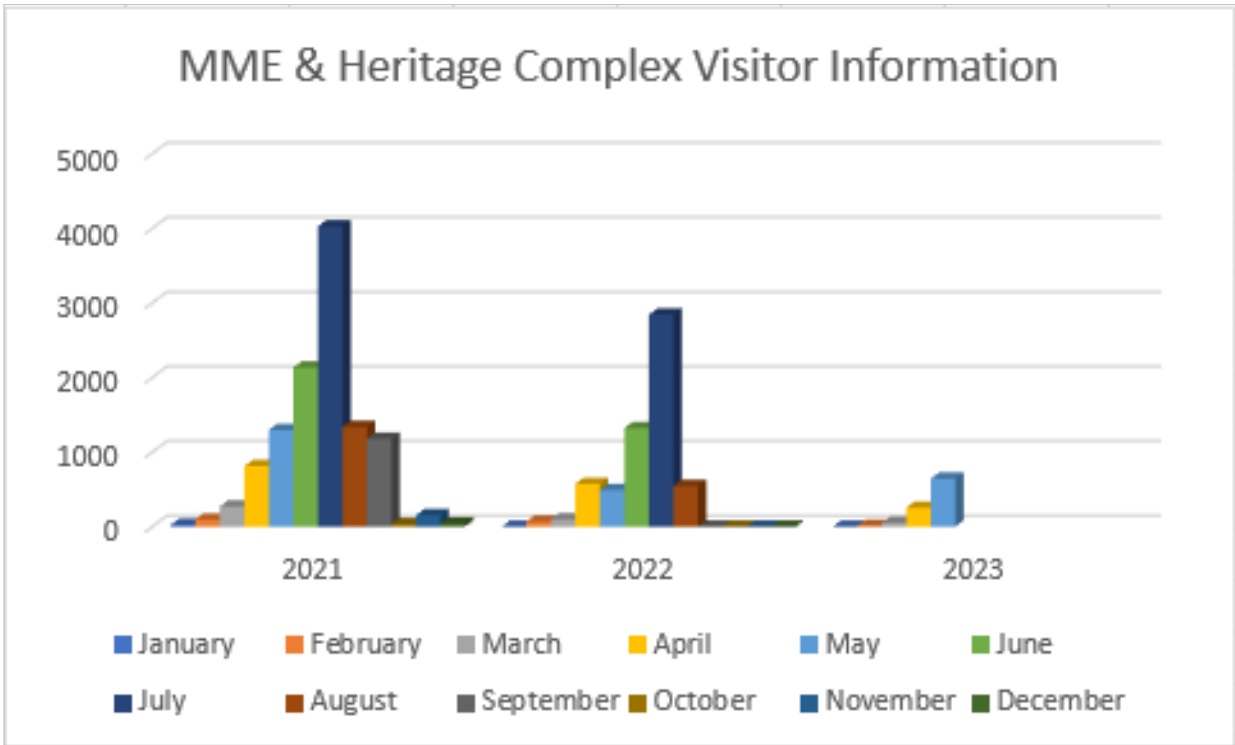
Visitor Information Centres app for phones is offering upgrades where all events and places of interest can also be listed, this is being explored as a future media option.

Total Sales – MME, BHC & Merchandise



Total Sales MME, BHC & Merchandise

	2020	2021	2022	2023
January	\$ 27.80	\$ 522.25	\$ -	\$ -
February	\$ 974.45	\$ 2,192.35	\$ 869.50	\$ 327.85
March	\$ 315.35	\$ 4,735.20	\$ 2,341.35	\$ 589.53
April	\$ 590.20	\$17,599.45	\$ 13,157.75	\$ 8,518.56
May	\$ 412.80	\$24,691.00	\$ 11,267.15	\$ 21,869.34
June	\$ 3,985.95	\$40,253.80	\$ 30,891.56	
July	\$ 19,329.20	\$67,167.50	\$ 70,637.11	
August	\$ 27,432.71	\$24,277.55	\$ 41,365.90	
September	\$ 20,851.55	\$20,091.75	\$ 26,832.70	
October	\$ 11,987.00	\$ 1,791.30	\$ 6,954.73	
November	\$ 2,622.70	\$ 1,838.70	\$ 1,426.85	
December	\$ 1,462.75	\$ 976.90	\$ 635.35	



MME & Heritage Complex Visitor Numbers

	2021	2022	2023
January	24	0	0
February	95	67	10
March	270	97	49
April	811	573	255
May	1296	490	645
June	2132	1320	
July	4026	2842	
August	1338	546	
September	1179	0	
October	35	0	
November	152	0	
December	44	0	

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Centre Report – May 2023 be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager	Mrs Julie Woodhouse
Approved by Chief Executive Officer	Ms Lynn Moore

12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

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