



BOULIA SHIRE COUNCIL

ORDINARY MEETING Agenda

Friday 28 June 2024





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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

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

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.



BOULIA
SHIRE COUNCIL

**Minutes of the ORDINARY MEETING
of the Boulia Shire Council
held on Friday 31 May 2024
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 9.08 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

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

3 Apologies / Leave of Absence

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

4 Declaration of Interests

Moved: Cr Norton

Seconded: Cr Woodhouse

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

- 11.1.7 Policy Review - Town Common Policy, as he owns land that boundaries the Boulia Town Common
- 11.2.9 Outdoor Billboard Gallery - proposal to sell artwork to Council, due to his wife being part of the Outback Billboard Gallery

In accordance with Part 3 of the *Local Government Act 2009*, it was decided that Councillor Britton is allowed to stay in the meeting while this matter is discussed and voted on.

Resolution No.: 2024/05.8

Carried

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no petitions presented to Council.

9 Deputations

Western Queensland Primary Health Network (WQPHN) Chief Executive Officer, Sandy Gillies and Allan Groth, WQPHN Lead for Innovative Workforce Models, joined the Council meeting to give a briefing regarding the Healthy Outback Communities (HOC) program, its progress to date and how WQPHN and Council could work together to roll out the program in Boulia.

10 Confirmation of Minutes from Previous Meetings

Moved: *Cr Norton*

Seconded: *Cr Beauchamp*

That the minutes of the Ordinary Meeting held on 24th April 2024 be accepted.

Resolution No.: *2024/05.1*

Carried

11 Reports

11.1 Works and Operations

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

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

Moved: *Cr Neilson*

Seconded: *Cr Norton*

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

Resolution No.: *2024/05.2*

Carried

TITLE:	Engineering Service Report – News brief for April 2024	DOC REF: 11.1.2
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PURPOSE:

To inform Council on the progress of various projects by George Bourne & Associates on behalf of Council through an information update.

Moved: *Cr Britton*

Seconded: *Cr Woodhouse*

That the Engineering Services Report – News brief for April 2024 be noted.

Resolution No.: *2024/05.3*

Carried

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

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

Moved: Cr Beauchamp

Seconded: Cr Britton

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

Resolution No.: 2024/05.4

Carried

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

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

Moved: Cr Woodhouse

Seconded: Cr Britton

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

Resolution No.: 2024/05.5

Carried

TITLE:	QRA Flood Damage Works Department April 2024	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Norton

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

Resolution No.: 2024/05.6

Carried

TITLE:	Rural Lands Protection Officer April 2024 Report	DOC REF: 11.1.6
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PURPOSE:

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

Moved: Cr Woodhouse

Seconded: Cr Britton

1. That the Rural Lands Protection Officer April 2024 Report be received for information.
2. That Council approve the quote from TCS for the purchase of one hundred (100) 1080 Warning Signs.

Resolution No.: 2024/05.7

Carried

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

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

Councillor Britton has declared a conflict of interest in this report. The interest will be dealt with in accordance with Resolution No.: 2024/05.8.

A resolution regarding policy 124 Town Common Policy, is to be deferred to the June 2024 Ordinary Meeting of Council, to enable amendments to the proposed policy version to be made.

Sandy Gillies and Allan Groth joined the meeting at 10.41 am to give their briefing regarding the Healthy Outback Communities (HOC) program, its progress to date and how WQPHN and Council could work together to roll out the program in Boulia.

It is to be noted that the Councillors agreed that the Boulia Primary Health Centre (PHC) needs to be addressed first.

Sandy Gillies and Allan Groth left the meeting at 12.14 pm.

The meeting was adjourned for lunch at 12.14 pm.
Meeting resumed at 12.45 pm.

11.2 Office of the Chief Executive

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

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2024/05.9

Carried

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

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Woodhouse

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

Resolution No.: 2024/05.10

Carried

TITLE:	Consideration for the 2025 land valuation program	DOC REF: 11.2.3
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PURPOSE:

In line with the requirements of the Act, the Valuer-General seeks Council's opinion on whether a valuation (to be completed by the Valuer-General) of our local government should be undertaken to be effective on 30 June 2025. A response must be provided by the 24th May 2024.

Moved: Cr Britton

Seconded: Cr Norton

That the letter of response attached to the 'Consideration for the 2025 land valuation program' report that was returned by email to the Valuer-General regarding valuation for the 2025 period be endorsed, and it be noted that the letter advised that the Council wishes for a valuation to be completed and that there should be no referencing to commodity pricing in the valuation.

Resolution No.: 2024/05.11

Carried

TITLE:	Country Universities Centre (CUC) RAPAD Proposal	DOC REF: 11.2.4
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PURPOSE:

The purpose of this document is to provide an update and briefing to the Council regarding the successful application for the establishment of **CUC RAPAD** as a Regional University Study Hub. It outlines the requirements for Councils to become members of **CUC RAPAD** and nominate a representative to act as a director. The document also emphasizes the need for Councils to provide their agreement or disagreement to become members of CUC RAPAD. Additionally, the document highlights key dates and milestones for the establishment of CUC RAPAD and addresses potential risks and budget implications.

Moved: Cr Beauchamp

Seconded: Cr Norton

1. That the Council agrees to become a member of the proposed CUC RAPAD.
2. That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD.
3. That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an 'inkind' contribution to the project for community advancement.
4. That the CEO advise RAPAD of the outcome of this resolution.

Resolution No.: 2024/05.12

Carried

TITLE:	Proposed date change to August 2024 Ordinary Council Meeting	DOC REF: 11.2.5
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PURPOSE:

To propose to Council a change to the date of the August 2024 Ordinary Meeting of Council.

Moved: Cr Neilson

Seconded: Cr Norton

That the date of the Ordinary Meeting of the Bouliia Shire Council for August 2024 be changed from 30th August 2024 to 23rd August 2024 and that the change in meeting date be advertised on Council's website and all other approved distribution methods.

Resolution No.: 2024/05.13

Carried

TITLE:	Inkind Support - Over CEO Delegation	DOC REF: 11.2.6
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PURPOSE:

This report is generated from a request by a Community Group for Inkind Support which is outside of the CEO delegated authority under Policy 103 - Community Grants Policy.

Moved: Cr Britton

Seconded: Cr Woodhouse

That Council ratify the inkind support request for Bouliia Campdraft and Rodeo event held on 17th May to the value of \$41,244.00.

Resolution No.: 2024/05.14 **Carried**

TITLE:	3rd Quarter Operational Plan Report Dec to March 2023-2024	DOC REF: 11.2.7
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PURPOSE:

To present the third quarter Operational Report for Dec to March 2024.

Moved: Cr Beauchamp

Seconded: Cr Neilson

1. That Council receive for information the third quarter report from Dec to March 2024 in relation to the adopted Operational Plan 2023-2024.
2. That the report be displayed on the Council website.

Resolution No.: 2024/05.15

Carried

TITLE:	Policy Review - Equal Employment Opportunity Policy	DOC REF: 11.2.8
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PURPOSE:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 149 – Equal Employment Opportunity Policy.

Moved: Cr Norton

Seconded: Cr Britton

1. That the title of policy 149 be updated to 'Respect in the Workplace Policy (Bullying and Harassment)' and a copy of the policy (as presented in the 'Policy Review - Equal Employment Opportunity Policy' report) be adopted.
2. That the Equal Employment Opportunity Statement (as presented in the 'Policy Review - Equal Employment Opportunity Policy' report) be adopted.

Resolution No.: 2024/05.16

Carried

TITLE:	Outdoor Billboard Gallery - proposal to sell artwork to Council	DOC REF: 11.2.9
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PURPOSE:

To present to Council a proposal from the Outdoor Billboard Gallery to purchase three artworks.

Councillor Britton has declared a conflict of interest in this report. The interest will be dealt with in accordance with Resolution No.: 2024/05.8.

Moved: Cr Norton

Seconded: Cr Neilson

That Council proceed with the proposal to purchase the artwork from the Outdoor Billboard Gallery and authorise the Chief Executive Officer to carry out the purchase.

Resolution No.: 2024/05.17

Carried

TITLE:	2025 Shitbox Rally - Request for Council Support	DOC REF: 11.2.10
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PURPOSE:

To advise Council of a request for support for the 2025 Shitbox Rally.

Moved: Cr Britton

Seconded: Cr Norton

That Council confirm support of the May 2025 Shitbox Rally stay in Boulia by providing full use of the Boulia Racecourse Reserve with all fees associated with the hire of the venue being waived.

Resolution No.: 2024/05.18

Carried

TITLE:	WHS Report for April 2024	DOC REF: 11.2.11
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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 Beauchamp

Seconded: Cr Britton

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

Resolution No.: 2024/05.19

Carried

11.3 Corporate Services

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

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

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2024/05.20

Carried

TITLE:	Audit & Risk Management Committee Update May 2024 Report	DOC REF: 11.3.2
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PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 10th May 2024.

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Director of Corporate & Financial Services Audit and Risk Management Report for May 2024 be received for information.

Resolution No.: 2024/05.21

Carried

TITLE:	Financial Report for April 2024	DOC REF: 11.3.3
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PURPOSE:

Financial Summary as at 30 April 2024.

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2024/05.22

Carried

11.4 Community Services

TITLE:	Community Services Report April 2024	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 Britton

Seconded: Cr Norton

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

Resolution No.: 2024/05.23

Carried

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

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

Moved: Cr Britton

Seconded: Cr Woodhouse

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

Resolution No.: 2024/05.24

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

There were no closed session reports presented to Council.

14 General Business

Increased Social Housing - Councillor Woodhouse raised the need for having short term emergency housing available in Boulia. Item to be added to the Action List for further progressing.

15 Meeting Closure

The Mayor closed the meeting at 3.34 pm.

16 Confirmed

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

Unconfirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations May 2024 Report	DOC REF: 11.1.1
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REPORT BY:	Henry Mascarenhas Director of Works and Operations	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

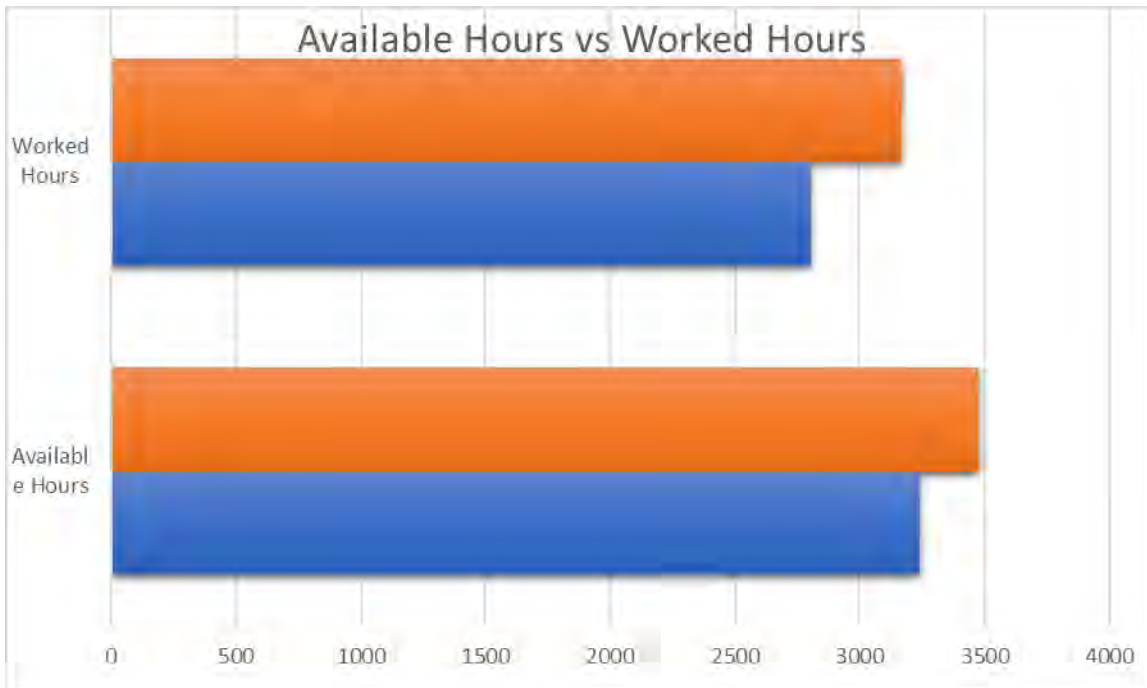
Operations:

- 1) Work in Progress on completing Legacy items for Industrial Sub-Division as also the Racecourse Reserve. Identifying areas of improvement on the "As Is".
- 2) High focus on un-planned absenteeism and teams being constantly reminded to be present and help teammates.
- 3) ACO Audit for Yards to be carried out after the Camel Races to ensure no impact on the event.
- 4) Donohue Crew carried out works to build side-track around CHs 220 – 223 KM, with a view of carrying out main site works post completion of side-track.

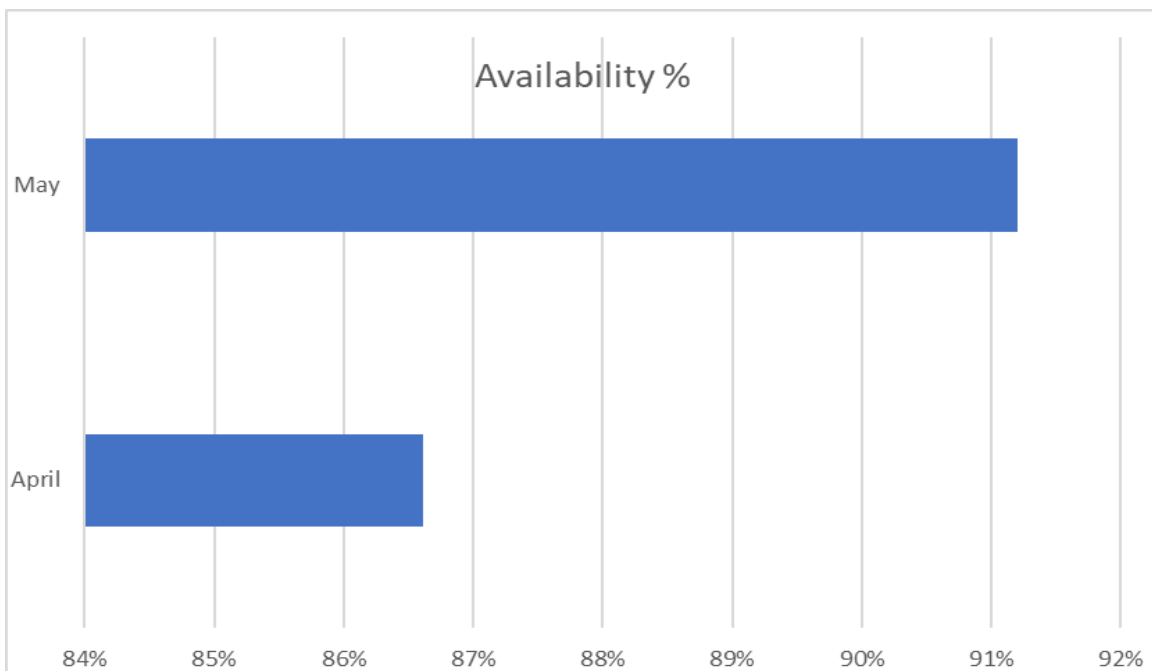
SHEQ: (Safety, Health, Environment & Quality)

- 1) No notifiable Incident or Near Miss reported for the Month of May 2024.
- 2) Site visits carried out on the SH Network alongside TMR reps, as also on Local Network on Donohue, Slashes Creek Road, Coorabulka Road and Toolebuc Road

- 3) Strong focus on Environmental factors of Construction being adhered to, and Council shut down a Private Contractor works in the Road Reserve due to non-compliance with Environmental and other factors.
- 4) Re-Introducing testing regime per individual "Lot" for Construction works on Donohue to ensure uniformity on Build across the Network.



Orange is the Bar colour for May 2024, and Blue is the Bar colour for April 2024, a better way at looking at this is based on Availability % which is listed below, the ideal is 100%, yet we have seen an improvement from around 86% in April 2024 to around 91% in May 2024. This is exclusive to the 23 Field Crews we have working out of the Depot.



Water Services:

- 1) GBA assisting Council with works to move Urandangi to Non-Potable Water service, separate report being submitted to request a resolution.
- 2) Saltwater Chlorinator installed End of May, thereby minimising the risk exposure to staff on handling of Chlorine Gas as compared to Tablets.





- 3) Air Scouring for Boulia Township has been booked for June 2024, thereby helping provide regular clean-up of reticulation pipes.
- 4) Various avenues being explored for funding purposes to understand opportunities to invest in a Potable Water Treatment Plant in line with our Council Objectives.

People Services:

- 1) 187 Man hours invested in training our staff across the month of May, and investment in training being carried out in collaboration with LGAQ to minimise financial contribution on Council.
- 2) Significant Training Programs being booked for staff across various Plant tickets, as also Project Management, AROs over future months.
- 3) Skills Matrix and Toolbox Talk being used as Avenues to understand interest from Staff on Trainings and Up-Skilling opportunities they are interested in.
- 4) Clear ownership demarcated between “Regulated” and “Developmental” training to ensure clarity and process orientation.

Projects:

- 1) 58 Pituri Street has been completed, identified items are being worked on by Builder, retention monies are being held.
- 2) The Saltwater Chlorinator was installed, and the defect identification period is worked on alongside the Contractor.
- 3) The deed has been signed by BoSC & Ergon and plans for the “Easement” have been provided to BoSC legal to get these lodged with Queensland Titles Office.
- 4) Focus being put on projects within the FY24/25 across TMR, Local Roads, QRA, Parks & Gardens as well as Housing Portfolio.

Challenges:

- 1) Legacy Projects will take considerable time & focus to ensure close outs due to the influence of a wide variety of factors.
- 2) Close-outs being carried out on various projects that were undertaken through various Grants.
- 3) Structuring RMPC Crew and working in FY24/25 to ensure we have a baseline and use it to set benchmark unit rates.

Way Forward:

- 1) W4Q and LGGSP Funding Stream across next round, preparation and submission of Projects toward these Grants.
- 2) Completion of Ergon Easement to facilitate the Racecourse Reserve works on this activity on its home stretch.
- 3) Continue investing in the TMR relationship which has shown a significant improvement across a spectrum of parameters.

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Engineering Service Report May 2024	DOC REF: 11.1.2
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 19/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 3: Economic Development - A sustainable local economy

3.2: Support local business and advocate for the region

3.2.3: Advocate and support the development of the Outback Highway

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

14 th May Stuart Bourne	Pitta Pitta Meeting
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2. Flood Damage Works

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

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

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

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

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

Betterment Submission submitted for South Urandangi Road approved.

Southwest Queensland Flooding 6 - 23 January 2024 Activation lodged – Approved.

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

All evidence has been collected and assessed.

Flood damage submissions to be broken up into the following

Linda Downs and Linda Downs Link - Linda Downs, Linda Downs Link, [Lodged in MARs]

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

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

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

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

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

3. Donohue Highway: Outback Way Funding Package 3

There is 70.7 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

Design and CH clearance is complete for Stage 7 and 8. Works have commenced 5.5km, sealed late October. The remaining 2.5km earth works has been postponed.

Donohue Reseals were completed 7th – 11th May

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

4. Priority Structures Upgrade. Waverly Creek Widening

In the FY24/25 Program of works, alongside the other two TMR projects. Being priced and plan to commence works around late August 2024.

5. Industrial Subdivision

DWO/CE & DCS reviewing best way forward on completing all outstanding works.

6. Truck Pull Over

Solar Lighting marked out on site by Trent, yet to be installed. Quote sent to Kurt Smith for pricing.

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

7. 58 Pituri Street Duplex Units

Design and Construction 100% complete.

Defects have been picked up and are being rectified.

8. Toolebuc Floodway

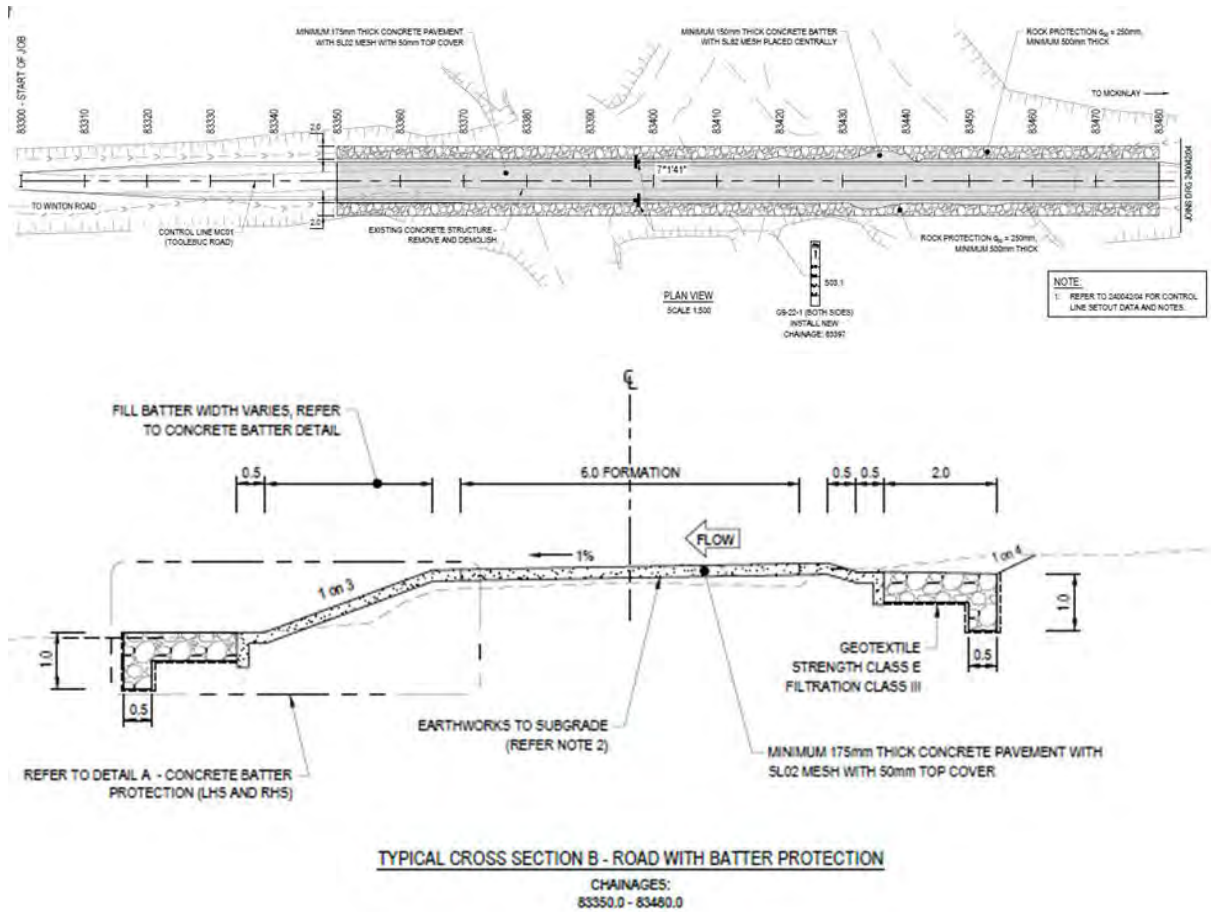
Survey and detailed design for a new floodway to improve the damaged floodway located at CH83340-CH83450 Toolebuc Road.

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

Survey to be completed, detailed design almost completed.

Floodway to be submitted under betterment.



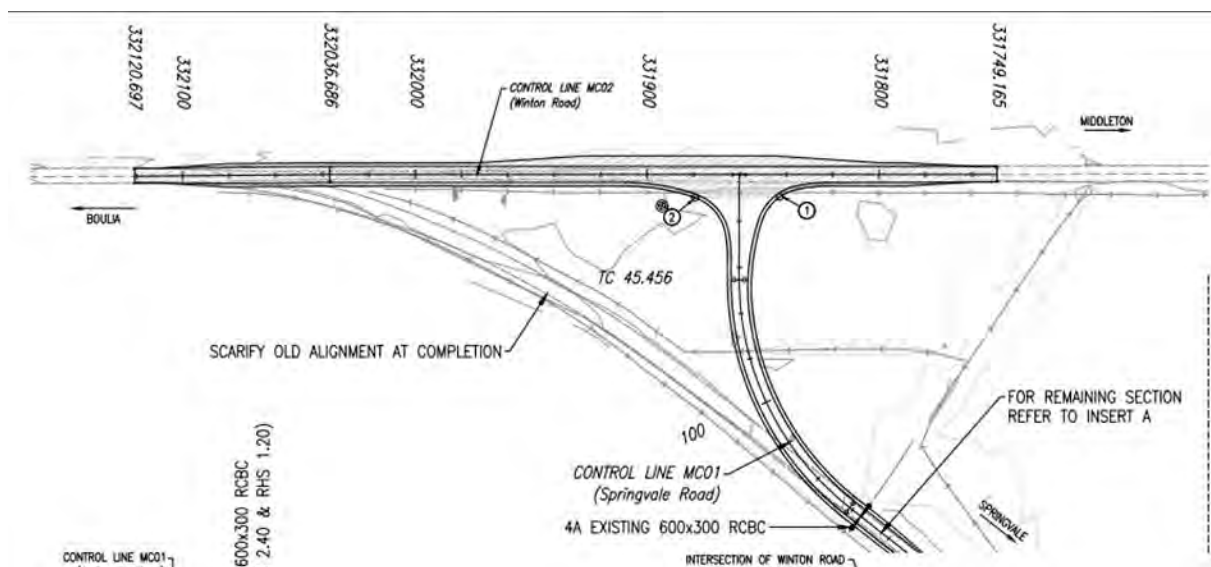


9. Springvale Intersection

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

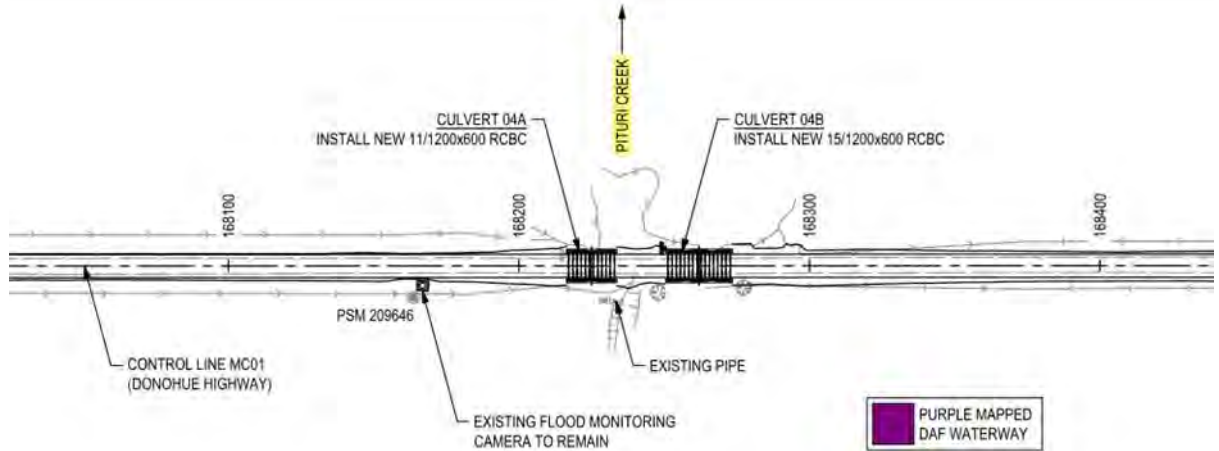
Scope: Realignment and intersection upgrade.

Survey to be completed, with a detailed design process started and getting reviewed.



10. Pituri Creek Upgrade

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



11. Wills Street Drainage

Culverts to be installed to assist in the drainage of Wills Street. Estimate has been completed. Existing design amended and Tender has been sent to contractors to price.

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 2024 be noted.

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 496537) [11.1.2.1 - 1 page]

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

Boulia Shire Council

Flood Damage Events - Detailed Summary (18/06/2024)

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

TITLE:	Foreman Road, Utilities and Service Report May 2024	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Roads, Utilities and Services	DATE: 17/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Racecourse:

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

Chlorine level testing	The plant has continued running at full capacity and levels are currently sitting in our desired range. Council has installed a new Saltwater Chlorinator and is monitoring the efficiency of it.
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Town Entrances:

Three Mile Campground	Tourist season is starting to kick off and we have had an influx of tourists camping at the grounds. Tourists using the site are keeping the area tidy. We have been monitoring this area and it has been upkept for rubbish and overall tidiness.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due the dedication and consistency of our Parks and Gardens Crew, who are managing the cooler weather along with general maintenance being upkept around town. Planning for the proposed upgrade of both entrances to town is still ongoing.
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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 April 2024:</p> <ul style="list-style-type: none"> • 1st May – Min Min Encounter, Robinson Park • 2nd May – Medium Strips • 3rd May – Stonehouse • 7th May – Post Office • 8th May – Main Office, Airport • 9th May – Pensioner Units • 13th May – Sports Centre, Fire Station • 14th May – Town Entrance • 16th May – Medium Strips • 20th May – Robinson Park, Fire Station, School Safety Park • 21st May – Melrose • 22nd May – Council Depot • 23rd May – Fire Station • 24th May – Sports Centre • 27th May – Medium Strips • 28th May – Airport • 29th May – Stonehouse • 30th May – Vacant Council Housing
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RMPC/Works Crew:

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

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

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

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

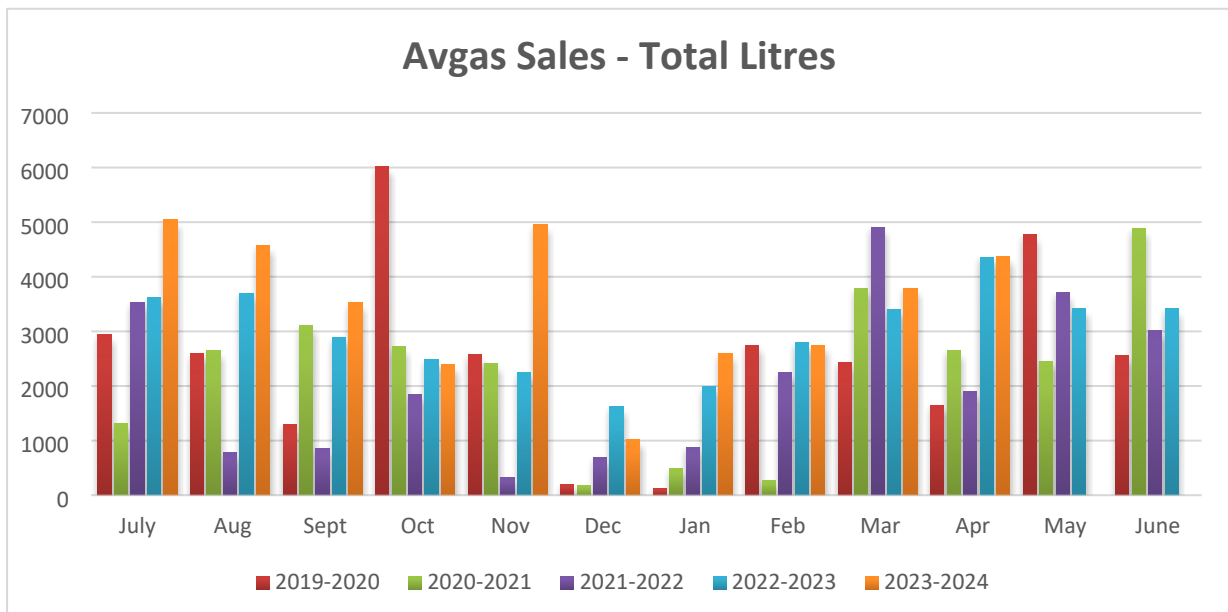
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity:

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



Road Report Closures Statistics:

May 2024	Bouliā/Dajarra	Dajarra/MtIsa	Bouliā/Winton	Bouliā/Bedourie	Bouliā/Qld Bord.
Open	31	31	31	31	30
Closed	0	0	0	0	1
Restricted	0	0	0	0	0

May 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc
Open	30	30	0	30
Closed	1	1	22	1
Restricted	0	0	9	0

May 2024	Coorabulka	Slashers Ck	Springvale	Selwyn
Open	30	30	30	30
Closed	1	1	1	1
Restricted	0	0	0	0

Bouliā Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	39

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 2024 Report for information.

ATTACHMENTS: Nil

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

TITLE:	Foreman Road Maintenance and Construction Report May 2024	DOC REF: 11.1.4
REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 1726/06/2024

CORPORATE PLAN REFERENCE:

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current and upcoming projects are as follows:

- **Donohue Highway:**
 - 2.5km section programmed for this month was postponed due to side track underwater. This project is still an ongoing project but is currently still under water.
 - Commencement of work on 3km section Chainage 223.
 - Completed 3km of subgrade – waiting on test result before the commencement of gravel to be carted.
 - Prepared pads for upcoming re-seal work and slashing roadsides due to hazardous grass.
 - Seal completed on sections on the Donohue Highway.
- **Flood Damage:** Upcoming flood damage work is to commence in June on Bedourie Boulia Road.





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 2024 Report for information.

ATTACHMENTS: Nil

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

TITLE:	Rural Lands Protection Officer May 2024 Report	DOC REF: 11.1.5
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 26/06/2024

CORPORATE PLAN REFERENCE:

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

RLPO:

I spent the month doing some 1080 baiting, domestic animal control and checking the state of feed on the Town Common and stock routes. I attended a meeting in Blackall and attended a CWRPM (TECHGROUP) meeting.

TOWN COMMON:

After some good falls of rain, the feed on approx. 75% of the Town Common is showing some new growth.

PONY/CAMEL PADDOCKS:

With there only being one horse in the Pony Paddock and three camels in the Camel Paddock the feed is holding all right.

DOMESTIC ANIMAL CONTROL:

I impounded two dogs that came into my yard, both dogs were registered and as they had already been impounded before and used their free get out of jail card, the owners had to pay to get them released.

I was told about two feral half-grown pigs roaming the streets, I then went to investigate, and found the two pigs in the backyard of a house in Pituri St. I caught the two pigs and rehomed them out of town on a property.

CWRPM (TECHGROUP):

I attended a meeting in Blackall and there the group talked about the Sticky Florestina and the work that is being done by Wanye Vogler who would be giving a presentation at the Local Government Association of Queensland Natural Resources meeting I would be attending on the same day.

WEED SPRAYING SHIRE ROADS:

I have had to wait for the roads to be opened after the good falls of rain. I have been out and had a look at a couple of the shire roads and due to the rain falling

at the start of winter and the cooler days, I have not seen any sign of weed growth so far. I will have to keep checking when the weather starts to warm up.

RMPC:

I have been able to spend all but a few dollars of the RMPC money in my budget for 23/24.

I have noticed that after the rain on a couple of the State Roads there are signs of pest weeds starting to rear their heads up and once, I have the money for the 24/25 budget I will have to start spraying ASAP.

GRAVEL/BURROW PITS:

There has been some regrowth in a couple of the old burrow pits of Parkinsonia Bushes. I will be heading out and when I can gain access to them I will either spray them or put some Grasland Pellets around them.

STOCK ROUTE:

No enquires for Travel Permits have been received in the last month. The feed on at least 25% of the stock routes in the Bouliia Shire have not received any falls of rain and there is not enough feed along this part of the stock routes to feed any stock.

Until there are some better than average falls of rain, I will not be issuing any Travel Permits.

1080 BAITING:

There was one property that did some 1080 baiting this month with 417kg of meat treated with pig strength 1080 solution.

There were two properties that brought some De-K9 manufactured 1080 baits, one property buying 400 baits and the other property buying 800 baits.

The permanent 1080 Warning Signs have been ordered and should be here sometime in June.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	QRA Flood Damage Works Department May 2024	DOC REF: 11.1.6
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 28/06/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

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

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

Mixed Crew

- Headingly Road – Total length = 60.45, twenty three (23) major sections of damage. This crew has just commenced on Headingly Road, starting on the Mt Isa Council end, progress has been great, with six (6) of the major repair items being completed.

Harris A

- This crew has been delivering flood damage works along Linda Downs Link Road between Ch15.00 – Ch27.00, this work has been extensive as it is within the Georgia River precinct. Progress on this work has been excellent with approximately 15 working days to complete the full length of this vital road.

Harris B

- This crew has been currently engaged on Linda Downs Road which had 37 defect areas. Of these, this crew has restored 22 sections to a high standard. Well within our budget and timeframe.

Mixed Crew 2

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

- Floodway "3" located CH62.620

Please note: our no. 2 mixed crew has constructed a side track to bypass both of these worksites with all traffic management signage installed as per TMR standards. Both sites are now fully prepared for the concrete floodway installation to be carried out by Jake Stockham. All concrete works (weather permitting) should be carried out soon, then permitting final road works to be undertaken.

Floodway #3





CONSULTATION:

GBA as project managers for Council QRA Flood Damage Work.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	Policy Review - Town Common Policy	DOC REF: 11.1.7
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

A revised version of Policy 124 – Town Common Policy was presented to Council at the Ordinary Meeting of Council on 31st May 2024 following a workshop held with Council’s CEO, DWO, RLPO and Councillors Britton, Neilson and Beauchamp (in accordance with the adopted Councillor Portfolio System) to discuss the contents of the policy. The revised policy version was not adopted at the 31st May Council meeting as Councillors felt that further adjustments to the policy were required.

Attached to this report is the revised policy version taking into account the feedback raised at the Council meeting. The further adjustments requested are highlighted in green. It is recommended that the policy as presented be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That policy 124 Town Common Policy as presented, be adopted.

ATTACHMENTS:

1. JUNE DRAFT Town Common Policy Policy 124 (1) [11.1.7.1 - 12 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

Town Common Policy

Category:	Policy
Policy Number:	124
Document Version:	4 1.0.2
Obsolete Version:	4 (adopted 25 th June 2021)
Keyword Classification:	TOWN COMMON
Summary:	Policy and guidelines for the use of the Town common, Council Controlled land (except for leased areas) and Stock Route reserves in Boulia and Urandangi
Adoption Date:	
Resolution:	
Due for Revision:	Three years or as impacted by legislation.
Revision date:	28 th June 2027
Date revoked:	n/a
Related documents:	n/a
Responsible Section:	Executive
Responsible Officer:	Director of Works and Operations
Legislation:	Local Government Act 2009

POLICY:

The Council has responsibility for care control and management of the area of land surrounding the Townships of Boulia and Urandangi for the purposes of a Town Common, Council Controlled land (except for leased areas) and reserves. The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves, Council Controlled land (except for leased areas). The application for grazing animals on the Town Common and reserves is to be made on the Council's form '**Application to Depasture Stock on the Town Common – Council controlled land (except for leased areas).**'

The common may, subject to this policy, be used for the grazing of stock including registered and branded (cattle/horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof. Feral animals and declared pests are excluded and will, wherever practical, be humanely destroyed or removed.

**Refer to 'Stock Type and numbers – page 4 for further information'*

Boulia Town Common:

The Boulia Town Common is currently described as Lot 33 on CP 903938 and Lot 100, 106-108 on SP255329 Reserve 14 and comprises of an area of approximately 2,130ha surrounding the township of Boulia. Included in the area under control is the Stock Route which traverses the Common (Attachment 1 – map).

Urandangi Town Common:

The Urandangi Town Common is currently described as Lot 8 SP 135892 and comprises an area of approximately 3,910ha surrounding the township of Urandangi.

Most of the area comprised in the Urandangi Town Common is currently leased and so the policy, where relevant, only applies to those areas not under lease.

ENTITLEMENT

RESIDENT RATEPAYER:

Resident ratepayers living in Boulia who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **30 stock** on the Town Common, subject to this policy and guidelines. This offer only applies to the principal place of residence and does not include other properties owned by applicant.

***Also refer to Increased Allocations above 30 head – page 3.*

** Children/trustees/guardianship – The maximum holding for any one family group will be as such for an individual resident ratepayer. If different brands are held for each child/trustee/guardianship, then this information is to be provided to Council.
le; Resident Ratepayer household = entitlement 30, split may be parent 10, child 1 (10), child 2 (10) etc

RESIDENTS OF BOULIA:

Persons who **are residents** of Boulia and have resided in the town for a period of at least 6 months and who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **2 stock** (per household) on the Town Common, subject to this policy and guidelines **including RBE registration**.
Preference will be given to those who do not have access to 15 hectares if there is available capacity on the Town Common before other applicants.

INCREASED ALLOCATIONS ABOVE 30 HEAD:

Upon application to Council individual **resident** ratepayers **(one per household)** may apply for an increased holding under the following conditions:

- That the **total holding for the common** does not exceed 170 based on Dept. of Primary Industries carrying capacity for the common.
- That the applicant can only use **unallocated holdings** while there are no other requests to agist stock on the common.
- Should a request be received by Council for another valid applicant then the 'extra' stock must be removed within a reasonable time but no longer than one month.
- That the agistment fees are paid and kept up to date for the total number of stock held by the applicant or the stock are to be removed.

OUTSTANDING DEBTS:

Eligible applicants must not have any overdue debts to Boulia Shire Council at the time of application for a permit to agist stock on the Town Common. In this case the application will be refused until such debts are paid in full. Any change of eligibility status must be notified to the **Director of Works and Operations** WITHIN 7 DAYS.

BREACH OF POLICY:

Any applicant who Council determines has breached the policy conditions concerning the Town Common and Council Controlled land (except for leased areas) may be banned from use of the common for up to five years.

MANAGEMENT OF THE TOWN COMMON / RESERVES

Council Controlled land (except for leased areas)

Council has overall responsibility for management of the Town Common/Reserves, Council Controlled land (except for leased areas) and has delegated that responsibility to the Chief Executive Officer who by authority can delegate to other staff.

The day to day control of the Town Commons, Council Controlled land (except for leased areas) and identified reserves will fall under the jurisdiction of the Rural Lands Protection Officer who reports to the Director of Works and Operations.

GUIDELINES FOR TOWN COMMON

BIOSECURITY ENTITY REGISTRATION (valid 3 years)

Biosecurity entity registration and the **property identification code** (PIC) system work together to improve biosecurity, allowing us to trace the movements of an identified animal and quickly contact the person responsible for it. A PIC relates to the land where animals are kept (refer to RLPO).

The registered biosecurity entity is the person, people or organisation responsible for the day-to-day keeping and care of the animals.

You will need to register and provide confirmation to Council if you are planning to run stock on the common if you have :

- 1 or more
 - o cattle, sheep, buffalo
 - o alpacas, llamas, or other animals from the Camelidae family
 - o horses, ponies, donkeys, mules, or other animals from the Equidae family

IDENTIFICATION OF STOCK:

- All stock irrespective of age shall have a Special Bouliia Shire Tag affixed to the ear (same side as the brand). Tags are to be supplied by Bouliia Shire Council at the owner's expense.

- the applicant must have Registered Biosecurity Entity documents - this applies to horses and cattle.
- Horses and Cattle must be clearly branded with a registered brand in the applicant's name be ear marked, have an ear tag, NILS tag and owners tag. (copies of all to be provided for Council records).
- Camels and other animals as permitted must be clearly branded and/or have distinguishing ear tags and ear marks.

STOCK TYPE AND NUMBERS:

- **NO ENTIRE ANIMALS WILL BE ALLOWED.**
- **Male Camels and Donkeys should be de-sexed if on the Town Common,** Council Controlled land (except for leased areas)
- **Stallions are not permitted on the Town Common,** Council Controlled land (except for leased areas)
- The first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle /horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof.
- The maximum number of stock to be permitted by each applicant, subject to entitlement as detailed above, shall be 30, being made up of a mixture of cows/horses/camels etc totalling no more than 30 head with a **maximum allowed on the Town Common,** Council Controlled land (except for leased areas) **to consist of 170.**
- If Council determines that any of the above mentioned lands are suffering from overgrazing, drought or any condition prejudicial to the continued wellbeing of the stock depastured thereon, it may reduce the stocking rate of each individual common user.
- The Director of Works and Operations shall issue destocking notices, if required to all permit holders to reduce numbers to a level determined acceptable by the Council.
- Poddy/Camel calves and foals irrespective of age shall be taken into account for permit and depasturage fee purposes in the same manner as adult Cattle and Horses.

- Camels are an asset to Bouliia Shire due to their attraction for tourists especially during Camel Races. However, during such musters proper identification & fees must be paid on domesticated animals to avoid impounding and/or culling.
- Stock shall become eligible for a permit upon reaching the age of six (6) months. The Rural Lands Protection Officer (RLPO) or their representative appointed by the Chief Executive Officer will be the sole judge in this instance & their determination shall be final.

MOVING CATTLE ONTO THE TOWN COMMON

Stock owners are not permitted to agist cattle without a permit from Council

- Agistment of cattle **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations.
- A copy of the National Vendor Declaration (NVD) is to be provided to Council for their records.
- NILS transfer documentation is to be provided to Council for their records
 - o Cattle must be read into the Racecourse Reserve prior to moving onto the Town Common.

NON-COUNCIL MUSTERS - MUSTERING TO BRAND

Stock owners are not permitted to carry out mustering without a permit from Council

- o The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- o Non-Council musters must be advised to Council RLPO and yards must be nominated with approval given by the yard owner to Council **BEFORE** the muster is held. Eg; for branding purposes etc – **not for the removal of cattle.**
- o All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster.
- o All calves, at the time of their branding, must then have NILS tags and be read at that time.

NON-COUNCIL MUSTERS – MOVING CATTLE OFF PERMANENTLY

Stock owners are not permitted to carry out mustering without a permit from Council

- The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations.
- Non-Council musters for the removal of cattle permanently from the Town Common must be advised to Council RLPO **BEFORE** the muster is held and the

only yards to be used are the Racecourse Reserve and this must be pre-booked with 10 working days notice.

- All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster. Council can assist by using email blast, Facebook by publishing a Notice of an Intention to Muster.
- A copy of the National Vendour Deck (NVD) is to be provided to Council for their records.
- NILS transfer documentation is to be provided to Council for their records.

ANNUAL COMPLIANCE MUSTERS:

- Annual Compliance Musters will be carried out by the Rural Lands Protection Officer (RLPO), other staff and an authorised contractor between **August and September**.
- The specific yards to be used will be nominated and all stock holders and adjacent landholders will be given 10 working days notification by Council.
- Council will publish a Notice of an Intention to Muster on the Town Common, Council Controlled land (except for leased areas) using email blast, Facebook and other forms of technology available.
- When Council carries out the muster (not including a Council sponsored Compliance Muster), the cost will be charged to each owner on a per head basis at the date of each muster.
- Town Common, Council Controlled land (except for leased areas) users, if able to assist the RLPO with the muster, will be credited with hours worked to assist with the muster at the Council's day labour rate which is to be deducted from their share of the muster cost (this is not to be a cash amount).
- It is an express condition of the permit that all stock being mustered must be mustered to the designated or other Council approved yards (Paton or Racecourse Reserve yards).
- Horses and camels shall be part of an annual muster and fees also need to be paid.
- A Muster is required to keep wild animals in check and unregistered animals may be culled.

ROLE OF RLPO:

The Rural Lands Protection Officer will:

- Assess the condition of the Town Common, Council Controlled land (except for leased areas) and the appropriate stocking rate, subject to a **limit of 170 head** based on Dept. of Primary Industries carrying capacity for the common.
- Review the policy and guidelines and make recommendations to the Director of Works and Operations who will advise Council concerning changes or additions.
- Undertake a tally count at least twice annually which can be completed using current technology eg; drones/ GPS cameras etc.
- Undertake a stock muster if stock exceed the quota or conditions require a change to the number of stock on the commons/reserves, Council Controlled land (except for leased areas) or as determined by the Director of Works and Operations.
- The Rural Lands Protection Officer shall report to the Director of Works and Operations full details of:
 - stock numbers and movements within the Town Common, Council Controlled land (except for leased areas),
 - details of stock owners exceeding the stocking rate in force at that time and
 - those in financial arrears at the conclusion of the tally/muster.
- The RLPO will have authority to impound Stock. Stock may be sold to recover arrears with Council, with arrears to be deducted from the sale.

HEALTH OF STOCK:

- To minimise injury all horned cattle should be dehorned as young as possible and prior to weaning preferably under six (6) months of age. Older animals must be tipped (Ends of Horns removed without cutting into sensitive horn) without anaesthetic in order to reduce their potential to cause injury. It is the owner's responsibility to dehorn their own stock. Any cattle coming onto the common must also be dehorned as per policy.
- Diseased, maimed, aged or poor stock will not be permitted on the reserves and must be removed by the owner. Failure to remove those stock by the owner will result in the Council removing the stock and the cost charged to the owner. The welfare of the stock is the responsibility of the owner.

FEES AND PERMITS:

- Concessions per households for Resident Ratepayers and Residents of Boulia are permitted to have 2 head of stock (regardless of type) at no cost to be depastured on the Town Common and Council controlled land (except leased areas). The signing of the agistment agreement is still required and acknowledgement to the conditions of this policy and its associated charges.
- In excess of 2 head of stock, there will be no concessions to fees payable to Council for charges incurred under this policy. The signing of the agistment agreement is an acknowledgement to the conditions of this policy and its associated charges.
- Stock shall not be placed on the above mentioned lands without the permission of the RLPO and Director of Works and Operations and/or before a permit in the prescribed form has been approved.
- Permits authorised by the Director of Works and Operations or the Chief Executive Officer will be the only recognised form of authority to depasture stock on the Town Common, Council Controlled land (except for leased areas).
- All fees are determined at Council's Annual Budget Meeting and must be paid at least 30 days in advance with notices given by Council.
- Failure to observe all conditions contained in the permit shall result in immediate cancellation of any approval previously granted to stock owner and they will be requested to remove the stock. Failure to remove the stock within a prescribed time (no longer than one month) will result in the removal by Council with all costs charged to the owner.
- In case of stock depastured for the first time, fees will apply for the quarter in which a permit has been approved.
- Applications for a permit and fees for depasturage will not be accepted once a Council sponsored muster has commenced and non-acceptance will continue until such time as the muster is finalised.
- All pound fees together with depasturage fees shall be payable in respect of stock seized on the Town Common, Council Controlled land (except for leased areas) for which no permit has been approved.
 - i. Owners of uncontrollable stock as determined by the Rural Lands Officer will be required to have their stock removed at the direction of the Director of Works and Operations.

FENCING - JOINTLY OWNED LAND - ADJOINING THE TOWN COMMON

Council will provide an annual budget allocation of **\$5,000 per annum in total** which is to be used only for the renewing of jointly owned land adjoining the Town Common, Council Controlled land (except for leased areas) (identified on the map – addendum).

Any landowners wishing to replace existing fencing may apply to Council and access funds if they are available. Fencing must be replaced within the same location (within reason) **and have previously been identified by the RLPO as needed.**

Funds will be available at the beginning of each financial year and can be utilised for material purchase only. Land owners must provide labour to access this funding source.

When applying for funding to fix fencing adjoining the Common, Council Controlled land (except for leased areas), applicants must either supply the materials or supply the labour, both items cannot be supplied by Council.

FENCING REPAIRS

All fences which are shared between the Shire and adjoining properties for the Town Common Land, Council Controlled land (except for leased areas) and bi-secting Stock Routes will be inspected by the RLPO on a bi-annual basis at which such time a report will be issued to the Director of Works and Operations on their condition. All properties adjoining the Town Common, Council Controlled land (except for leased areas) and those which bi-sect the Stock Route and have fencing which is in need of repair will be issued with a notice to repair the fence within a reasonable timeframe. This timeframe will be advised in writing and determined by the reason and extent of the damage: ie: neglect/lack of maintenance (for example approx. 3 months), damage by floods etc (for example approx. 6 months).

If the fencing is not repaired sufficiently to prevent stock wandering onto the Town Common/Stock Route/Reserve, Council Controlled land (except for leased areas) then the Council will repair the fencing and costs associated with the repair will be then charged to the property owner/lessee.

WANDERING STOCK – UNAUTHORISED ACCESS TO TOWN COMMON/STOCK ROUTE

Council Controlled land (except for leased areas)

All applicants who agist stock on the Town Common, Council Controlled land (except for leased areas) pay a fee to Council. Wandering stock, as a direct result of poor fencing management by adjacent landholders, creates an unfair situation to those who pay for the use of this land and the fodder it produces.

Any unauthorised stock located on the Town Common, Council Controlled land (except for leased areas)/Stock Route reserves described in this document will be impounded and/or identified (using available technology) and the owner will be charged a minimum of **one months agistment fee per head**. An administration charge to cover the cost of dealing with this infringement will be charged at the hourly rate for the RLPO for the time expended to remove/identify the stock.

Secondary infringements by wandering stock will incur **double one months agistment fee per head** and the **charge for Council to repair the fencing** after identification by the RLPO and authorisation by the Director of Works and Operations.

ADDENDUM Town Common/Bisected Stock Route Map



TITLE:	Non-potable water scheme - Urandangi	DOC REF: 11.1.8
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 26/06/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

Prior discussion with the Drinking Water Supply Regulator and QLD Health undertaken on the 13/07/2023 has confirmed that both parties are in support of Council making Urandangi a non-potable water supply scheme.

Since this initial discussion, the following has been undertaken by Council to transition the scheme to non-potable:

- Permanent non-potable water signage has been erected around the town at all entry points.
- Council’s Drinking Water Quality Management Plan has been amended to remove all mention of Urandangi as a drinking water scheme. Note that the current Amendment is still awaiting approval by the Regulator.

The remaining actions the Regulator would like to see completed prior to Urandangi being officially switched over to non-potable include:

1. Council must choose an official date for the scheme to be changed to non-potable. This date must then be communicated to the community (e.g. via social media and flyers to local residents), refer to Communication Strategy and Urandangi Water Alert Flyer attached.
2. Council’s Drinking Water Service Provider registration details must be updated to remove all mention of Urandangi as a drinking water scheme.
3. Council’s Declared Service Area maps must be updated to remove the Urandangi drinking water scheme.
4. The Boulia Shire Customer Service Standard must be updated to remove the Urandangi drinking water scheme.

Until steps 1- 4 have been completed, testing and operational requirements as per the current approved DWQMP must continue at Urandangi.

CONSULTATION:

Lynn Moore (Chief Executive Officer), Gerhard Joubert (Acting Director of Works and Operations), Ian Gillespie (Senior Environmental Health Officer; Central Queensland Hospital and Health Unit), Imraan Yousuf (Principal Regulatory Officer; Water Supply Regulation), Mariel Forrester (Regulatory Officer; Water Supply Regulation), Sohan Shrestha (Regulatory Officer; Water Supply Regulation).

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

- 1. Communication Strategy and flyer GBA report [11.1.8.1 - 1 page]

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

Communication Strategy:

- Signage - erected in 2023 at the two major entrance points to the town and at the entrance to the school and the two entrances to Marmanya. Council must ensure signs are clearly visible and are kept clean and in good condition. They should be replaced when they become deteriorated by environmental conditions.
- Council to advertise the switch over of the scheme from potable to non-potable via the Boulia Shire Council social media platforms (e.g. Facebook page).
- Water Alert Flyers (see below) detailing the change (including official date) from potable to non-potable water are to be distributed to residents around Urandangi and Boulia.
- Council to commence annual notification to Urandangi residents notifying them that the water is non-potable (see flyer below).

Water Alert - Urandangi



BOULIA
SHIRE COUNCIL

FOR IMMEDIATE RELEASE

Boulia Shire Council advises all residents in Urandangi that as of the 2/12/2024 the Urandangi water supply will be switched over to a non-potable water supply and will no longer be compliant with the Australian Drinking Water Guidelines. From this date, it will no longer be able to be utilised as a drinking water source. This alert applies to the entire town of Urandangi.

What do we mean by non-potable?

Non-potable water has come from a non-drinking water source and is not suitable for drinking due to the inability of the water to meet the standards that define potable water in the Australian Drinking Water Guidelines. This means that the water **MUST NOT** be used for any of the following uses:

- Drinking water
- Cooking
- Food, beverage or ice preparation
- Brushing teeth
- Showering and bathing
- Any other scenario that could result in someone swallowing or inhaling water.

What are the risks of non-potable water?

Non-potable water can contain micro-organisms including viruses, bacteria (e.g. *Salmonella*, *E.coli*) and gastro-intestinal parasites (e.g. *Giardia*). These may be in the water even if it appears clear/clean. They can cause severe gastroenteritis (vomiting and diarrhoea) that can last for several weeks. Infants, the elderly and people with suppressed immune systems are at greater risk. Waterborne diseases can occur without directly ingesting the water. Non-potable water may also be contaminated with other chemicals.

Can I use this water at all?

While non-potable water is not safe to drink, it is still a valuable resource and may be used in situations where there is no risk of human consumption or inhalation. This includes irrigation and stock watering.

How can I access drinking water?

To access water for drinking purposes, you may wish to consider one of the following:

- Install a rainwater tank to harvest rainwater at your property;
- Purchase bottled water;
- Contact a drinking water carting company to deliver water to your property.

For more information please contact:
Boulia Shire Council
P: (07) 4746 3188
E: admin@boulia.qld.gov.au

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report May 2024	DOC REF: 11.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Enterprise Bargaining Agreement (EBA)

The final stages of the Bouliia Shire Council EBA will have been completed by the time of this meeting. A full staff meeting was conducted on 13th May where the explanation of the improvements to the agreement were explained to all staff.

The "access period" for staff to review the EBA was scheduled from 10th June to 24th June.

On the 14th June a review of the changes was discussed by the CEO with the office staff and on the 17th June the review was completed by the CEO with the depot staff.

On the 24th June the access period closed and the ballot was conducted on the 25th June with the outcome being referred to all the Unions.

Increase to wages, conditions and allowances will occur from the first pay period after the 1st July.

Bouliia Local Resilience Action Plan/NWQ Local Resilience fund.

Bouliia has been fortunate to be the recipient of \$4.5m under the NWQ Local Resilience Fund which will require some very quick submissions to take advantage of the funding available. The funds are tightly controlled by limiting projects to the previous flood events and we will be identifying projects to be submitted. Very positive discussions have been held with TMR after identification that the Hamilton Channels would be a very worthwhile project. A side project to resilience may be the road warning advice electronic signage for the Donohue Highway at both ends. At the time of this report details are not available

Bouliia Community Hub

We are now focussed on future funding rounds to breathe life into this project before our building becomes unsustainable. Investigations have now begun into LGGSP and other funding options along with the re-scope of the building.

Grant - Queensland Flooding Flexible Funding Grant - (QFFFG) QFFFG2L017

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

Boulia Shire Sales Permit - Gravel pit update

Pituri 1, Glenormiston 7 and Glenormiston 9 are the three pits required for the identified work on the Donohue Highway – due to the recent flood event this now will be deferred until the surrounding area is dry enough to work on.

PPR documentation has been lodged for this location 178-182km which will now need to be placed on hold and a further PPR will need to be completed on the next identified chainage.

Quarry Material Native Title Update

As proxy for the RAPAD Group of Councils, I attended the meeting on 12th June.

DAF provided an update on progress for those Councils who have expiring Sales Permits in 2024.

It is pleasing to note that many learnings have taken place since the original application of this legislation and the impact on Councils is being noted and actioned.

Interim agreements are being put in place for expiring Sales Permits and work has commenced on the actions required for unallocated areas which have not been identified for a specific Native Title group.

The end goal is to have Indigenous Land Use Agreements (ILUA's) in place for each of the gravel pits affected. It was noted that some groups are requesting extra requirements which go above the initial ILUA scope which could prove onerous for Councils in the future. DAF advised that they would continue but do need to have the ILUA's in place in order to list the Sales Permit for action. It appears that Council have an option to be part of the ILUA – which I think would be preferable so that it is clear what the expectations are. Next meeting will be in August.

Positions Vacant:

RMPC Leading Hand	This position is currently being advertised.
Groundsman	Specifically, to maintain the lawns in the Council staff housing units

Events/Conferences/Training

Date	Activity	Attendees	Location/completed
21st to 22nd May	Civic Leader Forum	Mayor Rick Britton CEO Lynn Moore	Completed
27th May to 30th May	RAPAD F2F plus Roads/Water/Pest	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Completed
31st May	Council meeting	All Councillors	Completed
6th June	LGAQ President visit	All Councillors/CEO	Completed
28th June	Council meeting	All Councillors	Boulia Shire Hall
30th June to 1st July	Outback Way Forum	Mayor Rick Britton Dep Mayor Jack	Canberra

		Neilson	
2nd July to 4th July	ALGA - National General Assembly	Mayor Rick Britton Dep Mayor Jack Neilson	Canberra
9th to 11th July	Rural Financial Counselling Service	Mayor Rick Britton	Canberra
26th July	Council meeting	All Councillors	Boulia Shire Hall
20th to 21st Aug	RAPAD F2F	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	TBA
27th to 29th Aug	LGMA conference	CEO Lynn Moore DCS Kaylene Sloman	Cairns
30th Aug	Council Meeting	All Councillors	Boulia Shire Hall
2nd to 3rd Sep	Outback Highway AGM	Mayor Rick Britton All Councillors	Boulia – Hosting event
4th Sep	Western Qld Alliance of Councils	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Mt Isa
18th Sep	Elected Member Update training (EMU)	All Councillors	Boulia Shire Hall
27th Sep	Council Meeting	All Councillors	Boulia Shire Hall
21st to 23rd Oct	LGAQ Annual Conf	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson??	Brisbane
25th Oct	Council Meeting	All Councillors	Boulia Shire Hall
26th to 27th Nov	RAPAD AGM	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Brisbane
29th Nov	Council Meeting	All Councillors	Boulia Shire Hall
13th Dec	Council Meeting	All Councillors	Boulia Shire Hall

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update May 2024	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. Action List update May 2024 [**11.2.2.1** - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 27th August 2021					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO - oversight WMgr - action Road crew - delivery Budget - TMR TIDS	05/06/2024: Notice to Offeror for CN-22774 received from TMR. 22/05/2024: Special Projects for FY24/25 as per discussion between BoSC & TMR 19/4/2024 This program has been allocated to the 2024-2025 TIDS program – awaiting designs and scope of works from TMR.
Friday, 16th December 2022					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	CEO - Action WMgr - investigate DWO - oversight CSM - Info Budget - Tourism	10/06/2024 Budget from 23/24 will carry over to 24/25, total of \$26,000, already spent \$5,396 08/05/2024 This item to be discussed at ManEx. Beck Britton has some ideas to propose and so that ManEx team can confirm scope of works. 31/10/23: Planter boxes and seating ordered and received, to be installed by carpenter in off tourist season.
Friday, 21st April 2023					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS - action WMgr - oversight Budget - Flood?	10/06/2024: Operational funds in Waste Mgt Urandangi \$20,000 available 22/05/2024: Shall be completed by end of June 2024. 15/2/2024 Further flood events have prevented this from occurring. 20/11/2023: removal in early 2024.
Friday, 18th August 2023					
4.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by ECDM	ECDM - grant? W4Q? Budget - Gen Res/town mtce or grant funding	10/06/2024: Funds budgeted in 2024/25 Capital Budget, dependent on grant funding. 24/4/24 Ordinary Council Meeting comment: consider looking at fixed roof and not a sail cloth (example similar to hall side of roof)

					20/3/2024 Cllr Norton provided different option to 'shade sails'. This was forward to Council on 20/4 after budget review for their consideration.
Friday, 19th January 2024					
5.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council.</p> <p>Action request from 23/2/24 Ordinary Meeting: Review on Easement to be completed – consider if Council should develop and possibly sell blocks. Divert water and develop road?</p>	<p>DWO - primary WMgr - delivery Budget - Land Dev</p>	<p>10/06/2024 Contacting previous owners to get permission for signatures to complete transfers via Solicitor.</p> <p>22/05/2024: BSC does not own the land as of date, this is being investigated by CEO EA, and once landownership has been identified, next steps can be progressed in terms of Survey.</p> <p>02/05/2024 Tony Morcom working on application documents regarding easements.</p> <p>27/2/2024 Tony Morcom surveyor has been contacted to proceed with the easement survey for future land development.</p> <p>27/2/2024 No further interest has been shown by any applicants.</p> <p>22/1/24: Letter sent to tender applicants</p>
6.	19/01/2024		Wash Down Bay Council requested fees for charging to use the washdown bay-payment options to be investigated.	<p>WMgr - action Budget - Gen Res</p>	<p>22/05/2024: WIP</p> <p>15/4/2024 WMgr to contact Winton Shire Council to review their facility.</p>
7.	19/01/2024		Outback Way Funding BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	<p>DWO - primary GBA - design WMgr - delivery Budget - subject to grant funding</p>	<p>22/05/2024: Being investigated with QRA as a part of the \$18M funding available, as also discuss under Donohue Workshop.</p> <p>15/4/2024 DWO to discuss with Stuart from GBA on his next visit for future upgrades to the Longreach Channel.</p>
8.	19/01/2024		<p>Boulia Household Water BSC to investigate and advise on:</p> <ol style="list-style-type: none"> 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage? 4. Water filters for each residence and business in the township. 	<p>DWO - primary WMgr - investigation Budget - W4Q/LGGSP?</p>	<p>10/06/2024 Capital Budget item of \$4m added to 2024/25 Budget, dependent on grant funding being available.</p> <p>22/05/2024: QLD Water Representative invited to visit Boulia to see "As Is" and provide some guidance, rather than engage a consultant at the front end.</p> <p>17/04/2024 Currently investigation work in progress.</p> <p>5/3/2024 On hold with further work from hydrologist. Further contact to be made with Carbon and Water</p>

					to investigate ALL potential solutions to this ongoing problem.
Friday, 23rd February 2024					
9.	23/02/2024		CLlr Norton: requested Council address the excessive mozzies in the man-made water hole between Harris Yard and Burke River	RLPO - investigation WMgr - oversight	22/05/2024: No need of fogging with current climate change. Further investigation into the water hole to be completed.
10.	23/02/2024		CLlr Beauchamp: Library plumbing issue – machine clearing sewer lines – should Council buy own water jetter	DWO/WMgr Plant Committee Budget - CAPEX 24/25	10/6/2024 Plant Committee to review.
Tuesday 12th March 2024					
11.	12/03/2024		CLlr Britton: Suggested each Councillor attend one of the face to face RAPAD meetings	CEO - noting EA - action Budget - RAPAD	10/6/2024 Next F2F RAPAD meeting 20/8/2024 – location to be confirmed
12.	12/03/2024		CLlr Neilson: Investigate potential for footpaths to be done via TIDS funding	W/Mgr - investigate RUS - action Budget - TIDS/Gen Res	22/05/2024: TIDS being channelled on Donohue, PCMP is better opportunity, investigating this further. 24/04/2024 Ordinary Council Meeting note: Contact to be made with Kate Birse re unallocated funds for footpaths and kerbs.
Wednesday 24th April 2024					
13.	24/04/2024		Consideration to be given for a Special Rating – Solar Farm Category for rates	DCS - investigate	10/6/2024 Rate developed and submitted for initial review to be approved in the budget.
14.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	DCS - investigate	10/6/2024 To be investigated.
15.	24/04/2024		Community Meeting: items for discussion to include dog laws, Town Common, pool & spa fencing laws	DCS – action CEO - Oversight	20/6/2024 Community Meeting scheduled to be held 20 th June 2024.
16.	24/04/2024		CLlr Woodhouse and Neilson: Events calendar - overall events calendar to be active, consider more advertisement (local and tourists) so that there is more awareness on what is happening in surrounding shires.	ECDM – action CEO - Oversight	10/6/2024 Events page of Council website has been updated to include links to some other regional event calendars.

17.	24/04/2024		LGAQ Annual Conference 21-23 Oct. in Brisbane – Mayor would like all Cllrs to attend on rotation moving forward. Cllr to attend this years conference (with Mayor and CEO) tba upon conference program becoming available.	CEO - action	10/6/2024 Nomination required for Cllr. 29/04/2024 CEO, Mayor and one Councillor to attend this year.
18.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2024-2025 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	DCS - Budget	10/6/02024 \$10,000 allocated in the 2024-2025 budget. RAPAD is also looking into Regional training for new Cllrs and Mayors.
Friday 31st May 2024					
19.	31/05/2024	n/a	A resolution regarding policy 124 Town Common Policy, is to be deferred to the June 2024 Ordinary Meeting of Council, to enable amendments to the proposed policy version to be made.	CEO – action	10/6/2024 Policy has been amended and will be presented at the June Council meeting.
20.	31/05/2024	2024/05.12	1. That the Council agrees to become a member of the proposed CUC RAPAD. 2. That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD. 3. That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an 'inkind' contribution to the project for community advancement. 4. That the CEO advise RAPAD of the outcome of this resolution.	CEO – action	10/6/2024 CEO – Mayor has signed the documentation for Boulia to Participate in this program and the documents have been sent back to RAPAD/CUC.
21.	31/05/2024	2024/05.13	That the date of the Ordinary Meeting of the Boulia Shire Council for August 2024 be changed from 30th August 2024 to 23rd August 2024 and that the change in meeting date be advertised on Council's website and all other approved distribution methods.	Exec Assist- action CEO -oversight	21/06/2024 Public Notice with date change released.
22.	31/05/2024	2024/05.15	1. That Council receive for information the third quarter report from Dec to March 2024 in relation to the adopted Operational Plan 2023-2024. 2. That the report be displayed on the Council website.	Exec Assist – action CEO -oversight	10/06/2024 Report uploaded to the Council website.
23.	31/05/2024	2024/05.17	That Council proceed with the proposal to purchase the artwork from the Outdoor Billboard Gallery and authorise the Chief Executive Officer to carry out the purchase.	CEO Assist – action CEO - oversight	17/6/2024 Email to OHDC to proceed.
24.	31/05/2024	Cllr Woodhouse	Increased Social Housing Councillor Woodhouse raised the need for having short term emergency housing available in Boulia. Item to be added to the Action List for further progressing.	ECDM- action CEO - oversight	17/6/2024 Land availability will determine this. Meeting with Qld Housing held and proposals put forward – they have nothing in line for Boulia.

25.	31/05/2024	Cllr Norton	Pipe out the front of the Min Min Encounter bent (water main)	DWO/WMgr - action	17/6/2024 Investigated.
26.	31/05/2024		Letter to be sent to the Committees advising that in June each year they need to submit a request to Council regarding the proposed in kind support they will need for the financial year. This will allow Council to plan ahead for equipment/manpower etc. (Workcamp)	CEO/CEO Assist - action	17/6/2024 Letters to all clubs completed with date to reply with requirements set at 30 th Sep each year.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS				
NUMBER	DATE	Staff Member	PROJECT ISSUE:	RESPONSE
1.	19/6/2020	DWO/WMgr	TOURISM/ LIVEABILITY Cllr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 – review of Corporate Plan in 2024-2025 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	19/06/2020	ECDM/WMgr	BRANDING/TOURISM Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	15/2/2024: To be reviewed during the 'visioning' project - new Council -March 2024– review of Corporate Plan in 2024-2025 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	WMgr	TOURISM/LIVEABILITY Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024– review of Corporate Plan in 2024-2025
4.	17/08/2020	WMgr	TOURISM Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	Review of Corporate Plan in 2024-2025 15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	Councillors CEO/DWO	LIVEABILITY - FUTURE RESIDENTIAL LAND SIZING consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024– review of Corporate Plan in 2024-2025 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	Cllrs	LIVEABILITY - FUTURE PLANNING Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	17/6/2024 Council has received development application for private boarding - currently being advertised.

				15/2/2024: This is an option which needs to be considered by private individuals/organisations.
7.	22/09/2023	DWO	ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	WMgr	LIVEABILITY Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
9.	23/02/2024	CEO	LIVEABILITY Post Office/Community Hub : if Community Hub doesn't go ahead, consider Post Office being moved or refurbished and getting a container for mail (e.g 10x7 foot)	17/6/2024 Stage 'F' of the Community Hub is being planned. Possible with a reduced scope excluding the Library.

TITLE:	Delegation to CEO and CEO to staff June 2024	DOC REF: 11.2.3
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 26/06/2024

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

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

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

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

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

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

It is also clear that just because a delegation exists, does not mean that the officer will choose to exercise that delegation, he/she may choose to refer the matter to

Council (or CEO) for decision, particularly if the issue may be contentious or be of interest to the Council.

Furthermore, the Mayor or Council may issue a direction to the CEO that a matter be referred to Council for decision and in such circumstances the CEO must comply with all the lawful directions of the Mayor or Council including those relating to matters subject to a delegation.

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

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

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

The CEO is the only member of staff who can sub-delegate (Section 259) her powers to another member of staff or contractor and for this reason the Council decides on a broad delegation to the CEO who then determines the appropriate delegations to other staff. The proposed delegation from the Council to the CEO has not changed since its last review at the Ordinary Meeting of Council on the 24th April 2024 (Resolution No.: 2024/04.17).

The following changes have been made in the delegations from the CEO to staff:

- As the Community Services Manager role no longer exists, this delegation has been revoked.
- Introduction of the Economic and Community Development Manager (ECDM) role.
- Introduction of the Manager People and Culture (MPC) role.
- Role Foreman, Road Maintenance and Utility Services (RUS) has been changed to Foreman, Town Services and Utilities (TSU). RUS delegation revoked. TSU delegation created.
- Executive Assistant delegation reinstated.
- Senior Administration Officer delegation revoked. Replaced by delegation to Supervisor Administration Services.

Attached to this report is a copy of the delegations register. The register of delegations is a public document and is available on Council's website.

CONSULTATION: Legislative database and other Local Authorities

GOVERNANCE IMPLICATIONS:

Compliance with the *Local Government Act 2009*.

RECOMMENDATION:

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

ATTACHMENTS:

1. Delegations Register effective until revoked June 2024 [**11.2.3.1** - 1 page]

Chief Executive Officer	Ms Lynn Moore
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Bouliā Shire Council - Summary of Purchasing Delegations and Limits

(Effective until revoked)
**** Please note this document cannot be changed unless it is approved under resolution of Council ****

<i>Position</i>	<i>Doc id</i>	<i>Delegation to Sign Orders & Authorise Payments</i>	<i>Purpose</i>	<i>Other</i>	<i>EFFECTIVE from</i>
Chief Executive Officer	81602	No Limit subject to Regulations	Any lawful purpose	Subject to Council Policy	7/15/2022
Director of Corporate Services	51776	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	7/15/2022
Director of Works and Operations	51777	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	7/15/2022
Works Manager	81603	Limit up to \$70,000	For Operational Works	Subject to Council Policy	5/1/2024
Finance Manager	45200	Limit up to \$50,000	For Corporate Service responsibilities and Payroll	Subject to Council Policy	7/27/2020
Contract Works Overseer	45196	Limit up to \$70,000	For Flood Damage Restoration Works	Subject to Council Policy	2/22/2017
Foreman, Road Maintenance and Utility Services	51775-revoked	Limit up to \$10,000	Revoked 28/6/2024 - changed position		6/28/2024
Foreman, Town Services and Utilities	new	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	6/28/2024
Foreman, Roads Maintenance and Construction	51774	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	7/15/2022
Community Services Manager	45195-revoked	Limit up to \$10,000	Revoked 28/6/2024 - changed position		6/28/2024
Economic Community Development Manager	new	Limit up to \$10,000	For Community Services Operations	Subject to Council Policy	6/28/2024
Executive Assistant	re-instated 28/6/2024	Limit up to \$5,000	For Corporate Service responsibilities	Subject to Council Policy	6/28/2024
Stores Officer	45205	Limit up to \$5,000	For Stores and Materials	Subject to Council Policy	2/22/2017
Senior Administration Officer	45203-revoked	Limit up to \$5,000	Revoked 28/6/2024 - changed position		6/28/2024
Supervisor Administration Services	new	Limit up to \$5,000	For Corporate Services Operations	Subject to Council policy	6/28/2024
Manager People and Culture	new	Limit up to \$10,000	For Corporate Service Operations	Subject to Council Policy	6/28/2024

TITLE:	Request for permission to conduct environmental surveys on public land	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 26/06/2024

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment
 4.3: Sustainable
 4.3.4: Caretake environmental impact areas of pests, weeds, water, resources, disasters and natural resources

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

CONTENT:

The Desert Channels Group has contacted Council to seek permission to conduct environmental surveys on public land within the jurisdiction of Boulia Shire Council. The objective of these surveys is to collect data on Waddy tree (Acacia peuce) ecosystems, including flora, fauna and soil conditions which will contribute to ongoing monitoring efforts under a newly funded project. Please see attached project summary for more information.

The proposed surveys will be conducted by a team of qualified environmental scientists from Desert Channels, which has a long-standing commitment to safe and effective environmental stewardship and sustainable practice. Their team will employ non-invasive methods to ensure minimal disruption to the natural habitat and will ensure that all survey activities adhere to all regulations and environmental guidelines.

The specific areas they are interested in surveying include:

- Local Road of Regional Significance (Category 1) Coorabulka Road 0-74km, with 0-20km priority area.
- DTMR Roads (Boulia Region) Boulia - Bedourie Road 120.08-187km (separate permission being sought by Desert Channels Group from TMR through the Road Corridor Permit System).
- Reserve 7WI63 (on Boulia - Bedourie Road)
- Boulia racecourse and free camping area
- Butchers paddock and aerodrome surrounds (if possible)
- Boulia town streets and any other reserves that may have Acacia peuce/Waddy trees.

Desert Channels Group plan to conduct these surveys over a period of time starting as soon as possible, continuing until 2028 and the activities they will complete will include:

- identifying and cataloging native plant species
- mapping density and drafting management options for weeds and pests
- monitoring wildlife populations and behaviours (including night spotlight transects for rabbits)
- collecting seed samples for analysis of composition and health
- where appropriate UAV/Drone surveys

All findings from these surveys will be shared directly with the Council and the broader community through the new Ecological Monitoring System Australia protocol (emsa.tern.org.au). The contribution of this data will assist to inform future conservation initiatives and land management practices.

It is to be noted that given the intention to survey the Butchers Paddock and this currently being leased land, Desert Channels Group will also need to have approval from the Lessee of the Butchers Paddock to enter the area to conduct the survey. Further, it would be recommended that First Nations – Pitta Pitta are also advised by Desert Channels Group of their survey intentions and locations.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. Waddy Tree Project Fact Sheet ANLP [11.2.4.1 - 3 pages]

Chief Executive Officer	Ms Lynn Moore
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FACT SHEET

Finding friends for Australia's loneliest tree

Waddy tree project summary



By 2028 Desert Channels Queensland will deliver project that seeks to contribute to achieving many of the National Recovery Plan objectives in a manner that addresses the Australian Government established Work Order requirements.

The project target outcomes are to:

- Maintain or increase habitat condition and extent of occurrence of populations of Waddy Tree, *Acacia peuce* in the Desert Channels Queensland region.
- work with landholders and public land managers to reduce threats to Waddy Tree, *Acacia peuce* through targeted pest management, weed control, vehicle/ tourist, and cattle grazing/browsing/trampling control.
- Engage with Traditional Owners Oversee the integration of traditional knowledge into management activities through consultation, discussions, and formal contractual arrangements with First Nations Traditional Owners.
- Engage with key stakeholders and landholders to enable improved management of existing populations on public and private land and to provide conditions for population expansion.

This project is jointly funded by the Australian Government Natural Heritage Trust and Desert Channels Queensland, a member of the Commonwealth Regional Delivery Partners panel.

More information soon on social media #NaturePositiveAgenda #NaturePositive, #NaturePositiveAustralia, #Biodiversity, #DCCEEW, #NativeSpecies, #SaveNativeSpecies, #Conservation.





Acacia peuce, also known as Birdsville wattle, is a tree up to 18m high, usually with short horizontal branches and pendulous branchlets. This species is distinctive due to its habit (like a conifer or she-oak) and its large, flat, papery pods containing large, flat seeds. The flower heads are globular, pale yellow and often inconspicuous. The fruits are a distinguishing feature of the species in that they are particularly large and flattened and are papery and twisted when dry. Flowering, which is dependent on exceptionally high rainfall events, has been recorded between October and March.

KNOWN LOCATIONS

Occurring in isolated populations on the fringe of the Simpson Desert in inland Australia is one of the country's rarest trees; the Waddy tree (*Acacia peuce*). This ancient tree with an estimated lifespan of up to 500 years, is slow growing and relies on rare and exceptionally high rainfall events to germinate and establish seedlings. The Waddy tree is now restricted to isolated populations in Queensland between Boulia, Windorah and Birdsville.

Often being the only tree species in their harsh and arid environment, the Waddy tree provides protection to other plant species and habitat for the numerous animal species in the region. The timber of the Waddy tree is extremely hard and dense, with a dark red heartwood that was used for weapons and tools by our first nations people and as durable, termite-resistant fence posts and building material by early pastoralists.

MANAGEMENT CONSIDERATIONS

With the small populations of Waddy trees under pressure from wildfires, weeds, pests and even tourist traffic there is a need for further understanding of this species and to ensure the populations are protected from key threatening processes.

DCQ will be seeking to ensure these populations remain viable, through management of pests, primarily rabbits, weeds. Understanding and assessing the impact of livestock grazing.

In addition to managing threats to the Waddy tree, expanding the research and knowledge base of this species through collaborations with government, universities, first nations people, councils and particularly landholders will be critical in ensuring the future of this species.



Figure 1 Minor damage at high visitation sites, and active nests in saplings

07 4658 0600

info@dcq.org.au

www.desertchannels.com.au

@desertchannels

PO Box 601, Longreach Q 4730

92 Galah Street, Longreach

TITLE:	Development Application for a Material Change of Use for a Short-term Accommodation (DA2024-04)	DOC REF: 11.2.5
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 26/06/2024
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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
 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 provide to Council a summary and recommendations regarding Development Application number DA2024-04 at 33 Pituri Street, Boulia.

CONTENT:

Council received a development application (Development Application number DA2024-04) for a material change of use at 33 Pituri Street, Boulia (Lot 407 B2671). The application process, which has been progressing in accordance with the requirements of Council and relevant legislation and has been overseen by Council's Town Planning Consultant, Gideon Genade, is now ready for final review. Mr Genade has issued the attached report inclusive of recommendations to assist Council with this final decision making stage. Please see it attached.

CONSULTATION:

Gideon Genade (Town Planning Consultant)

GOVERNANCE IMPLICATIONS:

Adherence to Boulia Shire Council Town Planning Scheme and the *Planning Act 2016*

RECOMMENDATION:

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

ATTACHMENTS:

1. DA2024 04 BSC Planning Report June 2024 [**11.2.5.1** - 11 pages]
2. Attachment 1 - Locality Plan [**11.2.5.2** - 1 page]
3. Attachment 2 - Site Plan [**11.2.5.3** - 1 page]
4. Attachment 3 - Short Term Accommodation Layout and Elevation [**11.2.5.4** - 2 pages]

5. Attachment 4 - Caretakers Residence Layout and Elevation [**11.2.5.5** - 2 pages]

Chief Executive Officer	Ms Lynn Moore
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Title: Development Application for a Material Change of Use for a Short-term Accommodation
File Number: DA2024/04
Responsible Manager: Lynn Moore – Chief Executive Officer
Author: Gideon Genade – Town Planning Consultant

SUMMARY

Development Application Number: DA2024/04
Applicant: Rae and Shane Lincoln
Real Property Address: Lot 407 B2671
Common Property Address: 33 Pituri Street, Boulia
Area of Site: 2,023m²
Planning Scheme: Boulia Shire Planning Scheme 2020 - 2024
Planning Scheme Zone: Township Zone
Planning Scheme Overlays: Not Applicable
Existing Development: Dwelling House
Approval Sought: Development Permit for a Material Change of Use for Short-term Accommodation
Category of Assessment: Impact Assessable Development
Submissions: Nil
Referral Agency: Not Applicable

ATTACHMENTS

Attachment 1 – Locality Plan

Attachment 2 – Site Plan

Attachment 3 – Short-term Accommodation (Layout and Elevation)

Attachment 4 – Caretakers Residence (Layout and Elevation)

OFFICER'S RECOMMENDATIONS

RECOMMENDATION A

THAT in relation to the application for a Development Permit for a Material Change of Use for Short-term Accommodation, made by Rae and Shane Lincoln, located at 33 Pituri Street Boulia, described as Lot 407 on B2671, Council resolves to provide the following reasons for its decision:

STATEMENT OF REASONS

Description of the development

Material Change of Use for Short-term Accommodation
Reasons for Decision
a) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity.
Assessment Benchmarks
The development was assessed against the following assessment benchmarks: <ul style="list-style-type: none"> • Strategic Framework; • Township Zone Code; and • General Development Code
Compliance with assessment benchmarks
The development was assessed against all of the assessment benchmarks listed above and wholly complies without exception.
Relevant Matters
The proposed development was not assessed against any relevant matters outside of the matters prescribed by regulation.
Matters raised in submissions
The proposal was the subject of public notification between 17 May 2024 and 7 June 2024, in accordance with the requirements of the Planning Act 2016 and the Development Assessment Rules, and no submissions were received.
Matters prescribed by regulation
<ul style="list-style-type: none"> • The Bouliia Shire Planning Scheme 2020 - 2040); and • Central West Regional Plan 2009; • The common material, being the material submitted with the application.

RECOMMENDATION B

THAT in relation to the application for a Development Permit for a Material Change of Use for Short-term Accommodation, made by Rae and Shane Lincoln, located at 33 Pituri Street Bouliia, described as Lot 407 on B2671, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:

- 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Operational Works:
 - (i) Access and Parking Works;
 - (ii) Stormwater Works;
 - 1.5.2 Plumbing and Drainage Works; and
 - 1.5.3 Building Works.
- 1.6 All Development Permits for Operational Works and Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 2.0 **APPROVED PLANS AND DOCUMENTS**
- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Site Plan	Murray & Associates	17 May 2024	400735	REV2
The Cabin (Short-term Accommodation Unit)	Express Portables	-	-	-
2 Bedroom – Type A (Caretaker Residence)	Express Portables	-	-	-

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works.
- 3.0 **ACCESS AND PARKING WORKS**
- 3.1 A Development Permit for Operational Works (access and parking works) must be obtained prior to the commencement of any access and parking works on the development site.
- 3.2 All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development*

Guidelines, Australian Standard AS2890 "Parking facilities" and the provisions of a Development Permit for Operational Works (access and parking works).

- 3.3 The existing access from Pituri Street to the development must be upgraded to comply with the requirements of the Capricorn Municipal Development Guidelines.
- 3.4 A minimum of five (5) covered car parking spaces must be provided on-site.
- 3.4 Universal access parking spaces must be provided on-site in accordance with Australian Standard AS2890.6 "Parking facilities - Off-street parking for people with disabilities".
- 3.5 All access, parking and vehicle manoeuvring areas must be constructed, operated and maintained in a manner that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused by the emission of dust or resulting in sediment.

4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 A Development Permit for Plumbing and Drainage Works must be obtained for the removal and/or demolition of any existing structure on the development site.
- 4.2 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018*, Council's Plumbing and Drainage Policies and the provisions of a Development Permit for Plumbing and Drainage Works.
- 4.3 The development must be connected to Council's reticulated sewerage and water networks.
- 4.4 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 4.5 Adequate domestic and fire-fighting protection must be provided to the development and must be certified by a hydraulic engineer or other suitably qualified person.
- 4.6 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 4.7 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.

5.0 STORMWATER WORKS

- 5.1 A Development Permit for Operational Works (stormwater works) may be required prior to the commencement of any stormwater works required by this development approval.
- 5.2 A Stormwater Management Plan prepared by a suitably qualified professional must be submitted to the Council as part of the application for a Development Permit for Operational Works for approval prior to the commencement of construction.
- 5.3 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines*, sound engineering practice and the provisions of a Development Permit for Operational Works (stormwater works).
- 5.4 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.

- 5.5 The development must not increase peak stormwater runoff for a selected range of storm events up to and including a one per cent (1%) Annual exceedance probability storm event, for the post-development conditions.
- 6.0 ROOF AND ALLOTMENT DRAINAGE WORKS
- 6.1 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause an actionable nuisance or worsening to surrounding land or infrastructure.
- 7.0 SITE WORKS
- 7.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 7.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 8.0 BUILDING WORKS
- 8.1 A Development Permit for Building Works assessable under the Building Assessment Provisions must be obtained prior to the commencement of any building works on the site.
- 8.2 All external elements, such as air conditioners, must be adequately screened from public view to the Council's satisfaction.
- 8.3 Each accommodation unit, including the caretaker's residence, must have a pitched roof of at least 20 degrees, covering the full extent of the unit/residence.
- 8.4 Each accommodation unit, including the caretaker's residence, must be provided with a covered (roofed) verandah at the front of the unit/residence, with a minimum width of 1.5m for the full length of the unit/residence.
- 8.5 Impervious paved waste storage area/s must be provided in accordance with the approved plans (refer to condition 2.1) and the *Environmental Protection Regulation 2019* and must be:
- 8.5.1 designed and located so as not to cause a nuisance to neighbouring properties;
 - 8.5.2 surrounded by at least a 1.8 metre high screen fence that obstructs from view the contents of the waste storage area by any member of the public from any public place;
 - 8.5.3 of a sufficient size to accommodate bins plus clearances around the bins for manoeuvring and cleaning;
 - 8.5.4 setback a minimum of two (2) metres from any road frontage; and
 - 8.5.5 provided with a suitable hosecock and hoses at the refuse container area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the Sewerage Trade Waste provisions and the Plumbing and Drainage Act 2018.
- 9.0 ELECTRICITY
- 9.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 10.0 TELECOMMUNICATIONS
- 10.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 11.0 ASSET MANAGEMENT

- 11.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 11.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 13.0 ENVIRONMENTAL HEALTH
- 13.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 13.2 Construction work that makes or causes audible noise must only be carried out on site on Mondays through to Saturdays between the hours of 6:30 am and 6:30 pm. Any construction work outside of these hours, including Sundays and public holidays must have the prior written approval of the Chief Executive Officer, or delegate
- 13.3 Noise emitted from the activity must not cause an environmental nuisance.
- 13.4 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise or dust.
- 13.5 When requested by Council, nuisance monitoring must be undertaken and recorded within three (3) months, to investigate any genuine complaint of nuisance caused by noise, light or dust. An analysis of the monitoring data and a report, including nuisance mitigation measures, must be provided to the Council within fourteen (14) days of the completion of the investigation.
- 14.0 OPERATING PROCEDURES
- 14.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within any streets.
- 14.2 All waste storage areas must be:
 - 14.2.1 kept in a clean and tidy condition; and
 - 14.2.2 maintained in accordance with *Environmental Protection Regulation 2008*.
- 15.0 LANDSCAPING
- 15.1 All landscaping, with a minimum planting width of 1.5m, must be established along the northern, eastern, and western property boundaries, generally in accordance with the approved plans (refer to condition 2.1).
- 15.2 The landscaping must be constructed and/or established prior to the commencement of the use, and the landscaped areas must predominantly contain plant species that are low water-dependent.

RECOMMENDATION C

THAT in relation to the application for a Development Permit for a Material Change of Use for Short-term Accommodation made by Rae and Shane Lincoln, located at 33 Pituri Street Bouliia, described as Lot 407 on B2671, Council resolves to issue an Infrastructure Charges Notice for \$6,000.00.



SITE AND LOCALITY

The site is located at 33 Pituri Street, formally described as Lot 407 on B2671, is a rectangular lot with a total site area of 2,023m². The site previously accommodated a dwelling house and associated outbuildings, with scattered vegetation.

The subject site is immediately bound by:

- North – Pituri Street
- East – Residential use (Township Zone)
- South – Vacant land (Township Zone)
- West – Residential use (Township Zone)

The wider area is characterised by Township Zoned, which consists of varied land parcels and uses.

PROPOSAL

Overview

The application seeks a Development Permit for a Material Change of Use for Short-term Accommodation over the subject site.

Specifically, the proposal is to establish four (4) 1-bedroom short-term accommodation units, a 2-bedroom caretaker's residence, a barbeque shelter for the exclusive use of guests, and several other outbuildings associated with the maintenance of the use. The proposal will provide accommodation for visitors staying on-site for short periods of time for employment or leisure activities.

The development will retain the existing vehicle access from Pituri Street and will include the formal designation of six (6) car parks on-site in addition to two (2) car parks within the existing carport. The site provides ample room for access and vehicle maneuvering on site.

The use will involve the employment of one (1) caretaker, who will reside within the proposed 2-bedroom unit. The caretaker will be contactable by guests at all times and will be responsible for bookings, maintenance, cleaning, organising guests, and minor repairs.

PLANNING ASSESSMENT

MATTERS FOR CONSIDERATION

The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

TOWN PLANNING COMMENTS

State Planning Policy 2017

Section 2.1 of the Bouliia Shire Planning Scheme 2020-2040 noted that the State Planning Policy 2017 is integrated into the planning scheme. Therefore, the state planning interests are addressed as part of this assessment of the development against the Bouliia Shire Planning Scheme 2020-2040.

Central West Regional Plan 2009

The Central West Regional Plan 2009 is a statutory document that came into effect in September 2009. The Regional Plan is identified as being appropriately integrated with the Planning Scheme, and therefore, an assessment against the Planning Scheme is taken to be an assessment against the Central West Regional Plan 2009.

Boulia Shire Planning Scheme 2020-2040

Strategic framework

The subject site is situated within the Urban Land (Township) designation under the scheme's strategic framework map. The strategic framework themes and their strategic intent statements, as identified within Part 3 of the Boulia Shire Planning Scheme 2020-2040, are applicable:

- Encouraging Economic Growth
- Facilitating smart growth for rural and town living environments
- Avoiding and mitigating the risks of natural hazards and human hazardous activities
- Safeguarding our environment and heritage
- Providing adequate and appropriate connected infrastructure.

An assessment of the proposal demonstrates that the development will not compromise the Boulia Shire Planning Scheme 2020-2040 strategic intent statements.

Township Zone

The subject site is within the Township Zone under the Boulia Shire Planning Scheme 2020-2040. The purpose of the Township Zone identifies that: -

“Township zone code is to provide for:

- (1) small to medium urban areas in a rural or coastal area; and*
- (2) a variety of uses and activities to service local residents, including, business, community, education, industrial, open space, recreation, residential or retail uses or activities; and*
- (3) tourist attractions and short-term accommodation, if appropriate for the area.”*

The overall intent further states that: -

- (1) “A range of residential, retail, commercial, industrial, administrative or cultural uses are provided.*
- (3) Development promotes safe, convenient and attractive living environments for residents.*
- (4) Development protects and enhances the local or historic character of a town.*
- (7) Development serves the needs of local residents, residents of the surrounding area and visitors.*
- (8) Development is designed to maximise energy efficiency, water conservation and public and active transport use.*
- (9) Development has access to infrastructure and essential services.”*

The proposal is for Short-term Accommodation to provide visitors with overnight accommodation for employment or leisure purposes. This application is consistent with the purpose of the Zone.

Boulia Shire Planning Scheme Codes

The following codes are applicable to this application:

- Township Zone Code;
- General Development Code

Based on a performance assessment of the abovementioned codes, the proposal is acceptable and complies with the relevant Acceptable Outcomes and Performance Outcomes.

INFRASTRUCTURE CHARGES

The Adopted Infrastructure Charge Resolution (August 2015) for Residential and Accommodation (short term) applies to the application. The Infrastructure Charges are as follows:

- (a) A charge of \$1,000.00 for the Caretaker's Residence; and
- (b) A charge of \$1,500.00 for each Residential unit (Cabin); and
- (c) An Infrastructure Credit of \$1,000.00, made up as follows:
 - (i) \$1,000.00 - Infrastructure Credit applicable for the existing Dwelling House (Residential)

Column 1	Column 2	Column 4
SPRP Charge Category	Adopted Infrastructure Charge (\$)	Calculated Charge
Residential (Caretaker's Residence)	1,000.00 (per detached house)	1,000.00
Accommodation (Short Term)	1,500.00 (per residential unit)	6,000.00
	Total Base Charge	7,000.00
	Total base Credit	1,000.00
	Total Charge	6,000.00

Therefore, a total charge of \$6,000.00 is payable for the development.

CONSULTATION

The proposal was the subject of public notification between 17 May 2024 and 7 June 2024, in accordance with the requirements of the Planning Act 2016 and the Development Assessment Rules, and NIL submissions were received.

REFERRALS

The application did not trigger any referrals.

CONCLUSION

THAT the proposed development is not anticipated to compromise the Strategic Framework of Bouliā Shire Planning Scheme 2020-2040. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is, therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

Prepared by:

Gideon Genade

PLANNING CONSULTANT

Date: 26/06/2024

Report reviewed by:

Lynn Moore

CHIEF EXECUTIVE OFFICER

Date:

Approved under Council Resolution:

ORDINARY COUNCIL MEETING

Date:

Locality Plan

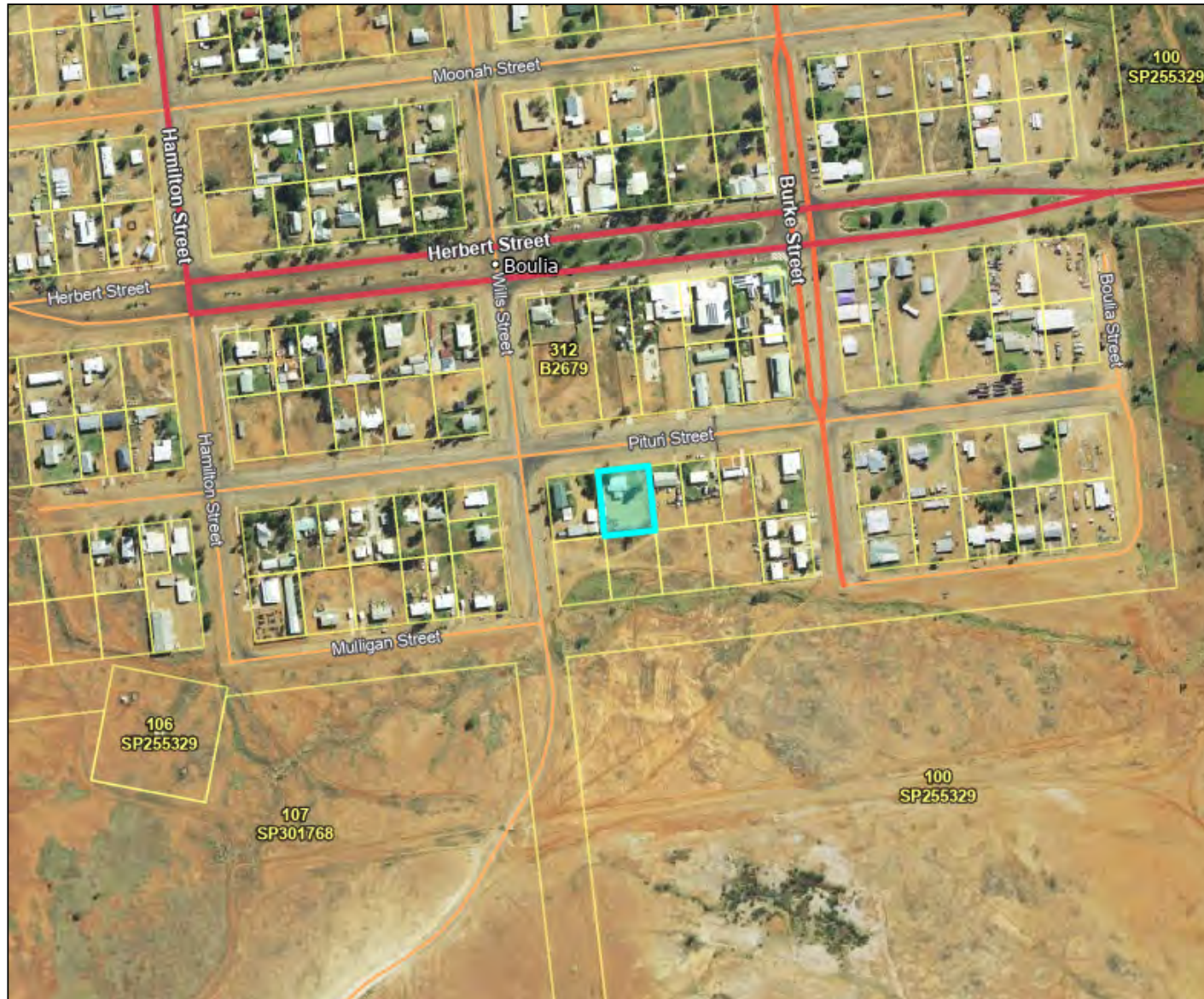
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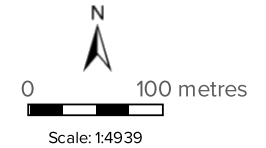
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A product of



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Printed at: A4
Print date: 26/6/2024
Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)
For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

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22°54'60"S 139°54'21"E

22°54'60"S 139°54'54"E



MURRAY & ASSOCIATES



SURVEYORS & TOWN PLANNERS

ACN 075 543 154

Murray Building, 15-17 Currie St. Nambour Ph. (07)5441 2188 P.O. Box 246
Branch Offices at Maroochydore Caboolture Chinchilla Roma Gympie & Emerald

PROJECT

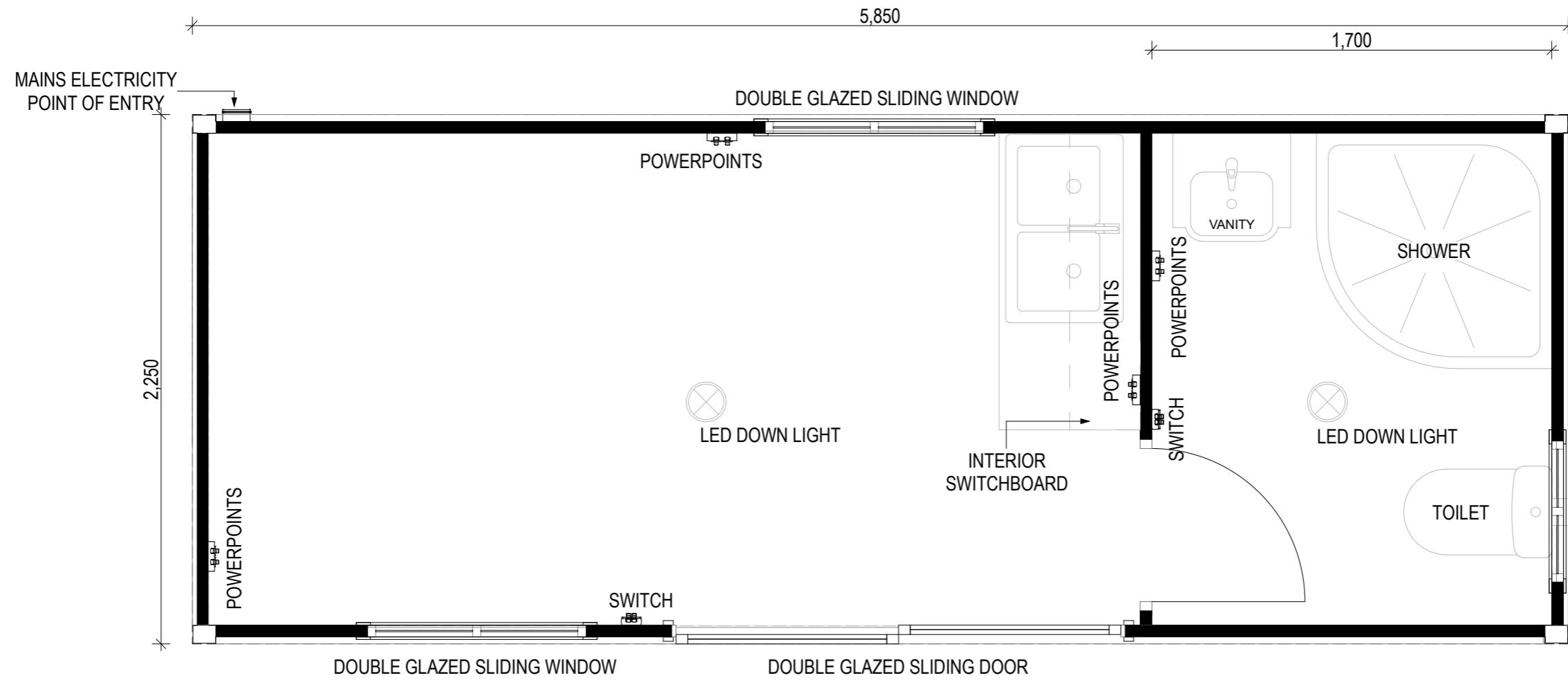
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Lot 407 on B2671
Proposed Cabins (4 x 1
Bedroom and 1 x 2 Bedroom)
L.G.A. Boulia Shire Council**

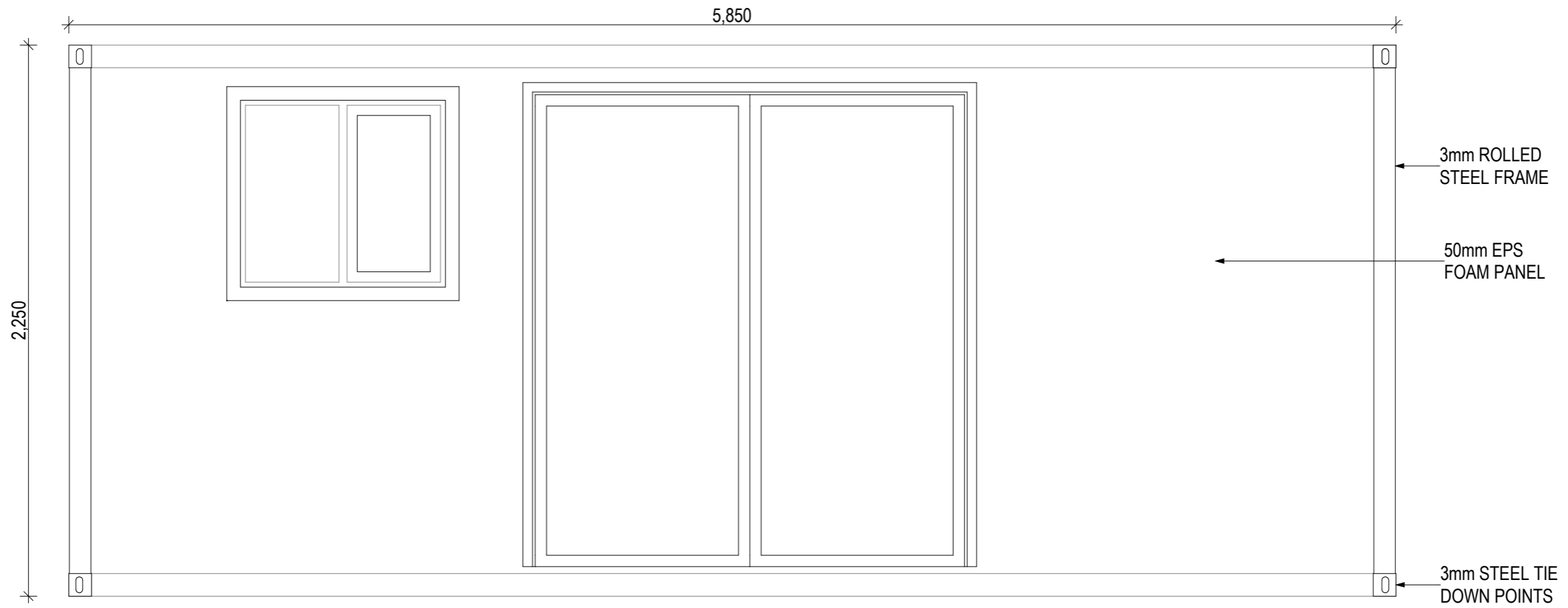
CLIENT

Lincoln

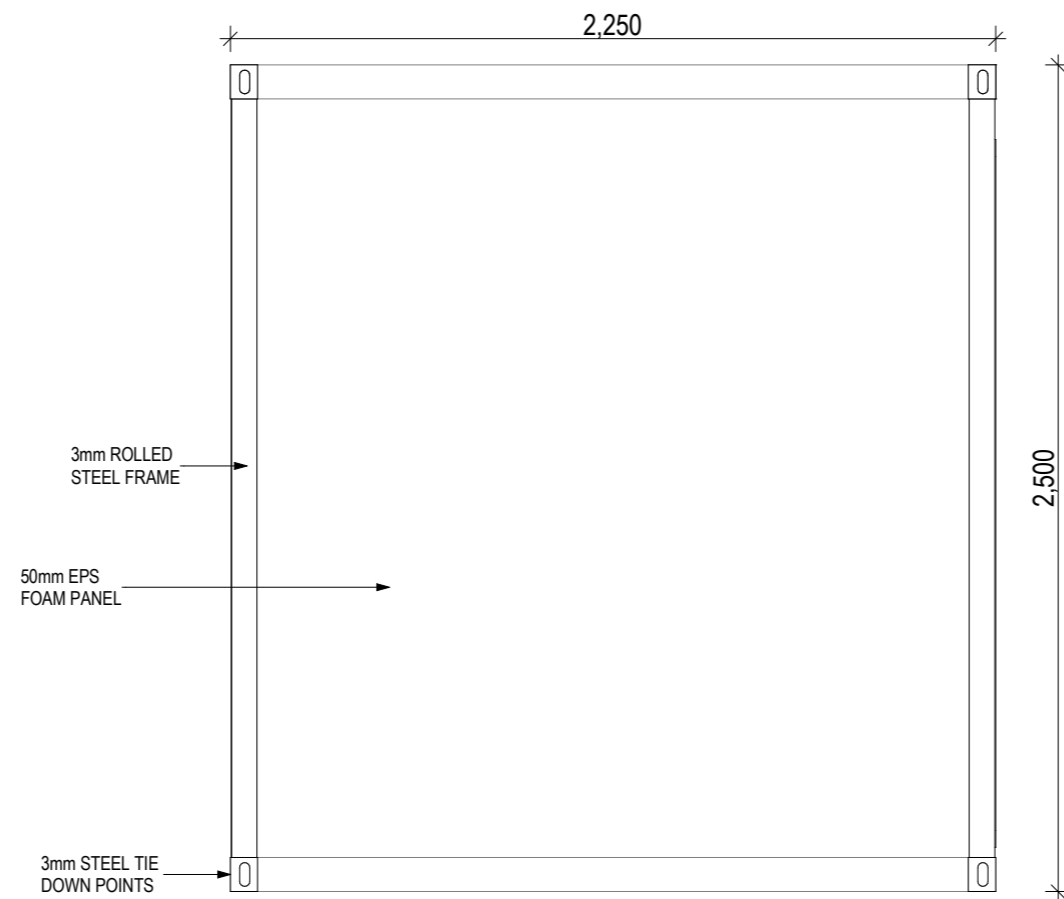
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Registered Surveyor	ABELL	Job & Plan No.	400735

THE CABIN



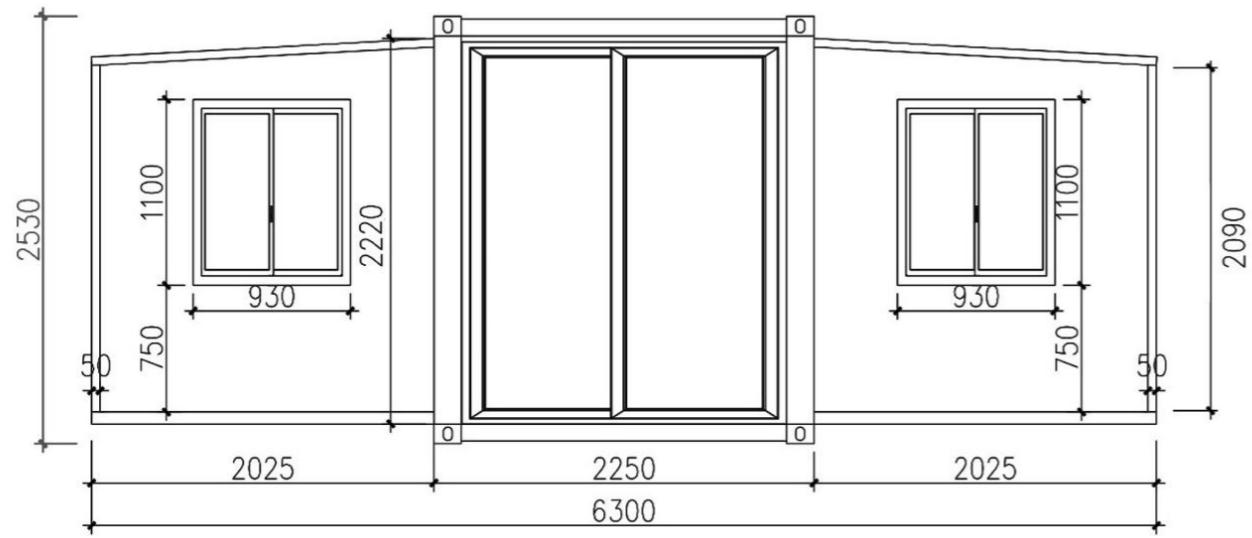


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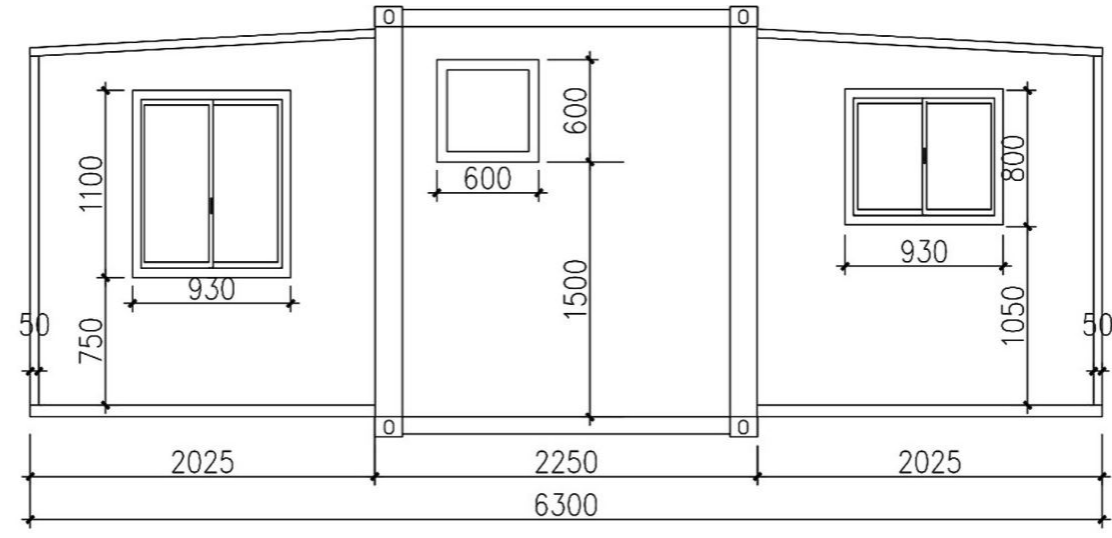


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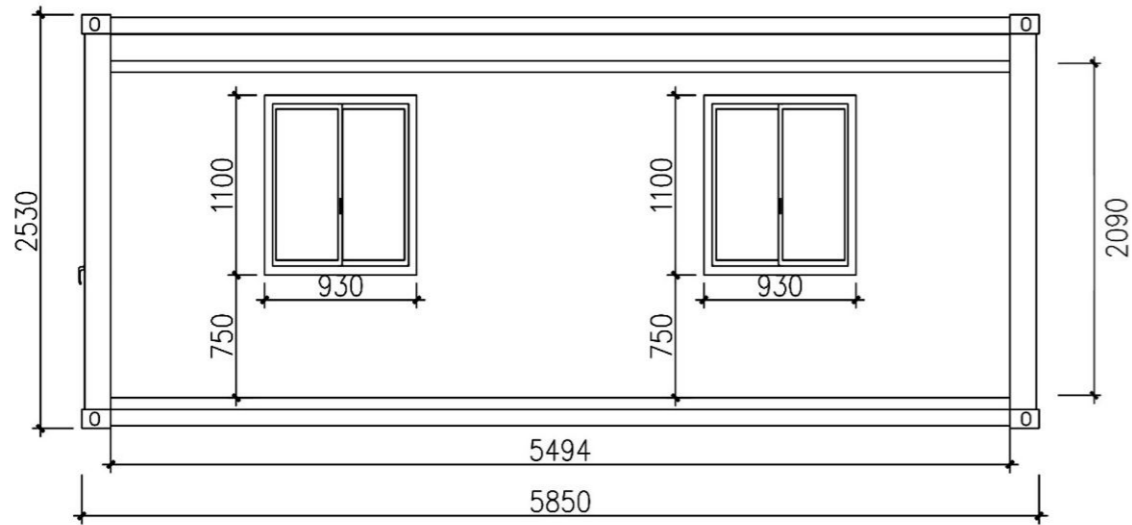
ELEVATIONS



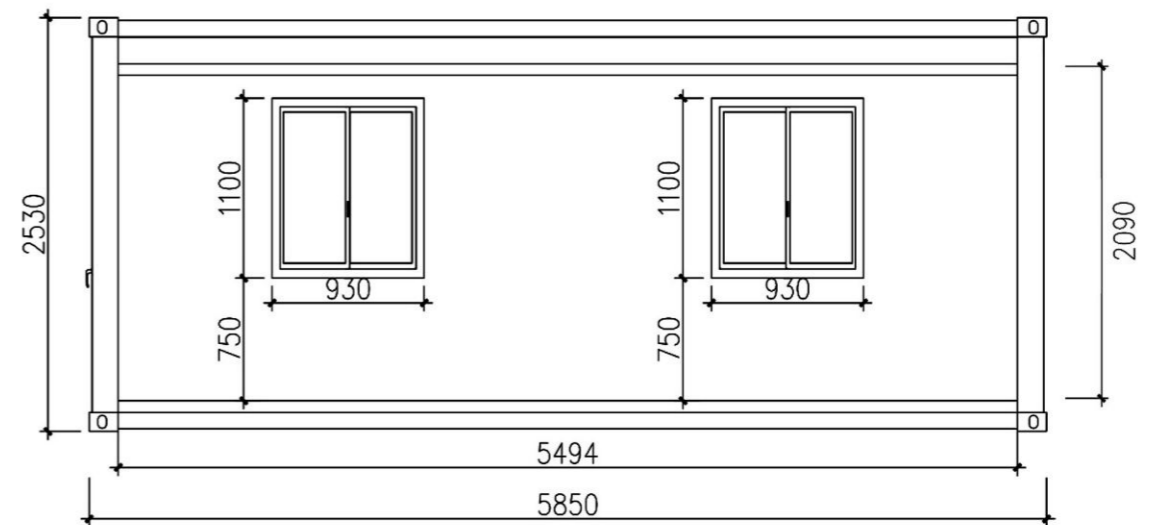
View 1 - Front



View 2 - Rear



View 3 - Side



View 4 - Side



11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services May 2024 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Budget 2024/2025

Work has been ongoing for the next Budget for the 2024/2025 financial year. Operational budgets will shortly be under review whilst the Capital budget is being put together. Executive presented to the Councillor workshops held, 19th April 2024, 17th May 2024. Further discussions were held at the Council meeting 31st May 2024.

All Fees and Charges have been reviewed by Executive and sent out to Councillors for comment.

2023/2024 End of Financial Year

Work has been completed on the skeleton financial statements for our external auditor to review. 28th June 2024 we will receive the review results.

Planning and timelines have been put in place both internally and externally with the External Audit Plan (EAP) being finalised by PKF Auditors. The Draft EAP from the External Auditors was presented at the recent Risk and Audit Management Meeting.

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

Interim External Audit

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

The Interim audit is due to start beginning of May 2024, this audit has been underway remotely, liaising with Finance Manager, Graeme on the finer points. A report will be given to Council on completion.

External Audit – Recoverable Works and Job Costing

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

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

Staff Changes

For four months we have had Karen McGrath as a Temporary Officer working as the Senior Administration Officer, whilst we recruited Korin Brown who is our new Administration Supervisor.

Both Karen and Korin worked closely together for hand over, then it was time to say Goodbye to Karen on the 30th May 2024.

Telstra Check-In

This meeting was a result of Jodi Cannon from Peak Services visit to Boulia last month, she was able to get the Telstra team to reach out.

Initially it was about what services are around, what is ending shortly and a brief update on all things Telstra.

Council was invited to do a Telstra Connectivity Planning Workshop, via teams, this was all about looking into our future for not just Council buildings but also for the future of Council and our Shire.

A questionnaire was completed and sent back to the team at Telstra. Our workshop will be held June 7th 2024.

Meetings

I have attended the following meetings during May:

- LGMS and LGAQ Cyber Initiatives Webinar
- Telstra Check-In – Rachel Cliffe, Michael Dwan, Andrew Danise, Mere Varani
- SurePact – Georgie Craft – management meetings x 2
- Power BI update – ReadyTech – Ashley Wilkes, Graeme Gillam
- LGFP – Committee Meeting, Teams
- Interviews for Economic and Community Development Manager
- LGMA Networking for Career Success, Teams
- GBA, Stuart Bourne – face to face with Henry Mascarenhas
- ReadyTech (was IT Vision), Angelo Nardi, Account Manager, face to face meeting in Boulia
- SurePact – PDAG Meeting, Teams

- TMR Monthly Meeting – Garth Kath, Patrick Curtain, Teams with Henry Mascarenhas
- TMR Meeting, face to face – Gavin Hill, Garth Kath with Lynn Moore and Henry Mascarenhas
- Meetings with the new DWO, Henry Mascarenhas and Andrew Spyraakis our new Works Manager

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Comparison of Interest Rates	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council on the current Interest Rates available.

CONTENT:

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

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

Comparison on Interest Rates as at 31-5-2024

<i>Bank</i>	<i>Investment \$</i>	<i>Term</i>	<i>Fixed</i>	<i>Interest Rate (paid monthly)</i>
NAB	\$5,000 - \$1,999,999	12 months 14/15 or 18 months	Yes	4.8% 4.5%
ANZ	\$5,000 - \$99,999	3 months 6 months 12 months 18 months 2, 3, 4 or 5 years	Yes	3.60% 3.90% 4.60% 4.00%
Westpac	\$5,000 - \$2,000,000	3 months 6 months 12 or 13 months 14, 15 or 18 months	Yes	3.50% 3.75% 4.25% 4.25%
CBA – At Call	\$0 and over		No	4.35%
QTC	\$0 and over		No	5.22%

Council's Investment current investments with no fixed term.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Policy Review - 128 Public Interest Disclosure Policy and Procedure	DOC REF: 11.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

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

Policy 128 – Public Interest Disclosure Policy and Procedure

Council's Public Interest Disclosure Policy acts as a guide to the processes involved with making and handling a Public Interest Disclosure.

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Public Interest Disclosure Policy and Procedure Policy 128 [11.3.3.1 - 14 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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Public Interest Disclosure Policy and Procedure

Category:	Policy
Policy Number:	128
Document Version:	3
Obsolete Version:	2021/11.10, 2023/7.21
Keyword Classification:	Public Interest Disclosure, PID
Summary:	This policy acts as a guide to the processes involved with making and handling a Public Interest Disclosure
Adoption Date:	26 th July 2024
Resolution:	
Due for Revision:	Annually
Revision date:	26 th July 2025
Date revoked:	n/a
Related documents:	Policy 108 - Audit & Risk Management Committee Policy Policy 127 - Complaints Management Policy and Process Policy 129 - Councillor Code of Conduct Policy 130 - Dealing with a Complaint involving a Public Official (CEO) Policy 133 - Fraud and Corruption Control Policy 140 - Statement of Business Ethics Policy 146 - Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Crime and Corruption Act 2001 Disability Services Act 2006 Local Government Act 2009 Ombudsman Act 2001 Public Interest Disclosure Act 2010 Public Interest Disclosure Standard No. 1/2019, 2/2019, 3/2019 Public Records Act 2002 Public Sector Ethics Act 1994



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OBJECTIVE

Boulia Shire Council (Council) is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Public Interest Disclosure Policy and Procedure document demonstrates this commitment and ensures that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010* (PID Act).

By complying with the PID Act, Council will:

- promote the public interest by facilitating Public Interest Disclosures (PIDs) of wrongdoing.
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID.
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support.
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID.
- a management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented.
- public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

DEFINITIONS

Term	Definition
Administrative action	(a) means any action about a matter of administration, including, for example: (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and (b) does not include an operational action of a Police Officer or of an officer of the Crime and Corruption Commission.
Confidential information	(a) includes - (i) information about the identity, occupation, residential or work address or whereabouts of a person - (A) who makes a public interest disclosure; or



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	<p>(B) against whom a public interest disclosure has been made; and</p> <p>(ii) information disclosed by a public interest disclosure; and</p> <p>(iii) information about an individual's personal affairs; and</p> <p>(iv) information that, if disclosed, may cause detriment to a person; and</p> <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the <i>Crime and Corruption Act 2001</i> -</p> <p>(1) <i>Corrupt conduct</i> means conduct of a person, regardless of whether the person holds or held an appointment, that -</p> <p>(a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of -</p> <p>(i) a unit of public administration; or</p> <p>(ii) a person holding an appointment; and</p> <p>(b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that -</p> <p>(i) is not honest or is not impartial; or</p> <p>(ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or</p> <p>(iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and</p> <p>(c) would, if proved, be -</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services if the person is or were the holder of an appointment.</p> <p>(2) <i>Corrupt conduct</i> also means conduct of a person, regardless of whether the person holds or held an appointment, that -</p> <p>(a) impairs, or could impair, public confidence in public administration; and</p> <p>(b) involves, or could involve, any of the following -</p> <p>(i) collusive tendering.</p> <p>(ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) -</p> <p>(A) protecting health or safety of persons.</p> <p>(B) protecting the environment.</p> <p>(C) protecting or managing the use of the State's natural, cultural, mining or energy resources.</p> <p>(iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets.</p> <p>(iv) evading a state tax, levy or duty or otherwise fraudulently causing a loss of State revenue.</p>



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	<p>(v) fraudulently obtaining or retaining an appointment; and</p> <p>(c) would, if proved, be -</p> <p>(i) a criminal offence; or</p> <p>(ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.</p>
Detriment	<p>Includes -</p> <p>(a) personal injury or prejudice to safety; and</p> <p>(b) property damage or loss; and</p> <p>(c) intimidation or harassment; and</p> <p>(d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade, or business; and</p> <p>(e) financial loss; and</p> <p>(f) damage to reputation, including, for example, personal, professional, or business reputation.</p>
Disability	<p>As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this procedure:</p> <p>(1) A disability is a person's condition that -</p> <p>(a) is attributable to -</p> <p>(i) an intellectual, psychiatric, cognitive, neurological, sensory, or physical impairment; or</p> <p>(ii) a combination of impairments mentioned in subparagraph (i); and</p> <p>(b) results in -</p> <p>(i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and</p> <p>(ii) the person needing support.</p> <p>(2) For subsection (1), the impairment may result from an acquired brain injury.</p> <p>(3) The disability must be permanent or likely to be permanent.</p> <p>(4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i>, maladministration is administrative action that -</p> <p>(a) was taken contrary to law; or</p> <p>(b) was unreasonable, unjust, oppressive, or improperly discriminatory; or</p> <p>(c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or</p> <p>(d) was taken -</p> <p>(i) for an improper purpose; or</p> <p>(ii) on irrelevant grounds; or</p>



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	<p>(iii) having regard to irrelevant considerations; or</p> <p>(e) was an action for which reasons should have been given, but were not given; or</p> <p>(f) was based wholly or partly on a mistake of law or fact; or</p> <p>(g) was wrong.</p>
Natural justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests, or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure. • appointing a mentor, confidante, or other support officer to assist the discloser through the process. • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with. • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member, or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager -</p> <p>(a) a reasonable appraisal of the employee's work performance.</p> <p>(b) a reasonable requirement that the employee undertake counselling.</p> <p>(c) a reasonable suspension of the employee from the employment workplace.</p> <p>(d) a reasonable disciplinary action.</p> <p>(e) a reasonable action to transfer or deploy the employee.</p> <p>(f) a reasonable action to end the employee's employment by way of redundancy or retrenchment.</p> <p>(g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</p>



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	(h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer, or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause, or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the Disclosure Act against any person. <p>Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means "of a significant or considerable degree". It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that Boulia Shire Council develops, implements, and maintains a PID management program. The Boulia Shire Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing.
- senior management endorsement of the value to Boulia Shire Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure.
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser and advice on how PIDs will be managed.
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs.
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs.
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls.
- regular review of the Public Interest Disclosure Policy and Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within Boulia Shire Council 	Chief Executive Officer (07) 4746 3188



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	<ul style="list-style-type: none"> ▪ document and manage implementation of PID management program. ▪ review and update PID procedure annually. ▪ maintain and update internal records of PIDs received. ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received. ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers. ▪ liaise with other agencies about referral of PIDs. ▪ allocate Investigator and Support Officer to PID matter 	ceo@boulia.qld.gov.au
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on Council PID procedure. ▪ provide personal support and referral to other sources of advice or support as required. ▪ facilitate updates on progress of investigation. ▪ proactively contact discloser throughout PID management process 	Executive Assistant (07) 4746 3188 Execassist- ear@boulia.qld.gov.au
Investigator	<ul style="list-style-type: none"> ▪ conduct investigation of information in PID in accordance with terms of reference ▪ prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> ▪ review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

WHY MAKE A PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Boulia Shire Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council.
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council.



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- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID.
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing.
- protection from defamation – the discloser has a defense against an accusation of defamation by any subject officer.

WHAT IS A PUBLIC INTEREST DISCLOSURE?

Under the PID Act, any person can make a disclosure about:

- a substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act if the offence or contravention would be a substantial and specific danger to the environment.
- reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach.
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information.
- discloser has not identified the material as a PID – it is up to Bouliia Shire Council to assess information received and decide if it is a PID.
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.



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WHO CAN A PID BE DISCLOSED TO?

A PID must be made to the 'proper authority' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Boulia Shire Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Boulia Shire Council?	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none">• any person in a supervisory or management position• the Human Resources Officer• the Chief Executive Officer	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none">• Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal.• Queensland Ombudsman for disclosures about maladministration• Queensland Audit Office for disclosures about a substantial misuse of resources• Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability• Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability• Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability• Department of Environment and Science for disclosures about danger to the environment• A Member of the Legislative Assembly (MP) for any wrongdoing or danger• The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

A disclosure can also be made to a journalist if the following conditions have been met:

- a valid PID was initially made to a proper authority, and
- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.



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HOW TO MAKE A PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so, who they are.
 - any evidence that supports the PID, and where the evidence is located.
 - any further information that could help investigate the PID.
- provide this information in writing.

DECIDING WHETHER A MATTER IS A PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID, Boulia Shire Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review.
- any action Council proposes to take in relation to the matter.
- any other options the discloser has in relation to the matter.

ASSESSING A PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, Boulia Shire Council's Public Interest Disclosure Policy and Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency or investigating.
- the likely timeframe involved.



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- the name and contact details of the Council support officer they can contact for updates or advice.
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser.
- contact details for the Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

REFERRING A PID

If Boulia Shire Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency.
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Council.

RISK ASSESSMENT AND PROTECTION FROM REPRISAL

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Council will develop and implement a risk



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management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Boulia Shire Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority.
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal.
- manage any allegation of a reprisal as a PID in its own right.

DECLINING TO TAKE ACTION ON A PID

Under the PID Act, the Boulia Shire Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process.
- the information disclosed should be dealt with by another process.
- the age of the information makes it impractical to investigate.
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions.
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written reasons for decision.

COMMUNICATION WITH DISCLOSERS

Under the PID Act, the Boulia Shire Council must give reasonable information to a discloser.

Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the Council
- support arrangements.

Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the Council will



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advise the discloser in writing of the action taken and the results of the action.

CONFIDENTIALITY

While Boulia Shire Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers.
- respond to a court order, legal directive, or court proceedings.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

SUPPORT FOR DISCLOSERS

Boulia Shire Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process.

The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will be continued to be managed in accordance with normal, fair, and reasonable management practices during and after the handling of the PID.

INVESTIGATING A PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information.
- obligation under the PID Act to protect officers from reprisal.
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Boulia Shire Council will review systems, policies, and procedures to identify whether there are improvements that can be made and consider if staff training is required.



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RIGHTS OF SUBJECT OFFICERS

Boulia Shire Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly, and reasonably in accordance with the principles of natural justice.
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation.
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

RECORD-KEEPING

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), Boulia Shire Council will ensure that:

- accurate data is collected about the receipt and management of PIDs.
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

SUPPORTING INFORMATION

The following Fact Sheets have been made available on the Queensland Ombudsman website:

- [Disclosure Fact sheet 1: What is a disclosure](https://www.ombudsman.qld.gov.au/improve-public-administration/public-interest-disclosures/what-is-a-public-interest-disclosure)
(<https://www.ombudsman.qld.gov.au/improve-public-administration/public-interest-disclosures/what-is-a-public-interest-disclosure>)
- [Disclosure Fact sheet 2: Checklist for making a disclosure](https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/a-checklist-for-making-a-public-interest-disclosure)
(<https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/a-checklist-for-making-a-public-interest-disclosure>)
- [Disclosure Fact sheet 3: Discloser information and support](https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/discloser-information-and-support-)
(<https://www.ombudsman.qld.gov.au/how-to-complain/how-to-make-a-public-interest-disclosure/discloser-information-and-support->)

TITLE:	Policy Review - 146 Code of Conduct	DOC REF: 11.3.4
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

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

Policy 146 – Code of Conduct Policy

Council’s Code of Conduct Policy provides a set of standards and behaviours related to employees to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Code of Conduct Policy 146 [11.3.4.1 - 14 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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CODE OF CONDUCT

Category:	Policy
Policy Number:	146
Document Version:	1
Obsolete Version:	22 nd January 2021, 2021/5.12
Keyword Classification:	Code of Conduct
Summary:	To give guidance on behaviour
Adoption Date:	28 th June 2024
Resolution:	
Due for Revision:	Three years as impacted by legislation or as required
Revision date:	28 th June 2027
Date revoked:	n/a
Related documents:	Code of conduct – handout 104 - Gift Policy 113 - Uniform Policy 114 - Drug and Alcohol Policy 116 - Workplace Health, Safety, Environment and Quality 121 - Confidentiality (Use of Information) Procedure Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) 132 - Study Policy 133 - Fraud and Corruption Control Policy 139 - Related Party Disclosure Policy 141 - Conflict of Interest Policy 149 - Equal Employment Opportunity Policy (includes Workplace discrimination and bullying)
Responsible Section:	Executive Office
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009 Public Sector Ethics Act 1994 Work Health and Safety Act 2011 Information Privacy Act 2009 Qld Transport Regulations Australian Standards AS/NZS 4308:2008, AS/NZS 4760:2019



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INTRODUCTION

The Objective

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards, and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, Supervisors, Managers and by Council.

A guide for ethical decision making is included at Appendix B to help you in situations not covered by the Code.

How this Code works

Council is required to adopt a Code of Conduct to meet the requirements of the *Public Sector Ethics Act 1994*. The Code seeks to fulfil Council's obligations under that Act. This Code of Conduct also seeks to set a standard of ethical behaviour which Council believes is appropriate for Council employees. In that regard, this Code of Conduct reflects the desire of Council to highlight the need for employees to act with honesty, integrity, diligence and to exercise a high degree of care in their actions.

This Code of Conduct seeks to set standards which the public has a right to expect as the minimum standards which should apply to all employees of Council. In meeting these standards, Council staff will act in a manner which should naturally lead to public confidence in the system of local government.

Under the *Public Sector Ethics Act 1994*, all employees of Council are bound by this Code of Conduct. This requirement is compulsory. This code may also be applicable to contractors and consultants if specified in their agreements with Council. In adopting the Code as policy, Council has recognised the importance of the Code in ensuring the successful operation of Council.

The *Public Sector Ethics Act 1994* defines four principles, each of which is strengthened by a set of values describing the behaviour that will demonstrate that principle. The principles and associated values are equally important.

The standards of conduct, contained in the Code under each set of principles and values, aim to assist Council employees understand how these principles and values can be put into practice. The standards are not intended to cover every possible scenario, therefore in adhering to the Code, Council is committed to upholding the intention and spirit of the principles and values.

Obligations of Council Employees

As an employee of Bouliia Shire Council, you are obliged to ensure that you, and people under your supervision, are aware of, maintain knowledge of and comply with Acts, Regulations, local laws, policies, delegations, and procedures applicable to your role. Further, you will comply with relevant awards, certified agreements, Council policies, procedures, and organisational values.



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Any lawful instruction given by your Supervisor, Manager or any other person who has the authority to direct you, must be obeyed. If you believe that a direction is improper or illegal, you should tell the person giving the direction. If you are asked to do something illegal it may qualify as official misconduct and must be reported to the Chief Executive Officer.

You may have a personal objection to an instruction which you are given. If you believe you are unable to comply with a lawful instruction because of a belief, it is best to consult your supervisor or Manager. A requirement that you act against your beliefs could be seen as discrimination. All employees have a duty of care to follow safe work practices, to avoid actions which may harm themselves or others and to report hazards in the work environment.

In addition, Managers and Supervisors are responsible, within the limits of their authority, for ensuring that activities within their area are undertaken with the exercise of proper diligence for the health and safety of all staff. Breaches of the *Work Health and Safety Act 2011* or Council policies and procedures may require disciplinary action pursuant to Local Government Act 2009. Disciplinary action against an employee of the Council may be in the form of a written reprimand, a deduction from salary or wages, a demotion or dismissal.

The Four Principles of the Public Sector Ethics Act 1994 and Standards of Conduct

The *Public Sector Ethics Act 1994* identifies four ethics principles fundamental to good public administration that guides our behaviour as Public Officials and forms the basis for a local government Code of Conduct. The four (4) principles are:

1. Integrity and impartiality

In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and -

- 1.1 are committed to the highest ethical standards; and
- 1.2 accept and value their duty to provide advice, which is objective, independent, apolitical, and impartial; and
- 1.3 show respect towards all persons, including employee's clients and the general public; and
- 1.4 acknowledge the primacy of the public interest and undertake that any conflict-of-interest issue will be resolved or appropriately managed in favour of the public interest; and
- 1.5 are committed to honest, fair, and respectful engagement with the community.

2. Promoting the public good

In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public Officials -

- 2.1 accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- 2.2 accept and value their duty to engage the community in developing and effecting official public sector priorities, policies, and decisions; and
- 2.3 accept and value their duty to manage public resources effectively, efficiently, and economically; and
- 2.4 value and seek to achieve excellence in service delivery; and
- 2.5 value and seek to achieve enhanced integration of services to better service clients.



3. Commitment to the system of government

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public Officials -

- 3.1 accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government; and
- 3.2 are committed to effecting official public sector priorities, policies, and decisions professionally and impartially; and
- 3.3 accept and value the duty to operate within the framework of Ministerial responsibility to government, the Parliament, and the community.

4. Accountability and transparency

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and Public Officials –

- 4.1 are committed to exercising proper diligence, care and attention; and
- 4.2 are committed to using public resources in an effective and accountable way; and
- 4.3 are committed to managing information as openly as practicable within the legal framework.
and
- 4.4 value and seek to achieve high standards of public administration; and
- 4.5 value and seek to innovate and continuously improve performance; and
- 4.6 value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.

1. INTEGRITY AND IMPARTIALITY - Doing the right thing

a. Commit to the highest ethical standards.

As local government employees we are required to ensure that our conduct meets the highest ethical standards when fulfilling our responsibilities. This means that any advice we provide is objective and impartial and that our decision-making is ethical. We will engage with the community in a consultative, honest, fair, and respectful manner. We will meet our obligations to report suspected wrongdoing, including conduct not consistent with this Code.

b. Manage conflicts of interest

A conflict of interest involves a conflict between our duty as Council employees to serve the public interest and our personal interests. The conflict may arise from a range of factors including our personal relationships, employment outside Council, membership of special interest groups, or ownership of property. As local government employees we may also experience conflicts of interest between our local government ethics and our personal beliefs or opinions.

Having a conflict of interest is not unusual and it is not wrongdoing in itself. However, failing to disclose and manage the conflict appropriately is likely to be wrongdoing. Council employees must demonstrate impartiality and integrity in fulfilling their responsibilities and as such will:

- always disclose a personal interest (to their supervisor) that could, now or in the future, be seen as influencing the performance of our duties.
- not improperly use official powers or position or allow them to be improperly used.
- ensure that any conflict of interest is resolved in the public interest.



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C. Influences on decision making.

You must not influence any person in an improper way with the aim to obtain personal advantage or favours.

All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of several ways, including clear record-keeping and showing how decisions were made.

d. Accepting Gifts and Benefits

Employees must not encourage, seek, or ask for any gift or benefit. All gifts shall be dealt with in accordance with the Council's Gifts Policy. All gifts, if accepted, shall be recorded in the Council's Gift Register.

A gift or benefit could be seen as a bribe.

You should immediately report any gift or benefit you are offered or receive regardless of whether or not you accept it to your Manager or Supervisor, Director or Chief Executive Officer.

e. Contribute to public discussion in an appropriate manner.

Commenting on Council policy is a matter for the Mayor, management and authorised staff. Unless prior authorisation has been given, employees will not comment to the media on Council policy.

Like any other resident, we have the right to contribute to public discussions on community and social issues in a private capacity. In doing so, we will:

- take reasonable steps to ensure that any comment we make will be understood as representing our personal views, not those of the Council.
- maintain the confidentiality of information we have access to due to our roles, that is not publicly available; and
- be aware that personal comments about a public issue may compromise our capacity to perform the duties of our role in an independent, unbiased manner.

f. Manage participation in external organisations

Our work as a local government employee does not remove our right to be active privately in a political party, professional organisation or trade union.

In these instances, we are aware that participating in activities in the public arena, where we may be identified as a local government employee, can give rise to a perception of conflict of interest. Where this situation arises, we will declare and manage our activities in accordance with relevant Council policies.

If elected as workplace representatives or officials of a trade union or professional association, we are not required to seek permission from our workplace before speaking publicly in that capacity and we will make it clear that our comments are made only on behalf of that organisation. In all instances, we will comply with the appropriate laws of privacy, confidentiality, and information management.



g. Demonstrate a high standard of workplace behaviour and personal conduct.

As Council employees we have a responsibility to always conduct and present ourselves in a professional manner and to demonstrate respect for all people. To this end we will:

- treat fellow workers, customers, Councillors and members of the public in an honest, respectful and courteous manner, while recognising that they have the right to hold views which may differ from our own.
- ensure our conduct reflects our commitment to a workplace that is inclusive and free from bullying or favouritism;
- ensure our fitness for duty, and the safety, health and welfare of ourselves and others in the workplace, whether fellow workers or customers.
- ensure our private conduct maintains the integrity of the Council and our ability to perform our duties.

h. After Employment with Council ceases

If and when you take up work in the private sector after leaving the employment of Council, you are obliged to respect the confidentiality of non-public Council information that has come into your possession on account of your Council position.

i. Non-discriminatory workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to: -

- race/ethnicity.
- gender.
- national origin.
- marital status.
- sexual preference.
- age.
- disability/impairment,
- industrial/employment activity.
- physical features.
- pregnancy.
- family responsibilities.
- religious beliefs.
- political conviction.

As an employee of Council, you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your Supervisor/Manager or if such action involves them, another senior officer.

j. Sexual and other forms of Workplace Bullying

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work related activities are performed, including at social functions.

As an employee of Council, it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute bullying of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.



2. PROMOTING THE PUBLIC GOOD - Doing the best we can for our community

a. Commit to excellence in service delivery.

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity, and dignity.

Council's image can be impacted by the presentation of staff. Council requires its office-based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress, please discuss this with your manager.

Council is entrusted with public funds to develop and deliver services to the community. We have a responsibility to:

- deliver services fairly, courteously, effectively, ensuring we use resources efficiently and economically.
- assist all members of the community, such as people with disabilities, those who speak languages other than English, and those who may find it difficult to access government services; and
- treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

b. Ensure appropriate community engagement.

Community participation is crucial to the development of quality government planning and decision-making processes. We have a responsibility, where appropriate and in accordance with our official duties, to:

- listen and respond to issues and concerns raised by individuals or communities.
- consult with the public to assist in the development of public policy; and
- assist in raising community awareness about public issues and policies.

c. Work as an integrated service.

In order to deliver excellence in customer service, we will work together to address complex issues and provide integrated services to the community. We have a responsibility to:

- share information across Council departments to enhance the seamless delivery of services.
- share assets, resources, and infrastructure to generate economies and efficiencies within Council.
- work with the community to collectively plan and deliver relevant programs and services within the region; and
- work cohesively with all tiers of government in order to provide integrated services.

d. Intellectual property

Council expects its employees to ensure that their actions do not breach or infringe the Copyright Act 1968, by unlawfully using the intellectual property of any individual or organisation.

You must respect the copyrights, trademarks and patents of suppliers and other organisations



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outside Council, and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it.

Any original work, invention, or product you have contributed to in association with your official duties as a Council employee remains the property of Council.

e. **Concern for the environment**

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land, and noise pollution.

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

3. **COMMITMENT TO THE SYSTEM OF GOVERNMENT - Respecting the law**

a. **Commit to our roles in local government.**

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

Our role is to undertake our duties, and to give effect to Council policies. We will:

- accept that the elected Council has the right to determine policy and priorities.
- be responsive to the government of the day and implement decisions and policies professionally and impartially.
- comply with the laws of State, Australian and local governments.

You have the right to comment on or raise concerns with your Supervisor or Manager about Council policies, or priorities where they impact on your employment.

b. **Ensure proper communication with Mayor and Councillors**

We have the right to communicate directly with the Mayor and/or Councillors outside of working hours, on any issues affecting us as a private citizen. In communicating with the Mayor or Councillors as private citizens, we will maintain the confidentiality of information we have access to in our roles with Council.

We are not to approach the Mayor or Councillors on any Council operational matters.

Under the provisions of the Local Government Act 2009, the CEO has determined arrangements for Councillors contact with staff on work related matters. Ensure that you are aware of this policy and if necessary direct Councillors to your Supervisor if the request is outside of the policy provisions. These guidelines are available on Council's Intranet or may be requested from Human Resources.

At no time is the Mayor and/or Councillors to direct an employee as to how the employee should carry out his/her work duties.



C. Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive, and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage, and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.

4. ACCOUNTABILITY AND TRANSPARENCY - Looking after what belongs to our community

a. Using Council Assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables. All employees share the responsibility for looking after them.

If you are in charge of assets, you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained, and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your Manager.

If you use Council vehicles or a Council issued mobile telephone for non-official purpose, you must ensure that your use is in accordance with Council policy.

Upon your employment terminating with Council, you must return all Council property and work-related documents immediately.

b. Diligence, care and attention

Council aims to conduct its business with integrity, honesty, and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes: -

- maintaining punctuality and not being absent from your workstation/location during work time without reason.
- giving priority to official duties over personal activities during work time.
- helping Council achieve its mission and goals by acting to improve systems and practices.
- conducting yourself in a way so others gain confidence and trust in the way Council does business.
- not allowing your conduct to distract or prevent others from working.
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

C. Attendance at and absence from duty

You are expected to follow Council employment and working arrangements, agreements, and rulings on attendance at work and leave. This includes not being absent without approval and



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accurately and truthfully recording work and leave periods.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicably possible upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

d. Self development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities (e.g. accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training).

e. Workplace health and safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

Council will endeavour to ensure that persons are free from: -

- death, injury, or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health, and welfare in the workplace. You also have duty of care to both fellow employees and members of the public. As a worker you have the following obligation at the workplace: -

- to comply with the instructions given for workplace health and safety at the workplace by Council.
- to use personal protective equipment provided by Council for your use.
- not to interfere with willfully or recklessly **willfully or recklessly interfere with** or misuse anything provided for workplace health and safety at the workplace.
- not to willfully place at risk the workplace health and safety of any person at the workplace.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on the job safety.

You must not: -

- use, possess or be impaired by the effects of illegal drugs whilst on duty.
- come to work impaired by the effects of alcohol or drugs.
- consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy.
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions).
- undermine Council's service to customers by leaving your workstation/location in order



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- to smoke. Smoking is only permissible during meal breaks.
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 5 metres of any part of an entrance to an enclosed place.

5. Breaches of the Code

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case-by-case basis.

Suspected Official Misconduct must be referred to Council's Chief Executive Officer, and the Chief Executive Officer has a duty to notify the Crime and Corruption Commission of the suspected Official Misconduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for found breaches of this Code will be in accordance with Council's Disciplinary Procedures.

APPENDIX A - DEFINITIONS OF TERMS

The terms below have the following meanings for the purposes of this Code. Where appropriate, meanings have been adopted from relevant legislation.

"advice" includes access to, copies or files, records, documents, data and other forms of information, and opinions or recommendations.

"benefit" means something that is similar to a Gift in that it is of value.

"Conflict of interest" means a conflict between a Council employee's work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of Interest can be real (actual) or perceived (apparent).

"fraud" includes the broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by employees (internal fraud) or by people outside Council (external fraud).

"gift" means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay or given to create a feeling of obligation.

"impaired by the effects of alcohol or drugs" means: -

- For employees operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (consistent with Qld Transport Regulations).



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- For employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content greater than 0.00% (consistent with Qld Transport Regulations).
- For all employees – a positive drug test result in excess of the cut off levels specified in Australian Standard AS/NZS 4308:2008 and AS/NZS 4760:2019; and/or physical or mental condition and/or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

“intellectual property” means an invention, original work, the results of scientific research or a product development, which can be protected.

APPENDIX B - A GUIDE TO ETHICAL DECISION MAKING

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Assessing the Situation:

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Council Point of View

- As a Public Official, what should you do?
- What are the relevant laws, rules, and guidelines?
- Who else should you consult?

How would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny?

Consider the Options

- Ask your Supervisor/Manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others, and you?

Choose your course of action.

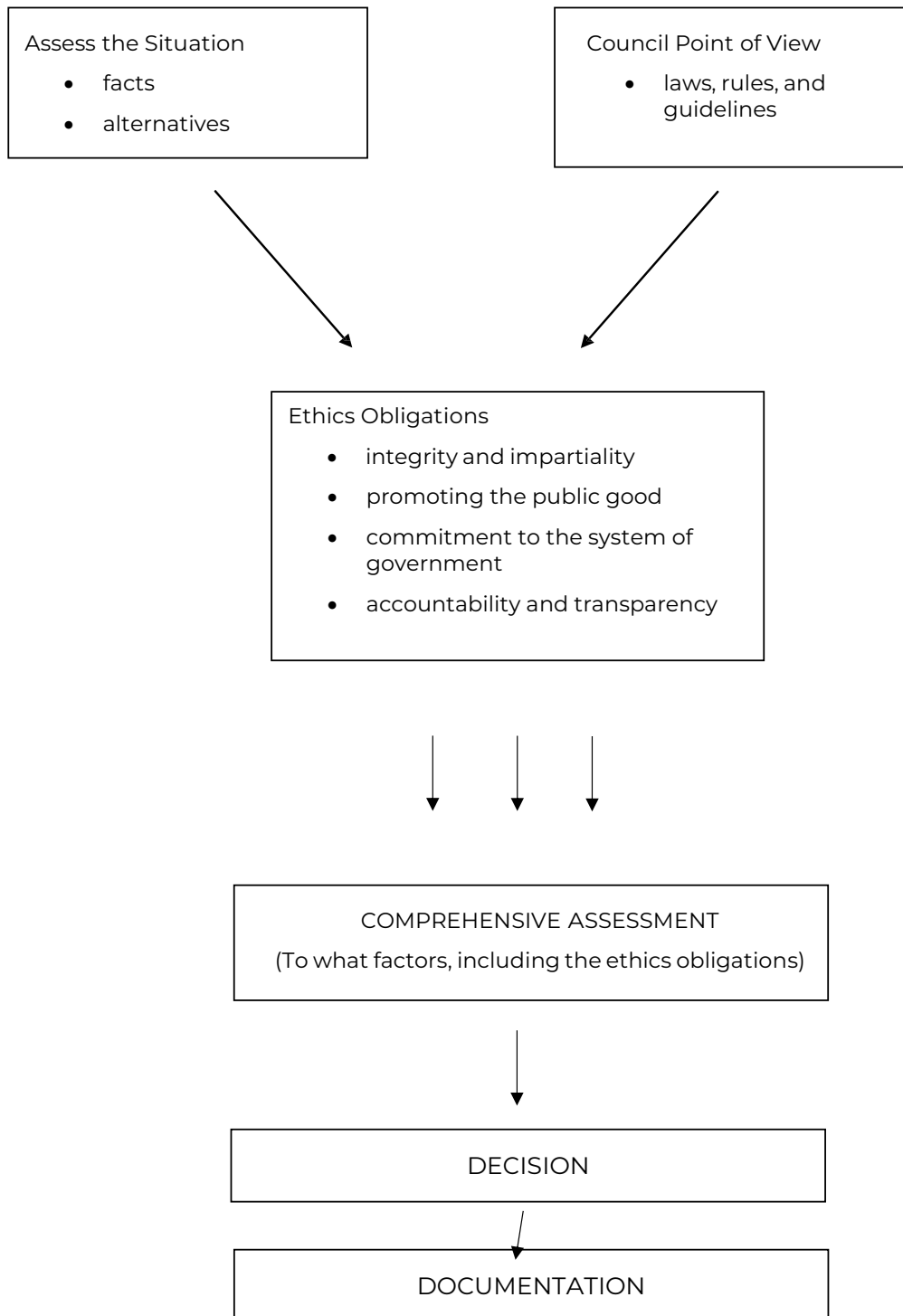
Make sure your actions are:

- within your power to take, legal and in line with policy and this Code.



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- fair and able to be justified to your Manager and the public;
- documented so a statement of reasons can be supplied.
- consistent with Council's mission, goals and values.



TITLE:	Financial Report for May 2024	DOC REF: 11.3.5
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REPORT BY:	Graeme Gillam Finance Manager	DATE: 26/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only – not applicable

PURPOSE:

Financial Summary as at 31 May 2024.

CONTENT:

Cash Position:

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

	31-May-24	30-Apr-24
Cash at Hand	13,707,087	16,541,829
Net Cash Equivalent (Debtors-Creditors)	536,206	296,923
Total	\$14,243,293	\$16,838,752

Income

Total revenues to 31 May 2024 were \$15,089,138. This equates to approximately 94% of this year's budget.

Expenditure

Operating expenses to 31 May 2024 were \$14,452,198. This equates to approximately 70% of this year's budget.

Liquidity

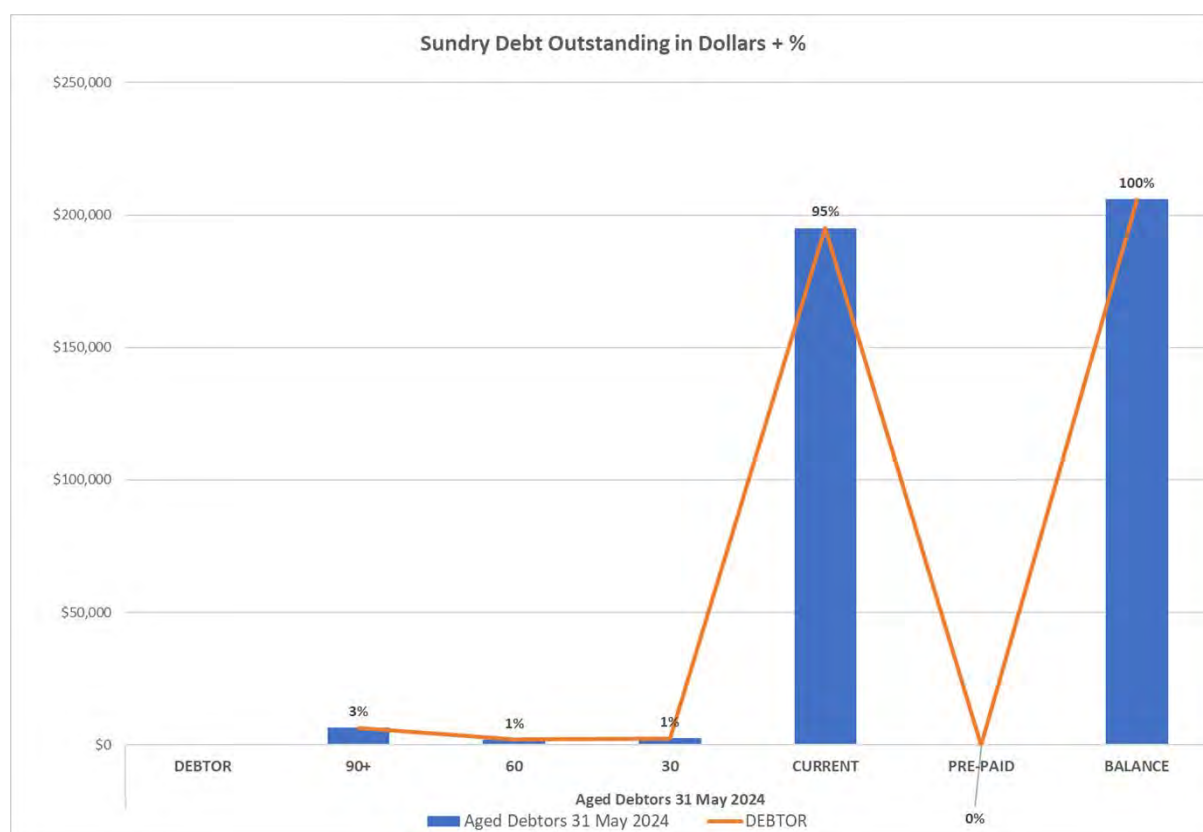
CBA		\$247,170
Floats		\$1,150
Investments		
CBA At Call	4.35%	\$1,686,077
QTC	4.84%	<u>\$11,772,690</u>
		Total
		\$13,707,087

Additional Information on Cash Position:

Cash Balances as at 31 May 2024		13,707,087
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Funded		
Funded Employee Entitlements (Current and Non-Current)		1,361,295
Grant Funding (paid in Advance)		1,183,605
Working Capital Cash		1,500,000
Capital Grants		7,286,351
Operating Result for 2023/2024		(2,471,887)
Less Capital Expenditure 2023/2024		(9,331,506)
Backed by Cash		7,132,019
Cash unallocated as at 31 May 2024		6,575,068

Aged Debtors 31 May 2024

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$6,424	\$1,932	\$2,473	\$195,073	\$0	\$205,902



90+ Days Outstanding

For this month, amounts greater than 90+ days total \$6,424, which comprises 0% of total debtors. Payment arrangements are in place.

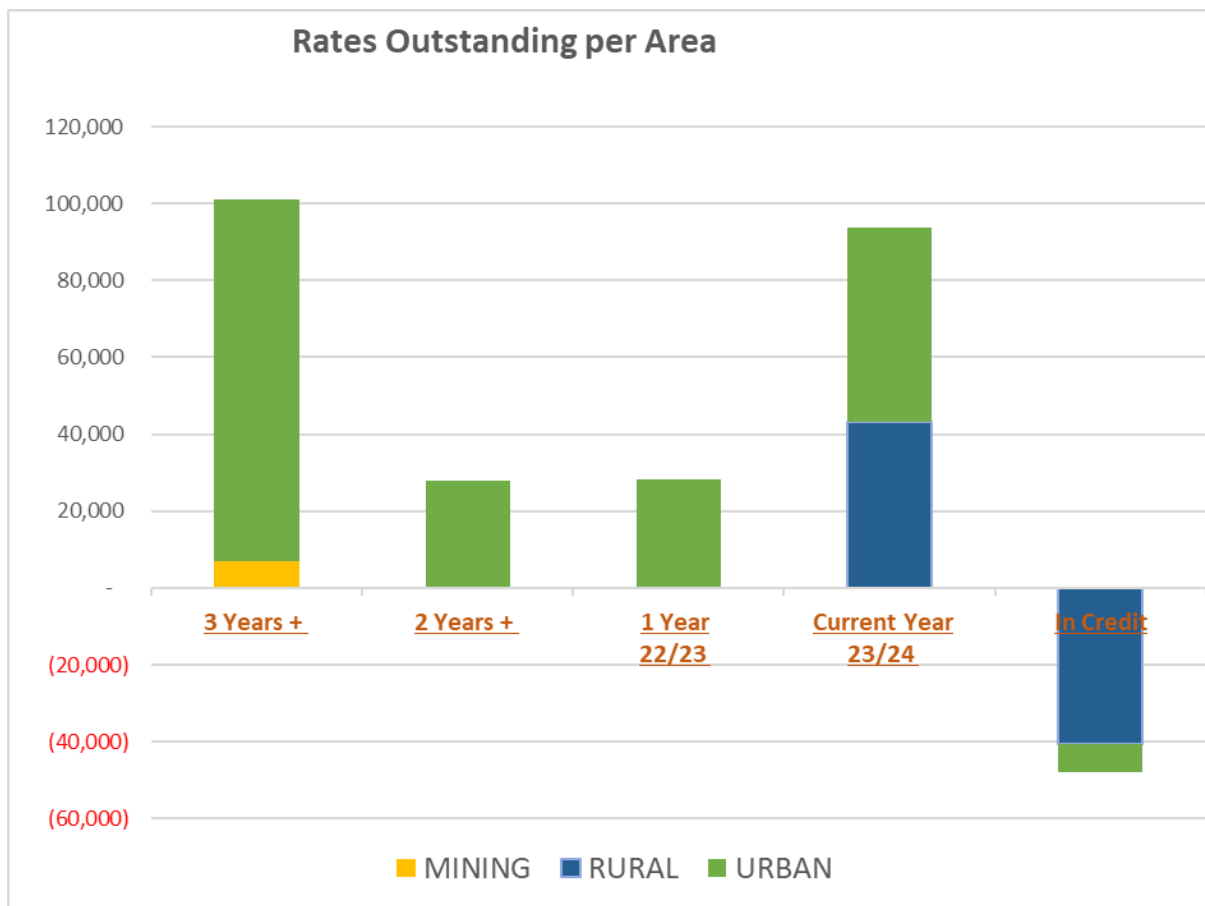
Creditors 30 May 2024

The total amount waiting for payment, not yet due is \$0.

Rates 31 May 2024

Total Outstanding is \$202,844.

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$94,207	\$27,837	\$28,294	\$50,542	\$(7,382)	\$193,498
RURAL	-	-	-	\$43,114	\$(40,614)	\$2,500
MINING	\$6,831	-	-	\$14	-	\$6,845
ALL	\$101,038	\$27,837	\$28,294	\$93,670	\$(47,996)	\$202,844



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

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

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31 May 2024

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,839,047	1,782,240
Fees and charges	452,485	504,900
Rental income	261,624	248,700
Interest received	752,912	301,900
Sales - contract and recoverable works	1,398,593	1,796,990
Other Income	330,106	304,500
Grants, subsidies, contributions and donations	2,901,502	7,212,550
Total Recurrent Revenue	<u>7,936,269</u>	<u>12,151,780</u>
Capital Revenue		
Grants, subsidies, contributions and donations	7,286,351	10,416,324
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>7,286,351</u>	<u>10,416,324</u>
Total Revenue	<u>15,222,620</u>	<u>22,568,104</u>
Total Income	<u>15,222,620</u>	<u>22,568,104</u>
Expenses		
Recurrent Expenses		
Employee benefits	(4,054,906)	(8,668,070)
Materials & Services	(6,327,489)	(2,687,580)
Finance Costs	(25,760)	(45,100)
Depreciation	(4,109,794)	(5,275,610)
Total Recurrent Expenses	<u>(14,517,949)</u>	<u>(16,676,360)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	(67,731)	-
Total Expenses	<u>(14,585,680)</u>	<u>(16,676,360)</u>
Net Result Attributable to Council	<u><u>636,940</u></u>	<u><u>5,891,744</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
as at 31 May 2024

		<i>2023/2024 Actuals</i>
Current Assets		
Cash and cash equivalents		13,707,087
Trade and other receivables		724,417
Inventories		445,320
Total Current Assets		14,876,824
Non-current Assets		
Property, plant and equipment		201,276,592
Total Non-current Assets		201,276,592
TOTAL ASSETS		216,153,416
Current Liabilities		
Trade and other payables		(188,212)
Borrowings		(47,330)
Provisions		(1,274,231)
Contract Liabilities		(1,598,473)
Total Current Liabilities		(3,108,246)
Non-current Liabilities		
Borrowings		(1,196,587)
Provisions		(103,917)
Total Non-current Liabilities		(1,300,504)
TOTAL LIABILITIES		(4,408,750)
NET COMMUNITY ASSETS		211,744,666
Community Equity		
Asset revaluation reserve		97,863,455
Other reserves		2,328,551
Retained surplus		111,552,660
TOTAL COMMUNITY EQUITY		211,744,666

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31 May 2024

	<i>2023/2024</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2023-24</i>
Cash Flows from Operating activities:		
Receipts from customers	4,751,961	5,726,000
Payments to suppliers and employees	(13,420,218)	(11,832,000)
	<u>(8,668,258)</u>	<u>(6,106,000)</u>
Interest received	752,912	715,000
Rental income	261,624.07	357,000
Non-capital grants and contributions	2,901,502	5,766,000
Borrowing costs	(25,760)	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	<u>(4,777,980)</u>	<u>696,000</u>
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(9,331,506)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	7,286,351	40,829,000
Net Cash Inflow (Outflow) from Investing activities	<u>(2,045,155)</u>	<u>(5,139,000)</u>
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	(45,455)	(631,000)
Net Cash Inflow (Outflow) from Financing activities	<u>(45,455)</u>	<u>1,369,000</u>
Net Increase (Decrease) in Cash and Cash Equivalents held	<u>(6,868,589)</u>	<u>(3,074,000)</u>
Cash and Cash Equivalents at beginning of Reporting period	20,575,678	20,575,678
Cash and Cash Equivalents at end of Reporting period	<u><u>\$ 13,707,088</u></u>	<u><u>\$ 17,501,678</u></u>

11.4 Community Services

TITLE:	Community Services Report May 2024	DOC REF: 11.4.1
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REPORT BY:	Paul Bawden Economic & Community Development Manager	DATE: 22/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Tourism:

- Tourism Officer sourcing new merchandise for Min Min Experience
- Tourism Officer to commence painting mural on concrete at Heritage Complex
- Upcoming Outback Masters evening event @ Min Min Experience

Grants:

- Current submissions (JW):
 - Building Bush Tourism – Upgrade jail cells in park
 - Have received comms that still under consideration

Current submissions (RJB)

- LG Sun Safety Program – Trees for community project (SUCCESSFUL)
- First Nations Sport & Rec program – Resources

**Community
Sports Centre:**

Pool currently undergoing maintenance works.



Casual employee is working at Sports Centre for 25 hours per fortnight.
Monday, Wednesday & Friday 2:45pm to 5:45pm – active recreational programs targeted at youth in aspects of team building, gross motor development and primary focus of structured fun.

Active Afternoons numbers: **May 117** (increased from 76 in April) (by Rachel Evans)

Activity types and times changed following survey results.

Library report by Tarsha Shaw:

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

This month held Biggest Morning Tea, raising \$93 and enjoyed a lovely morning.

Library patron numbers for **May: 143 | Wifi Users: 20**

	Ja	Fe	Ma	Apr	Ma	Ju	Jul	Au	Se	Oct	No	De
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129	88	131	197	275	182	205	152
2024	101	140	237	162	143							

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

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 2024	DOC REF: 11.4.2
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REPORT BY:	Karen Savage Tourism Officer	DATE: 21/06/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

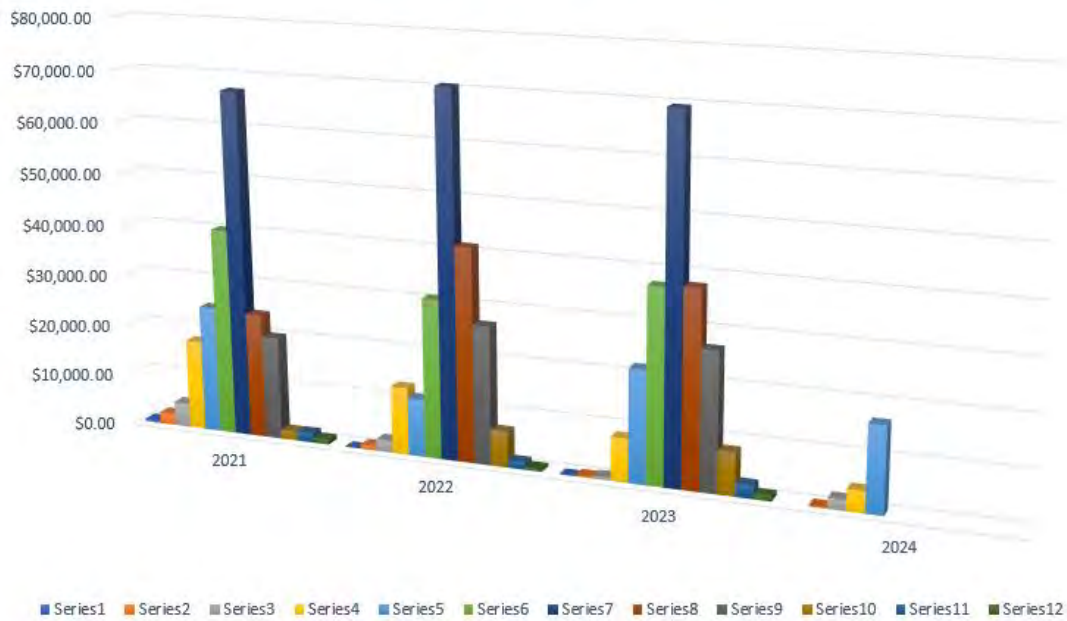
To report on the day-to-day operations of the Min Min Encounter and Boulia Heritage Centre and to promote tourism in the Shire and surrounding region.

CONTENT:

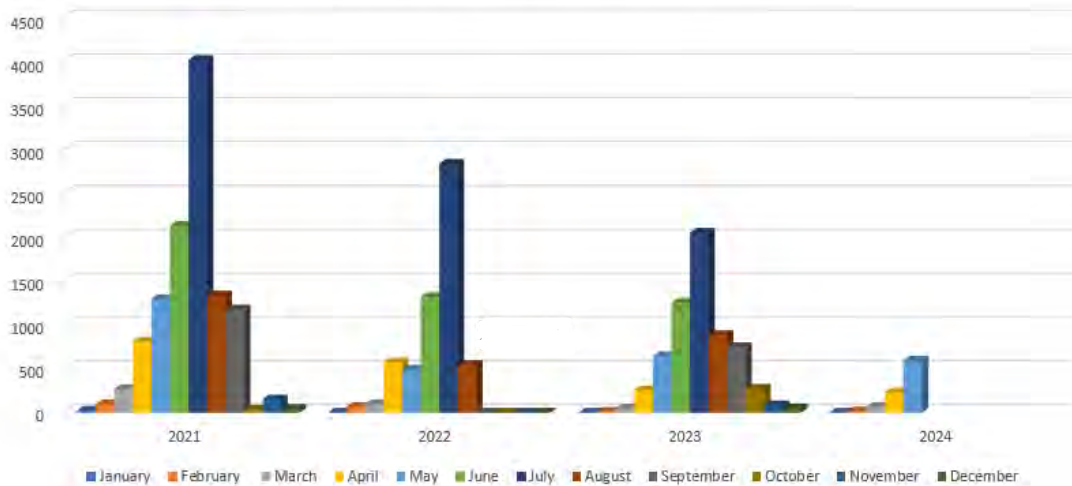
Monthly Activity Statistics: May 2024

Sales – tickets/merchandise	\$16,647
MME total Visitor Stats	595
MME Tickets	123
BHC Tickets	32
COMBO Tickets	135
Rezdy Online Bookings during the month (no payment taken)	3

MME & BHC YTD INCOME



MME & Heritage Complex Visitor Information



Social Media Statistics: May 2024

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	399 profile views, 113 interactions 34 website visits from the profile 2 Five-star reviews

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

Visitor numbers remain down on previous years. This appears to be true throughout Queensland this year. We are starting to see some tour groups through town now so hoping for some good months ahead.

Group Bookings: 2 group bookings this month with very positive reviews.

Social Media: Facebook posts reached 9.5K people this month with 1962 engaging in posts.

Explore Queensland Network: n/a

Merchandise: Merchandise continues to be popular. New lines are selling well and leftover stock from last years Camel Races is selling well.

Bouliá Heritage Centre:

The Heritage Complex continues to be popular especially as a combination ticket with the Min Min Encounter. The Jones's Great, Great, Great Grandson visited town to see his heritage and was very happy to be able to read some of the history and look at the photos.

General:

Telephone enquiries remain high for travel during June and July so hoping for an increase in numbers over that period.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

12 Late Reports

Nil

13 Closed Session

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

- a) the appointment, discipline or dismissal of the chief executive officer;
- b) industrial matters affecting employees;
- c) the local government's budget;
- d) rating concessions;
- e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- f) matters that may directly affect the health and safety of an individual or a group of individuals;
- g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the *Local Government Act 2009*.

TITLE:	Write Off Outstanding Sundry Debts 2023/2024	DOC REF: 13.1.1
REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024

CLOSED SESSION REFERENCE:

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

(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;

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

RISK MANAGEMENT:

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

TITLE:	Write Off Outstanding Debts 2023/2024	DOC REF: 13.1.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 26/06/2024
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CLOSED SESSION REFERENCE:

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

(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;

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

RISK MANAGEMENT:

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 long outstanding debt owed for rates and charges under mining leases.

14 General Business

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