

Boulia Shire Council



General Meeting

Wednesday 20th March 2019



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BOULIA SHIRE COUNCIL

14th March 2019

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

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

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meeting Pg.1
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:

ENGINEERS REPORT – GBA CONSULTING

Item E1 Engineering Services Report – News brief Pg.8

DIRECTOR OF WORKS AND OPERATIONS

Item DWO1 Grants Work Status Summary Pg.12

INFORMATION REPORTS

Item A NDRRA Flood Damage Works Department Pg.15

Item B Foreman, Road Maintenance and Utility Services Pg.17

Item C Foreman, Roads Maintenance and Construction Pg.20

Item D Rural Lands Protection Officer Pg.21

Item E Work Camp Report *nil this month*

CHIEF EXECUTIVE OFFICER

Item CEO1 CEO Briefing for February 2019 Pg.23

Item CEO2 Action List Pg.56

Item CEO3 Councillors Remuneration Report Pg.62

Item CEO4 Development of a Regional Community Hub Community
Consultation phase Pg.65

Item CEO5 Refer to Closed Session

Item CEO6 Refer to Closed Session

Item CEO7 Central West Regional Pest Management Group support Pg.103

Item CEO8 Australian Institute of Company Directors Scholarship Pg.122

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



BOULIA SHIRE COUNCIL

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MANAGER CORPORATE & FINANCIAL SERVICES

Item FM1 Manager Corporate & Financial Services Report

Pg.123

COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report

nil this month due to leave

INFORMATION REPORTS

Item F Min Min Encounter

Pg.127

Item G Boulia Sports and Aquatic Centre

Pg.130

Item H Library

Pg.131

Item I Work Health and Safety

Pg.133

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

Item CEO5 Rates Concession to encourage growth within the town of Boulia

Item CEO6 Identification/Acquisition of Land for the Development of the Regional
Community Hub

Item DWO2 Application for Work Camp Assistance – ongoing lawn mowing support

Ms Lynn Moore
Chief Executive Officer

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

Local Government Regulation - 275 Closed meetings

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



BOULIA SHIRE COUNCIL

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

FUNDING RECEIVED BY COUNCIL - FUNDING EXPLANATION

National Disaster Relief and Recovery Arrangements (NDRRA): Federal 75% State 25%

Federal Assistance Grants (FAGS): Federal 100%

Roads Maintenance Performance Contract (RMPC): State 100%

Transport Infrastructure Development Scheme (TIDS): Depending on program 100% or 50/50

Royalties for Regions (R4R): 50 /50 grant

Roads to Recovery (R2R): Depending Local Government Spend 40%, Federal 60%

Cyclone and Flood warning Subsidy: 100% State funded

Local Government Response Subsidy: 100% State funded

Graffiti Stop grant: 60% State funded, 40% Local Government

Safer Suburbs Scheme – Taxi Rank: 60% State Funded

DEFINITIONS

MATERIAL PERSONAL INTEREST: A Councillor has a material personal interest in the matter if any of the following person stands to gain a benefit, or suffer a loss (either directly or indirectly) depending on the outcome of the consideration of the matter at the meeting: Councillor, spouse, parent, child, or sibling, partner, employer, an entity, or another person prescribed under a regulation.

CONFLICT OF INTEREST: (REAL OR PERCIEVED)

REAL: Councillor HAS a real conflict of interest (directly related)

PERCIEVED: Councillor could reasonably be taken to have a conflict of interest in the matter (ie: family/employer)

Councillors must declare if they have a conflict (real or perceived) at the meeting prior to the item being discussed.

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



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BOULIA SHIRE COUNCIL

COMMONLY USED ACRONYMS

ALGA	Australian Local Government Association
CWR	Central West Region
CWRPMG	Central West Regional Pest Management Group
CWRPMGtc	Central West Regional Pest Management Group technical committee
DDMG	District Disaster Management Group (Mt Isa)
DLG	Department of Local Government
DLGCRR	DLG Community Recovery and Resilience
DSDIP	Department of State Development, Infrastructure and Planning
DTMR	Department of Transport and Main Roads
EPA	Environmental Protection Authority
FAGS	Financial Assistance Grants
IPWEA	Institute of Public Works engineering Australia (NAMS. Plus)
JLT	Jardine Lloyd Thompson (Insurance brokers)
LDMG	Local Disaster Management Group
LGAQ	Local Government Association of Queensland
LGFRS	Local Government flood Response Subsidy
LGMA	Local Government Managers Association
LRRS	Local Roads of Regional Significance
NAMS.Plus	Asset Management system from IPWEA
NDRRA	Natural Disaster Relief and Recovery Arrangements
OHDC	Outback Highway Development Corporation
ORRG	Outback Regional Road Group
ORRGtc	Outback Regional Roads Group - technical committee
ORRTG	Outback Regional Roads and Transport Group
ORWG	Outback Regional Water Group
ORWtg	Outback Regional Water - technical group
OQTA	Outback Queensland Tourism Association
QDES	Queensland Department of Emergency Services
QFES	Queensland Fire and Emergency Services
QIC	Queensland Information Centres
QRA	Queensland Reconstruction Authority
QSNTS	Queensland South Native Title Services
QTA	Queensland Tourism Authority
QWRAP	Queensland Water Regional Alliance Program
R4R	Royalties for Regions
R2R	Roads to Recovery
RAPAD	Central West Queensland Remote Area Planning and Development
REPA	Restoration of Essential Public Assets
RFS	Rural Fire Service
RMPC	Roads Maintenance Performance Contract
TIDS	Transport Infrastructure Development Scheme
WQLGA	Western Queensland Local Government Association



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Conflict of Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

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

Signed

Date

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COUNCILLOR DECLARATION OF INTEREST
Declaration of a Material Personal Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

Signed

Date

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**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON MONDAY 18th FEBRUARY 2019
COMMENCING AT 9 AM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 9.02 am.

Councillor Beck Britton joined the meeting via teleconference at 9.02 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2019/2.1 MINUTES OF THE JANUARY 2019 ORDINARY MEETING

<u>Moved:</u> Councillor McGlinchey	<u>Seconded:</u> Councillor Neilson
That the Minutes of the General Meeting held on 23 rd January 2019 be accepted.	
<u>Carried</u>	

Harin Karra entered the meeting at 9.05 am.

Jimmy Newman entered the meeting at 9.08 am.

2019/2.2 CEO BRIEFING FOR JANUARY 2019

PURPOSE:

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

Moved: Councillor Beck Britton

Seconded: Councillor Neilson

That the CEO report is received for information and consideration.

Carried

2019/2.3 ACTION LIST

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor McGlinchey

That the updated Action List report be received for information.

Carried

2019/2.4 ENGINEERING SERVICES REPORT - NEWSBRIEF

PURPOSE:

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

Moved: Councillor Beauchamp

Seconded: Councillor McGlinchey

That the Engineering Services Report - Newsbrief information update be received for information.

Carried

2019/2.5 GRANTS WORK STATUS SUMMARY

PURPOSE:

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

Moved: Councillor Neilson

Seconded: Councillor Rick Britton

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

Carried

2019/2.6 2019-21 WORKS FOR QUEENSLAND PROJECTS

PURPOSE:

The purpose of this report is to seek approval to submit a list of projects under the 2019-21 Works for Queensland Round 3 program.

Moved: Councillor Neilson

Seconded: Councillor Beck Britton

That the Boulia Shire Council approves the list of the projects to submit under 2019-21 Works for Queensland program, as attached to the 2019-21 Works for Queensland Projects report subject to the following amendment:

- the Pool Heating project is removed and a PLC system for the Min Min Encounter is noted as a possible alternative project.

Carried

2019/2.7 RURAL LANDS PROTECTION OFFICER INFORMATION REPORT

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor Beauchamp

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

Carried

2019/2.8 BOULIA WORK CAMP REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 31st December to 13th January and 30th January to 9th February 2019.

Moved: Councillor Neilson

Seconded: Councillor McGlinchey

That the Boulia Work Camp report is received for information.

Carried

The meeting was adjourned for morning tea at 10.36 am.

Jimmy Newman and Councillor Beck Britton left the meeting at 10.36 am.

The meeting resumed at 11.02 am.

Councillor Beck Britton joined the meeting at 11.02 am

2019/2.9 CLOSED MEETING AT 11.02 AM

Moved: Councillor McGlinchey

Seconded: Councillor Beauchamp

Closed Session

Local Government Regulation 275

(e) contracts proposed to be made by it;

(f) starting or defending legal proceedings involving the local government

Carried

Councillor Beck Britton left the meeting at 11.26 am.

2019/2.10 OUT OF CLOSED SESSION AT 11.28 AM

Moved: Councillor Rick Britton

Seconded: Councillor McGlinchey

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

Carried

2019/2.11 APPLICATION FOR WORK CAMP ASSISTANCE – ONGOING LAWN MOWING SUPPORT

PURPOSE:

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

Moved: Councillor Beauchamp

Seconded: Councillor Neilson

That Council acknowledge the assistance for Work Camp as follows:

Applicant Number	Approved/Denied
1	Approved
2	Approved

Carried

2019/2.12 CENTRAL HIRE P/L PRICING VARIATION 1 FOR NDRP SPRINGVALE ROAD FLOODWAY RECONSTRUCTION

PURPOSE:

To notify Council of Variation 1 pricing received from Central Hire regarding demolition and reconstruction of an at grade floodway on Springvale Rd Ch 21.900.

Moved: Councillor Rick Britton

Seconded: Councillor McGlinchey

That the Central Hire P/L Pricing Variation 1 for NDRP Springvale Road Floodway Reconstruction, as presented in the Central Hire P/L Pricing Variation 1 for NDRP Springvale Road Floodway Reconstruction report, be approved.

Carried

2019/2.13 MARMANYA OUTSTANDING RATES

PURPOSE:

The purpose of this report is to resolve the issuing surrounding overdue rates for a specific property in Urandangie commonly known as Marmanya.

Moved: Councillor Rick Britton

Seconded: Councillor Beauchamp

- That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc (deregistered) land at Urandangie.
- That Council resolve to:
 - have the Office of Fair Trading divest the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie directly to another group with similar interests to the original association OR if unable to do so to
 - sell the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie pursuant to Division 3, Subdivision 2, s142 of Local Government Regulation 2012 once divested to Council free of all encumbrances.
- That the CEO be authorised to do all things necessary to progress the finalisation of the outstanding rating issue including the execution of documents, the service of notices and sale/auction pursuant to the sale of land for overdue rates.

Carried

Councillor Beck Britton declared a Material Personal Interest on Item CEO6 (Sale of Houses) due to being related to a party involved in the report, and was not present when the matter was voted on.

2019/2.14 SALE OF HOUSES

PURPOSE:

To consider the proposal of the sale of four houses which are considered surplus to Council needs of which interest has been shown by existing Council employees. Ministerial consent, to enable a direct sale to employees is required and, will be sought, as Council wishes to be able to retain our staff and this would be an incentive for this to happen.

Moved: Councillor Neilson

Seconded: Councillor McGlinchey

1. That Council formally resolve to seek Ministerial approval for the closed sale of the listed properties: 7 Wills St, 54 & 58 Moonah St, and 6 Mulligan St.
2. That the Council authorise the CEO to do all things necessary to progress this matter.

Carried 4-0

For: Cllr Rick Britton, Cllr Beauchamp, Cllr McGlinchey, Cllr Neilson
Against: Nil
Abstained from and not present during voting: Cllr Beck Britton

Harin Karra left the meeting at 11.29 am.

2019/2.15 PREPARATION FOR 2020 QUADRENNIAL LOCAL GOVERNMENT ELECTIONS

PURPOSE:

To seek confirmation on action in relation to the 2020 Elections with regard to:

1. proposed increase in Councillor numbers and
2. whether the 2020 election should be held purely by postal ballot.

Moved: Councillor McGlinchey

Seconded: Councillor Rick Britton

1. That Council resolve to have no change to Councillor numbers at present.
2. That Council resolve that postal ballot options for 2020 elections are to remain the same.

Carried

2019/2.16 83RD WQLGA CONFERENCE 9-10 APRIL 2019 AND NGA CONFERENCE 18-19 JUNE 2019

PURPOSE:

To consider any motions to be submitted and Councillor attendance at the Western Queensland Annual Local Government Association of Queensland (WQLGA) Conference to be held in Longreach on the 9-10 April 2019 and the National General Assembly (NGA) on the 18-19th June 2019 in Canberra.

Moved: Councillor McGlinchey

Seconded: Councillor Neilson

That the Council resolve to submit motions:

1. To support the 1% increase in FAGS grants to Local Government for submission to both the WQLGA and NGA conferences and that motions be submitted for

inclusion in the WQLGA and NGA conferences to meet deadlines.

2. That the current legislation which prevents a Mayoral candidate from also running as a separate candidate in an election disadvantages small Councils and that all Councils who have 5 elected members should be advised to support a review of the impacts and a potential solution. The CEO be requested to write to all effected Councils to seek their support in the review.

Carried

2019/2.17 COMMUNITY SERVICES REPORT

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor Neilson

That the Community Services Report is received for information.

Carried

2019/2.18 HOUSING VACANCY REPORT

PURPOSE:

To propose to Council the possibility of having a caretaker role at Council's Pituri Street Unit Complex.

Moved: Councillor Rick Britton

Seconded: Councillor Beauchamp

That Council consider the possibility of offering subsidised rent on one, one bedroom unit at Council's Pituri Street Unit Complex in exchange for the leasee acting in a Caretaker role for the Unit Complex.

Carried

2019/2.19 MIN MIN ENCOUNTER JANUARY 2019 REPORT

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: Councillor Rick Britton

Seconded: Councillor Neilson

That the Min Min Encounter January 2019 Report be received for information.

Carried

2019/2.20 BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor Neilson

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

Carried

2019/2.21 LIBRARY

PURPOSE:

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

Moved: Councillor Beauchamp

Seconded: Councillor McGlinchey

That Council receive the Library report for information.

Carried

2019/2.22 WORK HEALTH AND SAFETY INFORMATION REPORT

PURPOSE:

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

Moved: Councillor Rick Britton

Seconded: Councillor Beauchamp

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

Carried

The meeting was adjourned for lunch at 12.44 pm.
The meeting resumed at 1.40 pm.

Kaylene Sloman entered the meeting at 1.40 pm.

2019/2.23 MANAGER CORPORATE & FINANCIAL SERVICES REPORT

PURPOSE:

Financial Summary as at 31st January 2019.

Moved: Councillor Beauchamp

Seconded: Councillor Rick Britton

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

Carried

Kaylene Sloman left the meeting at 2 pm.

Meeting Closure

The Mayor closed the meeting at 2.08 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

The full agenda with all reports can be found on the Bouliia Shire Council's website under the heading 'COUNCIL DOCUMENTS' (on the left hand side of the home page) with a dropdown box selection of 'Council Meetings'.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Engineering Services Report - Newsbrief	DOC REF: Item E1
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REPORT BY:	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	DATE: 05/03/2019
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CORPORATE PLAN REFERENCE:

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

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

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

23rd – 26th February 2019

19th – 20th February 2019

2019 Flood Damage Emergent Works Pickup – Matt Donohue
Stage 6 inspection

2. Road Maintenance Performance Contracts

2018/19 (as of 21/2/19)

	Budget	Spent to Date	Remaining
Barcaldine Base RMPC	\$1,125,699	\$640,957.09	\$484,741.91
Declared Plants	\$20,000	\$17,162.70	\$2,837.30
Traffic Management and Incident Control	\$43,000	\$7,030.73	\$35,969.27
NDRRA Event March 2018 – Emergent Work	\$14,474.70	\$14,474.70	0
Burke River Bridge Approach Pavement Widening	\$75,956.35	\$66,049.00	9,907.35
Reseal Prep Works 19/20	\$591,400.00	\$14,121.38	\$577,278.62
	\$1,870,530.05	\$759,795.60	\$1,110,734.45
Cloncurry Base RMPC	\$236,000	\$172,280.70	\$63,719.30
	\$236,000	\$172,280.70	\$63,719.30

RMPC pavement and signage defects pickup completed on DTMR roads for Barcaldine/Cloncurry sections. Approximately 750 pavement, sign and structure defects identified. 85% completed with Grid/Culvert defects remaining on Boulia-Mt Isa Rd, will be completed in coming months. Approximate defect value of \$6 million.

3. Main Roads Minor Works Performance Contracts

Future rehab works currently under preparation by DTMR are:

- 10km approximately from Boulia heading North (rehab and widen with Beef Roads funding 2017/18) - Roadtek.

- 10km approximately in the Lucknow area (possibly widening with Beef Roads funding 2018). Works to commence 2019.
- Top Limestone Creek – design complete.

4. Flood Damage Works

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

The September 2016 event involves both emergent and REPA works. Works have commenced and must be completed by 30th June 2019. Coorabulka Road, Urandangie South Road, Donohue Highway, Urandangie Border Rd, Linda Downs Road and Linda Downs Link Rd have been completed.

The March 2018 flood event (North and North West Queensland Low and Associated Rainfall and Flooding 24th February – 8th March 2018) Emergent work (BoSC 21.18) has been approved and acquitted (\$433k). March REPA submission (BoSC 23.18) (\$7.2m) has been approved by QRA. Approved value of \$3.99 million. Works to be completed by June 2020.

The February 2019 Flood Event (North and Far North Queensland Monsoon trough 25 Jan – 10th Feb 2019) emergency work pickup has commenced. Approx. 50% of road network has been picked up to date. Emergent works has commenced.

NDRP Springvale Road concrete floodway replacement. Central Hire was the successful tenderer, letter of acceptance has been signed and returned. Contract has been issued. Variation 1 for a second floodway on the Springvale Rd has been approved. Works commencing April 2019.

5. Other

Project / Item

Comment

ORRG TIDS

The TIDS annual allocation for 2018/19 is for \$150,000 which requires a matching contribution (total \$300,000).

Description	Cost	Comments
Urandangie Airport Reseal (209/LGSR/16)	\$150K DTMR/ \$150k RAUP	2018/19 (Complete)
Urandangie Airport Reseal (950430)	\$37K DTMR/ \$37k RAUP	2019/20 (\$358k DTMR remaining to be allocated) (Complete)

Urandangie Airport reseal completed 29/10/2018. Line marking of the Airport completed in December 2018. Urandangie Airport Access Rd was also re paved and sealed.

Discretionary TIDS 2018/19

Bouli Airport Crack Sealing \$50k DTMR/ \$50k BSC Total \$100k (ID 975354). Works completed 10th November.

RAPAD Water and Sewer Alliance

Current projects are:
Disinfection. Building delivered. Setup and installation nearly complete, commissioning underway (5th March).

Donohue Highway: Outback Way Funding

\$5.63 million spent to date as of 7th Jan (total \$6.25m for this round – must be spent by 30 June 2019). Bitumen seals on 65-70.3 and 87.75-92.5 have been completed in October 2018. Remaining section 92.5-97.6 and rework section completed in December 2018. Approx. \$613k remaining to spend on 111.1-114.46 (approach to Georgina River).

Likely future funding is \$5m in 2019/20 and \$5m in 2020/21. This funding will enable sealing to 75% of the Donohue. The PPR for this

round of funding is sitting in Brisbane DTMR under negotiation to make the P50 & P90 estimates the same to eliminate the problem with additional approvals for contingency.

Funding Source		Initially Approved	Contingency Approved	Total Approved
Aust Government		\$4.5m	\$500k	\$5.0m
Co-Contribution	TIDS	\$562k (TIDS 812785)	\$63k (TIDS 285266)	\$625k
	BSC	\$562k (remainder)	\$63k (remainder)	\$625k
	Total	\$1.125m	\$125k	\$1.25m
Total		\$5.625m	\$625k	\$6.25m

Traffic Count Data

The following Shire roads have traffic counter units: (Data Current as of October 2018)

Road Name	Location	AADT	AADT % HV
Burke St (Pool)	Boulia	97	12.6
Coorabulka	Ch. 1.20km	17	39.9
Donohue	Ch. 2.50km	35	24.4
Donohue	Ch. 201.00km (Kelley's Ck)	22	25.9
Headingly	Ch. 24.64km (Toby Ck)	23	36
Selwyn	Ch. 2.50km	21	37.1
Toolebuc	Ch. 0.10km	5	50.4
Urandangie North	Ch. 0.04km	14	22.3
Urandangie Border	Ch. 9.22km (Moonah Ck)	2	17.6

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

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

ATTACHMENTS: Flood Damage Events - Detailed Summary

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

Boulia Shire Council

Flood Damage Events - Detailed Summary (05/03/2019)

QRA Event Code	Activation	Type	Submitted Value	Total Expenditure to Date	Eligible	Ineligible	Status	Comments
BoSC.19.16	Sept. 2016	REPA	\$ 1,625,911.76	\$ 1,678,469.90	\$ 1,625,911.76	\$ -	Approved	Works in Progress
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ -	\$ 3,994,192.00	\$ 3,206,229.00	Approved	Approved - pending commencement after Sept 16 completed
	Feb .2019	Emergency					Pickup and Emergency works	Pickup 50% completed. Emergency works commenced

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	GRANTS WORK STATUS SUMMARY	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 13/03/2019
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CORPORATE PLAN REFERENCE:

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

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Two

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)**BoR - Building Our Regions Funding** (DSD - Dept of State Development – State funding)**RAU - Remote Airstrip Upgrade Funding** (Department of Infrastructure, Regional Development and Cities)**NDRP - 2017-18 Natural Disaster Resilience Program** (State of Queensland acting through the Queensland Reconstruction Authority)

There are currently 22 different projects currently under progress which are being undertaken by Council, which is a tremendous staff undertaking. Each of the projects require monthly reporting back to the funding bodies to ensure we are not in breach, and therefore could be restricted from receiving quarterly payment instalments.

The next four months will see visible impact around the town, and during this period I will attach the progress report on the activity for review and comment.

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at March 13, 2019.

GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1. Sewer Upgrade	Relining project	BoR	\$ 500,000	\$ -	\$500,000	30/06/2019	Project 95% completed.
2. Shire Hall renewal	Refurbish shire hall	DCP-Drought	\$ 443,870	\$34,240	\$478,110	30/06/2019	Awning has been ordered.
3. Jockeys Room	Build extension onto existing shed	DCP-Drought	\$ 257,900	\$8,600	\$266,500	30/06/2019	Project completed. Project closer report submitted.
4. RSL refurbishment	Kitchen – use stove and maybe cupboard from Hall	Council Project		\$35,000	\$35,000	_	Variation applied to be completed under W4Q 2 - \$80,000
5. Urandangie clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the	RFDS		\$ -	\$50,000	30/06/2019	New sink, taps and hot water system have been replaced. Verandah has been re-oiled. New cistern to be installed.
6. Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought		\$7,200	\$580,100	30/06/2019	Tender has been issued.
7. Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000	-	Opting to develop @ new industrial present. Allocated Budget under W4Q R3 - \$100,000
8. Racecourse Sewer Connection BOSC.W4Q2.01	An upgrade to improve the quality of sewer treatment & wastewater disposal in compliance with relevant standards & regulations.	(W4Q2)	\$ 450,000	\$0	\$450,000	30-Jun-19	Allocated budget completed. Budget Variation applied to completed the project. \$70,000
9. Upgrade Council Depot Security BOSC.W4Q2.02	Upgrade new switch board, install new security cameras & lighting for the depot.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Order has been raised to install cameras.
10. Toilet & Shower for New Truck Parking / Rest area Facility	Construct new toilet and shower for the new truck parking facilities.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Variation applied to withdraw the project.
11. Stage 2 Toilet Ramp & Solar Hot Water System Urandangie	Install new disabled ramp & solar hot water system for shower Urandangie.	(W4Q2)	\$ 40,000	\$0	\$40,000	30-Jun-19	Project Completed.

Boulia Shire Council Projects / Grants Update Register

GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
12. Airport Fencing at Urandangie	Install new security fence around Urandangie Airport.	(W4Q2)	\$ 50,000	\$0	\$50,000	30-Jun-19	Variation applied to withdraw the project. Project will be completed under RAU funding.
13. Boulia Post Office	Install new disabled ramp, repair loading deck, new access door, internal refurbishing & painting.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Variation requested to add additional budget to completed outside paint work.
14. River Water Pipe Upgrade	Remove old steel pipe & install new poly line.	(W4Q2)	\$ 65,000	\$0	\$65,000	30-Jun-19	Project completed.
15. Shade Shelter & Seating at Bubbler Park area	Install new shade structure with seating at bubble park.	(W4Q2)	\$ 20,000	\$0	\$20,000	30-Jun-19	Variation applied to withdraw the project. Listed on W4Q Round 3.
16. Workshop Refurbishing	Install shady area & painting.	(W4Q2)	\$ 35,000	\$0	\$35,000	30-Jun-19	Switchboard arrived.
17. Disinfection Systems Implementation for Boulia Town	Install new disinfection system for Boulia Town water & modification to the mains to install the system	LGGSP	\$ 155,250	\$103,500	\$ 258,750	30-Jun-19	System has been commissioned. Next few weeks testing will be conducted more frequently to balance the water.
18. Asset Management Plan	Set up Asset Management plan for the Council	LGGSP	\$ 18,000.00	\$ 12,000.00	\$ 30,000	30-Jun-19	Internal review commenced.
19. Boulia Robinson Park Security Cameras & Lighting	New Security Cameras install & colorbond fencing	LGGSP	\$ 18,630.00	\$ 12,420.00	\$ 31,050	30-Jun-19	Order has been raised for cameras.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2018

TITLE:	NDRRA FLOOD DAMAGE WORKS DEPARTMENT (INFORMATION REPORT)	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 8/3/2019
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CORPORATE PLAN REFERENCE: Roads Outcome 3.4 Strive to develop, improve and maintain roads to a high standard 3.4.5 Improve and maintain the road network to decrease closure periods due to flooding and subsequent damage 3.4.6 Maintain and improve the safety of the shire road network
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program
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CONTENT: 2019 Flood Damage Program of outstanding works (Sept 16 - Event) Four (4) Projects outstanding to complete the FINAL approved works on this Current works. The projects are as outlined: (1) Selwyn Rd (Completed 23/2/2019) (2) Selwyn Connection Rd (Completed 23/2/2019) (3) Slasher's Creek Rd (Current Project) (4) Toolebuc Rd programmed to start Late March 19 Please Note: EMERGENT WORKS ----- from rain event Jan/Feb 19 The above works have commenced with ALL photos taken (500+) prior to any on-site work being carried out. Information on this Emergent Works is detailed out in the attachment.

CONSULTATION: GBA as project officers on NDRRA Flood damage work.
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GOVERNANCE IMPLICATIONS: All work completed within NDRRA guidelines and budget allocations.

RECOMMENDATION: That the NDRRA Flood Damage Works Department report be received for information.
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ATTACHMENTS: Emergent Works Jan/Feb Flood Event Queensland

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

Emergent Works Jan / Feb Flood Event Queensland

Location	Initial Pick-Up Photos: Taken Y/N	Number of Damaged Sections	BSC - Contractor	Start Date	Finish Date	Cost Estimate - (Prior to Work Commencing)	Actual Costs	Comments
Springvale Rd	YES Gordon	7	Harris Crew	19/02/2019	24/02/2019	\$50,000.00	\$51,963.0	Very Wet Area
Coorabulka Rd	YES Gordon	9	Harris Crew	5/03/2019	9/03/2019	\$48,000.00		Very Wet Area
Toolebuc Rd	YES Gordon	4	Harris Crew	10/03/2019	12/03/2019	\$36,000.00		Channel Area
Toolebuc/Middleton	YES Gordon	1	Harris Crew	12/03/2019	12/03/2019	\$5,000.00		Pavement
Slashers Creek Rd	YES GBA	32	Mixed Crew	5/03/2019	10/03/2019	\$51,000.00		Floodways
Pathungra Rd	YES Gordon	26	Mixed Crew	11/03/2019	21/03/2019	\$47,000.00		Floodways
Elrose Rd	YES Gordon	2	Harris Crew	13/03/2019	13-/3/2019	\$5,000.00		Floodways
Fort Williams Rd	YES Gordon	3	Harris Crew	13/03/2019	13-/3/2019	\$5,000.00		Floodways
Donohue Highway	YES GBA/ Gordon	15	Harris Crew	19/03/2019	21/03/2019	\$30,000.00		Pavement
Linda Downs Link Rd	YES GBA/ Gordon	8	Harris Crew	22/03/2019	23/03/2019	\$20,000.00		Pavement
Linda Downs Rd	YES GBA/ Gordon	3	Harris Crew	24/03/2019	24/03/2019	\$10,000.00		Pavement
Urandangi South Rd	YES GBA	15	Harris Crew	24/03/2019	2/04/2019	\$40,000.00		Pavement
Urandangi North Rd	YES GBA	8	Harris Crew	2/04/2019	4/04/2019	\$25,000.00		Pavement
Headingly Rd	YES GBA	1	Harris Crew	5/04/2019	5/04/2019	\$5,000.00		Pavement
Urandangi Border Rd	YES GBA	12	Harris Crew	6/04/2019	9/04/2019	\$35,000.00		Pavement
	Total Defects	146		Total Estimate		\$412,000.00		

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	WORKS DEPARTMENT (INFORMATION REPORT)	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 12/03/2019
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CORPORATE PLAN REFERENCE:

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

PURPOSE:

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

CONTENT:

Race Course:

Arena and grounds	Routine maintenance continues at the Race Course (watering, mowing etc.) to ensure the grounds are in good condition leading up to the Easter Races and Rodeo.
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Town water testing and Depot maintenance:

Chlorine level testing	No issues to report on to date. The new Disinfection System commenced running on the 8 th March. It is showing a good improvement around town already.
WH&S Depot Maintenance	Start up inductions were successfully completed upon the outside staff returning to work.

Parks and Gardens:

Council, Min Min, ANZAC and Airport gardens	All garden areas are being worked on (watering, weeding etc) to ensure they are kept looking good.
Signage	New Heritage Walk signs were installed at the Council Office, Library, Post Office, old Donohue Store, Min Min Encounter, airport and police station.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completing in the following areas on these days: Airport – 19 th and 28 th February School Park – 14 th February Footpaths – 12 th , 14 th , 28 th February Robinson Park – 13 th and 18 th February Council Administration Building - 11 th February Median Strips – 12 th and 13 th February Post Office – 12 th February Sports Centre – 12 th , 20 th and 21 st February Depot – 13 th February Stonehouse – 14 th February SES Shed – 18 th and 20 th February Min Min Encounter – 11 th February Oval – 28 th February

Town entrances:

Boulia–Bedourie–Winton roads intersection	The moon rocks have been collected ready for the new Camel entrance display. We are hoping the WORK Camp are able to assist with the artistic design in the near future.
Three Mile Campground	This area has been earmarked for maintenance during the next WORK Camp trip.

RMPC/Works crew:

RMPC budget	<p>In total we currently have 758 defects noted on all our RMPC listed roads. We are now using the RADAR App to capture Main Roads Flood Damage data.</p> <p>RMPC works (Reseal Prepworks for 2019/20 Reseal Program) will commence in March. This will include works on the Diamantina Development Road (ch 118.73–119.58 and ch 134.15–141.34) and the Kennedy Developmental Road (ch 292.06 – 315.12, ch 333.18 – 338.18 and ch 343.45 – 355.23).</p> <p>We are getting close to finishing the 17/18 RMPC program.</p>																																																															
Emergent Works	<p>With the February rain event, crews were out completing a lot of emergent flood damage works, in particular shoulder works on the Boulia-Winton Road. The damage to the shoulders was quite extensive.</p> <p>The following table shows the road closure statistics for January and February:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">TOTAL</th> </tr> <tr> <th>Open</th> <th>Closed</th> <th>Restricted</th> </tr> </thead> <tbody> <tr> <td>BOULIA - DAJARRA RD</td> <td>22</td> <td>4</td> <td>1</td> </tr> <tr> <td>DAJARRA - MT ISA RD</td> <td>27</td> <td>0</td> <td>0</td> </tr> <tr> <td>BOULIA - WINTON RD</td> <td>4</td> <td>23</td> <td>0</td> </tr> <tr> <td>BOULIA - BEDOURIE RD</td> <td>19</td> <td>3</td> <td>6</td> </tr> <tr> <td>BOULIA - QLD BORDER RD</td> <td>21</td> <td>6</td> <td>0</td> </tr> <tr> <td>QLD BORDER - ALICE SPRINGS RD</td> <td>27</td> <td>0</td> <td>0</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>URANDANGI SOUTH RD</td> <td>5</td> <td>12</td> <td>10</td> </tr> <tr> <td>URANDANGI NORTH RD</td> <td>5</td> <td>7</td> <td>15</td> </tr> <tr> <td>TOOLEBUC RD</td> <td>5</td> <td>21</td> <td>0</td> </tr> <tr> <td>COORABULKA RD</td> <td>5</td> <td>21</td> <td>0</td> </tr> <tr> <td>SLASHERS CREEK RD</td> <td>5</td> <td>21</td> <td>0</td> </tr> <tr> <td>SPRINGVALE RD</td> <td>5</td> <td>20</td> <td>1</td> </tr> <tr> <td>SELWYN RD</td> <td>7</td> <td>10</td> <td>9</td> </tr> </tbody> </table>		TOTAL			Open	Closed	Restricted	BOULIA - DAJARRA RD	22	4	1	DAJARRA - MT ISA RD	27	0	0	BOULIA - WINTON RD	4	23	0	BOULIA - BEDOURIE RD	19	3	6	BOULIA - QLD BORDER RD	21	6	0	QLD BORDER - ALICE SPRINGS RD	27	0	0					URANDANGI SOUTH RD	5	12	10	URANDANGI NORTH RD	5	7	15	TOOLEBUC RD	5	21	0	COORABULKA RD	5	21	0	SLASHERS CREEK RD	5	21	0	SPRINGVALE RD	5	20	1	SELWYN RD	7	10	9
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Urandangie:

Urandangie	Regular Council services continued over the month of February (mowing, whipper snipping, rubbish collection etc.)
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Water and Sewerage:

Boulia Township

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

Boulia Airport activity:

Number of call outs: RFDS	Nil (that required Council assistance).
Fuel re-supply	7 in total, 2 of which were call-outs.

CONSULTATION: DWO as required. Work Camp Supervisor.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	ROAD WORKS DEPARTMENT (INFORMATION REPORT)	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 11/03/2019
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CORPORATE PLAN REFERENCE: ROADS Outcome 3.4 Strive to develop, improve and maintain roads to a high standard. 3.4.1 Continue sealing of Donohue Highway from Outback Highway with Outback Highway Funds
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PURPOSE: To inform Council of the current utilisation and activities of the Works Department in line with the Boulia works program.

CONTENT: Completed all necessary training and inductions at the commencement of the 2019 working year. A new Grader Operator will commence in March. We have also starting using the RADAR App to capture Main Roads Flood Damage data. Current and upcoming Projects are as follows: <ul style="list-style-type: none">• Completed heavy shoulder grading RMPC works in the Cloncurry Sections: Ch100-103 and 110-116 also 0-3 on the Dajarra to Mt Isa section.• Commenced work on Barcaldine RMPC Ardmore-Mt Isa, heavy shoulder grading ch58.47 through to ch120 (various locations in this section of the road had deep shoulder rutting). This work is expected to go through until approx. end of March.• As RMPC works are being completed we are also picking up emergent flood damage defects from recent rains, in particular deep wheel ruts, and fixing them in conjunction with the RMPC work. We have picked up at least 16 sites.• Staff will attend heavy vehicle training on 14th March.• Site walks are scheduled to be undertaken on the Donohue Highway (ch110-116) with George Bourne Associates and Traditional Owners on the 16th March. This is for the next pave and seal job.

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

GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.
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RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction report for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	RURAL LANDS PROTECTION OFFICER (INFORMATION REPORT)	DOC REF: Item D
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REPORT BY:	GRAHAM SMERDON Rural Lands Protection Officer	DATE: 27/02/2019
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CORPORATE PLAN REFERENCE: Preserve the pristine natural resources of the Shire by managing the environment in a sustainable manner.

Objective - Actively maintain practices which ensure environmental sustainability.

PURPOSE:

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

CONTENT:

RLPO:

The month was spent weed spraying and checking on the Town Common and stock route.

TOWN COMMON:

The feed on the common has come back after the rain early this month. There are still some stray cattle on the common. Will be looking at holding a common muster in March.

DOMESTIC ANIMAL CONTROL:

I have nothing to report at this time.

CWRPMTG:

Will be attending a get together in Longreach on the 6th of March while over there for the SRLOG Meeting which goes from the 6th to the 7th of March.

WEED SPRAYING SHIRE ROADS:

I have nearly completed 8klms on both sides of the North Urandangie Rd from the Mt Isa Rd turn off to Moonah Creek. I have also been out spraying along the Donohue Highway and have nearly done both sides to the Wirriyerna turn off. I have put out 2660Ls of mix on the North Urandangie Rd (access and diesel) and have put out 1200Ls of mix on the Donohue (Starane and Uptake). The weeds along the Donohue are not as thick as those on the North Urandangie Rd.

RMPC:

I have not done any RMPC weed spraying this month.

GRAVEL/BURROW PITS:

I have started spraying the pits on the North Urandangie Rd for Parkinsonia.

STOCK ROUTE:

I have not heard if we were successful in getting Capital Works Funding as of yet. I will be having a meeting with DNRME on Friday the 8th in Longreach before heading home, this is to do with their Stock Route Management System that I am having trouble with.

I have had one enquiry about the amount of feed on the Stock Route out here. I have been out and had a look at the feed from the Boulia/Winton Boundary to Boulia, while it does look good after a closer look there is Button Grass and Pigweed with a small amount of Mitchell Grass and some Buffel Grass and roly-poly. I told the person I don't think there is enough feed there for a drover to bring cattle through. The feed from Boulia to the Border does not look anywhere as good as there was not the same amount of rain on that part of the Stock Route.

1080 BAITING:

I have had a property ask me if they can do a baiting in late April. The first round of 1080 baiting for 2019 will be in May the reason for this is the properties that baited last year asked if we could move the date to May, this is so they have time to get the meat required for treatment with 1080 poison. Dates and times will be sent out approx 4 weeks before the start of the baiting.

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:** Nil**RECOMENDATION:**

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	CEO Briefing for February 2019	DOC REF: Item CEO1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 9/2/2019
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CORPORATE PLAN REFERENCE: GOVERNANCE

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

PURPOSE:

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

CONTENT:

Draft Corporate Plan 2019-2024 content to be released for public comment

Over the next four years Boulia will be working towards attracting industry, supporting existing businesses and developing the tourism market to support our vibrant and resilient community. The framework to build upon (as tabled at the February Ordinary Meeting of Council) is to be used as a guide for future community consultation prior to adoption. Council to review this meeting.

Sale of Council staff houses

A business case has been put to the Minister and Department of Local Government for their consideration and approval in accordance with the Local Government Act 2009.

Regional Community Hub

Initial community consultation has been completed. Stage 2: Council has contacted several Universities for the potential of **concept drawings** to be completed by one of their students. This is an excellent opportunity for both Council and the student.

Marmanya rates

The Office of Fair Trading are now happy to proceed once the Public Trustee has completed the full title search. This will involve advertising Expressions of Interest.

Future Meetings

Meeting	Date	Attendees	Reason
WQLGA Conf Longreach	8-10 Apr	Mayor, CEO, 1 x Cllr	Annual conference, a motion has been submitted by Boulia to the meeting to support the 1% increase in Financial Assistance Grants.
LGAQ – General meeting - Brisbane	2 nd April 2019	Mayor, CEO	A meeting of all Councils has been called to discuss and debate the Governments proposals. See attached Government proposal and LGAQ Motions to be discussed.

CEO MEETINGS

Feb 2019	CONTACT	REASON/ISSUE
1/2/2019	Office Fair Trading/Public Tst	Marmanya
1/2/2019	RAPAD	Teleconference
1/2/2019	IT Vision	Teleconference - progress update
1/2/2019	LDMG	Teleconference - flood events
1/2/2019	IT Vision	Webinar - timesheets module
4/2/2019	Works Overseer	Flood damage update
5/2/2019	IT Vision	Webinar - workshop mtce module
5/2/2019	IT Vision	Webinar - Customer Ser module
5/2/2019	IT Vision	Webinar - Health module
5/2/2019	IT Vision	Webinar - Report Manager
5/2/2019	John Perry	Regional Community Hub - update
5/2/2019	ManEx	Weekly catch up
6/2/2019	Gerard Bosch	Centrex – update
6/2/2019	Gay George	Funeral enquiry
7/2/2019	John Perry	Community consult - Regional Community Hub
7/2/2019	Camel Race Committee	Feedback, progress for 2019
8/2/2019	IT Vision	Mapping Demo
8/2/2019	Outback Way	Teleconference

11/2/2019	Tony Walsh	Internal audit
11/2/2019	IT Vision	Report Manager
11/2/2019	Ken Hunt	Enterprise Bargaining
11/2/2019	Administration recruitment	Zoom interview
11/2/2019	Camel Races	Camping allocation review
12/2/2019	ManEx	Weekly catch up
12/2/2019	Magic Software	Internal form processing
12/2/2019	HR Introduction	Webinar
12/2/2019	CWRPMG - grant	Final application completed
12/2/2019	Administration recruitment	Zoom meeting (2)
13/2/2019	Internal Audit	Teleconference
13/2/2019	Eric Denham	Teleconference - Donohue Hwy
13/2/2019	Lorna Bogdanek	Pitta Pitta
13/2/2019	Bouliia Police	Housing issues
13/2/2019	Community Services	Family Fun Day assistance
14/2/2019	W4Q project review - Harin	Submission to funding body
14/2/2019	Lisa Paterson Kane	Training/EAP program/camps
18/2/2019	Ordinary Council meeting	Brought forward 2 days
19/2/2019	ManEx meeting	Weekly catch up
20/2/2019	IT Vision	Board progress review
21/2/2019	IT Vision	Altus EPM Demo
25/2/2019	RAPAD futures	CEO and Mayors - Longreach
25/2/2019	RAPAD CEO's	Longreach meeting
25/2/2019	CWRPMG meeting	Longreach meeting
26/2/2019	Roads Group meeting	Longreach meeting
26/2/2019	RAPAD Water meeting	Longreach meeting
27/2/2019	Anglo American	Sandy Thomas - housing
28/2/2019	Wild dog committee meeting	Kristy Waddell – AgForce/Community

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS

Feb 2019	EMAIL CORRESPONDANCE
1/2/2019	Bouliia Wellbeing Centre
1/2/2019	Weather update
1/2/2019	LDMG teleconference
4/2/2019	Stock Route network
4/2/2019	Donohue funding
4/2/2019	EBA – schedule of meeting
4/2/2019	Sale of houses
6/2/2019	Station calls – flood event
6/2/2019	Year of the Outback
7/2/2019	LDMG – Alert Status
8/2/2019	Outback Queensland Masters - Bouliia
8/2/2019	Approved extension of DRFA activation
11/2/2019	Starving cattle get first feed in 12 days, farmers relieved to see help
12/2/2019	Initial approximate map of flood-affected areas
12/2/2019	RFDS Mental Health Team response to significant flooding
12/2/2019	Regional Community Hub community/staff/Councillors con
13/2/2019	Pitta Pitta
13/2/2019	[BNE18-0299] Plumbing Application Submission - Bouliia PHC
13/2/2019	Bouliia PHC (including the Wellbeing Centre) and Windorah PHCC
13/2/2019	What's the cost and long-term damage, and how will we recover?
15/2/2019	Environmental Assistance
18/2/2019	DRAFT CW Regional Transport Plan - ORRTG Feedback
19/2/2019	Motions WQLGA April 2019 - FAGS
20/2/2019	Bouliia Shire Council Ambassador
20/2/2019	2020 Winton to Bouliia Camel/Cobb & Co Trek
20/2/2019	Status of Bouliia Shire - roads and crossing
22/2/2019	MEDIA RELEASE: Rex Pledges \$1.5 Million for Flood Relief
22/2/2019	Camel Races Sunrise Trip to Brisbane
28/2/2019	New Funding - Queensland Disaster Resilience Fund
28/2/2019	Declaration of interest forms

ATTACHMENTS: CEO1.1, CEO 1.2, CEO 1.3, CEO 1.4

RECOMMENDATION:

That the CEO report is received for information and consideration.

Chief Executive Officer

Ms Lynn Moore



7 March 2018

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

Dear Ms Moore

Local Government Association of Queensland Ltd's General Meeting

In calling this meeting under the Constitution and Rules, the Board of LGAQ Ltd had regard to the fact that such meetings are rare and reserved for the most important and urgent of matters. Indeed, only two such meetings have occurred in the past 30 years.

Both the LGAQ Board and the Policy Executive believe that with such critical matters as proposed changes to the voting arrangements for the 2020 Council elections, there should be a full discussion and debate by the members. This will ensure that your Association can convey directly your considered views to the Government and indeed the Parliament, before the enabling legislation is debated.

The General Meeting will be held at 10.00 am on Tuesday 2 April 2019.

Notice of General Meeting

Under the constitution the Association must provide a Notice of this General Meeting to all members not less than 21 days prior to the General Meeting.

Please find enclosed an official copy of the Notice of General Meeting.

Voting Entitlements

At the 2019 General Meeting Boulia Shire Council will be entitled to a total of 2 votes.

Clause 4.11 (5) of the LGAQ constitution provides that each council which has more than two Conference votes and appoints two delegates, is entitled to specify the number of votes which may be exercised by each of those delegates.

For Councils with 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

Please find enclosed a delegate voting entitlement form to advise the LGAQ of each delegate's individual details. This form needs to be completed, signed on behalf of Council by Council's Mayor or CEO and returned to the LGAQ by 19 March 2019.



Registrations to attend the General Meeting should be completed through the online registration process through the following link (<https://localgov.eventsair.com/2019-special-general-meeting/registration>) or online at www.lgaq.asn.au via the events tab on the homepage.

Persons listed as delegates on the form should be the same persons registered as delegates through the online Conference registration system.

Attachments

The following attachments have been enclosed with this letter and the purpose of each of those documents is outlined below:

- **Notice of General Meeting** – for your records only, no action required
- **Appointment of Proxy form** – no action required unless Council wishes to appoint a proxy
- **Voting Entitlement Form** – completion of delegate details. *Please return to the LGAQ by 19 March 2019.*

Should you have any queries in relation to the Conference voting arrangements, please do not hesitate to contact Darren Leckenby on 07 3000 2222 or (darren_leckenby@lgaq.asn.au).

If you have any other questions, please contact me directly.

Yours sincerely

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

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

Attach.

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD

2019 GENERAL MEETING

NOTIFICATION OF DELEGATE VOTING ENTITLEMENT

Council: Boulia Shire Council

Total Voting Entitlement: 2

Number of Delegates Appointed for General Meeting:

(Please complete the following details in relation to each delegate. A delegate must either be the Mayor, a councillor or the CEO.)

Delegate Name:

Delegate Name:

Please ensure this form is signed by the Mayor or CEO in the space provided:

.....
Mayor/Chief Executive Officer

Please return to:

Stacey Oswald
Local Government Association of Queensland
PO Box 2230
Fortitude Valley BC QLD 4006
or
Via Email: stacey_oswald@lgaq.asn.au

Appointment of Proxy
Local Government Association of Queensland Ltd
[ACN 075 341 981]

....., a member of the company,
of
appoints
of
or in *his/her absence,
of
as its proxy, to vote for it on its behalf at:

- the general meeting of the company to be held on 2 April 2019; and
- at any adjournment of that meeting.

#This form is to be used *in favour of/against* the resolution.

SIGNED on behalf of

- pursuant to *Local Government Act 2009* section 236;
- by *the mayor/a Council delegate/a councillor/an officer authorised by the mayor, who certifies *he/she is the proper officer to sign

.....
Mayor/Delegate/Authorised Person

.....
Full name [*Print*]

*Strike out whichever is not desired.

#Insert if desired.



Local Government Reforms

Key amendments currently under consideration

March 2019



Acronyms and glossary

BCC	Brisbane City Council
CEO	Chief Executive Officer
DLGRMA	Department of Local Government, Racing and Multicultural Affairs
ECQ	Electoral Commission Queensland
RTI	Right to Information
Third parties	In an election - an entity that participates in the electoral process by publishing electoral material or making a donation.



Introduction

The Queensland Government is on a journey to reform the local government sector.

These reforms will strengthen the transparency, accountability and integrity of local government in Queensland. The government is committed to supporting local government and ensuring that public confidence and accountability is restored.

Proposed changes

There is an opportunity to further enhance the quality of local government in Queensland through reform, including the way Councillors are elected.

The Belcarra Report found that good government requires elections to be held on a level playing field, with equal participation available to all.

Belcarra also stressed the need for complete transparency about who candidates are, how their campaigns are funded, and their interests and affiliations - along with their relationships with other candidates.

The proposed reforms informed by the Belcarra Report and discussions with stakeholders includes:

- Compulsory preferential voting;
- Compulsory candidate training;
- Proportional representation in undivided councils;
- Tighter regulation of discretionary funds;
- Campaign spending caps; and
- Clarification of COI/MPI provisions.

This document provides details of proposed amendments in the next tranche of Belcarra legislative reform.

In addition to the proposed reforms in the Bill, the Government is proposing to also make amendments to particular Regulations to further improve council integrity, increase transparency, encourage diversity and ensure consistency in the local government system.

The regulation changes will tighten controls around the issues councils may discuss in closed meetings and ensure resolutions and minutes have enough information for the community to understand why councils have made decisions.

Changes include, Councils being required to consult with the community on their budgets. There will also be stronger requirements on the use of council controlled entities.

The publishing of Councillor registers of interest will also be standardised so that the community is better informed about potential conflicts of interests. Further information about these changes will be published on the Department's website.



How to use this document

The document is structured in four sections; before, during, after an election and elected councils. Current and proposed amendments are outlined as well as the reasoning for proposed changes.

Engagement opportunities

The Queensland Government is committed to ensuring stakeholders are aware of these proposed changes and their impacts.

The Department of Local Government, Racing and Multicultural Affairs is available to answer questions on a dedicated phone hotline 07 3452 6747 and email lgreforms@dlgrma.qld.gov.au. Live webinars will also be held by the Department, for more information and to register your interest go to <http://www.dlgrma.qld.gov.au/local-government-reform.html>



Legislative reform principles

The proposed amendments in the next tranche of legislative reform are about integrity, transparency, diversity and consistency in local government.



Integrity

Ensuring current and future Councillors are fully informed about their obligations as candidates and Councillors. Councillors are required to uphold the highest levels of honesty and impartiality when making decisions in the public interest.



Transparency

Clarifying and strengthening requirements before, during and after an election to enable voters to better know who they are voting for and reduce corruption risks. It's also about the community understanding why councils make the decisions they do in in the public interest.



Diversity

Councils being representative of their communities and making it easier for potential candidates to nominate and campaign.



Consistency

Aligning local government election requirements with State and Federal electoral processes and aligning requirements between Brisbane City Council (BCC) and other local governments.

The icons are used throughout the document to indicate what reform principle/s aligns with each of the proposed amendments.



Before the election commences



Multi-member divisions

Current	Post reform	Reasoning
Doubt exists about whether councils can have divisions represented by more than one Councillor.	The provisions related to allowing local governments to be structured so a division may be represented by more than one Councillor will be more explicit (note: Change Commission Process still applies).	To provide certainty and clarity on existing provisions.



Postal ballot elections

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Councils must apply before 1 July in the year before quadrennial election. • Applications considered by Minister for approval without any criteria. 	<ul style="list-style-type: none"> • Councils to apply before 1 July in the year before quadrennial election. • New criteria for Councils wanting to conduct elections by postal ballot including: <ul style="list-style-type: none"> ○ The views of Council ○ Costs ○ Number of electors and population density ○ History of postal ballots • Councils to apply to ECQ who will provide recommendations to the Minister for approval. 	<ul style="list-style-type: none"> • Voting in person at a polling booth on election day is an open, transparent and democratic process. • Postal ballots give rise to issues: ballot security, delayed declaration of election results, lower voting participation (76% compared to 83% for attendance ballots). • Changed Australia Post service standards impacts on costs and delivery times. • Lack of criteria may lead to inconsistent decisions.



Candidate training

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Candidates are provided with an information pack from ECQ. • Candidates may attend an information session conducted by DLGRMA. 	Mandatory training for all people wanting to nominate to be a candidate at a local government election.	To ensure that all candidates are fully informed of their obligations as candidates and Councillors.



Groups of candidates

Current	Post reform	Reasoning
May only register with returning officer during the nomination period.	People interested in forming a group of candidates for a local government election will be able to register their group at any time up until the close of nominations.	<ul style="list-style-type: none"> • Greater transparency. • Enables voters to better know who they are voting for.



Electoral finance records

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Candidates and groups of candidates must open and maintain a dedicated campaign account. • All election funding and expenditure must go through the dedicated campaign account. 	<ul style="list-style-type: none"> • Candidates and groups will need to open a dedicated campaign account when they publicly announce or otherwise indicate their intention to be a candidate. • Candidates and groups of candidates must disclose the dedicated campaign account on their nomination form. • All election funding and expenditure must go through the dedicated campaign account. • All candidates must advise on the nomination form their dedicated account details. 	<ul style="list-style-type: none"> • Aligns State and local government election requirements. • Enhances transparency in relation to campaign donations and expenditure. • Reduces corruption risks.



During the campaign



Caretaker

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Caretaker commences when ECQ publishes notice of election. • Limitations on decisions about: <ul style="list-style-type: none"> ○ employment/termination of CEO ○ contracts of more than \$200,000 or 1% of rates. 	<ul style="list-style-type: none"> • Caretaker commences when ECQ publishes notice of election. • Limitations on making decisions about: <ul style="list-style-type: none"> ○ employment/termination of CEO ○ contracts of more than \$200,000 or 1% of rates ○ significant procurement activities such as establishing preferred supplier arrangements ○ making local laws ○ making planning schemes ○ varying existing development approvals. • Councillors will also be prohibited from using discretionary funds from 1 January in election year. 	<ul style="list-style-type: none"> • Aligns State and local government electoral processes. • Significant policy decisions that bind future councils should not be made while a council is in caretaker mode. • Council resources not to be used, or perceived to be used, to promote a sitting Councillor standing for re-election.



Dual candidacy

Current	Post reform	Reasoning
Not permitted.	<ul style="list-style-type: none"> Divided Councils cannot have dual candidacy. Undivided Councils can nominate for Mayor and Councillor. If successful as Mayor, votes received in Councillor election will be distributed according to preferences. 	<ul style="list-style-type: none"> Avoid depletion of possible pool of qualified or experienced Councillor candidates. Assist in attracting high quality candidates with less risk of their loss to local government.



Registers of interest for candidates

Current	Post reform	Reasoning
Not required.	<ul style="list-style-type: none"> Candidates must disclose as part of their nomination: <ul style="list-style-type: none"> Membership in political parties including membership in last 12 months If a candidate or close associate is involved in contractual arrangement with council If the candidate or close associate has any development applications before council. 	<ul style="list-style-type: none"> Enables voters to know about political affiliation and potential conflicts of interest.



Prohibited campaigning techniques

Current	Post reform	Reasoning
<ul style="list-style-type: none"> Group like behaviour only regulated if there was an intention to form a group. The actions of groups of candidates only regulated during election period. 	<ul style="list-style-type: none"> Only political parties and registered groups of candidates will be able to undertake group like campaigning techniques. 	<ul style="list-style-type: none"> Enables voters to better know who they are voting for by limiting 'secret' groups.



Postal voting applications

Current	Post reform	Reasoning
<ul style="list-style-type: none"> Individual voters need to apply for a postal ballot by no later than 7pm on the Wednesday before polling day. Ballot must be received within 10 business days after polling day. Ballots processed after the close of poll. 	<ul style="list-style-type: none"> A person wanting a postal vote must apply at least 10 business days before polling day (other than in a full postal ballot election). Ballots must be received within 10 business days after polling day. Ballots received prior to polling day can be processed early to enable them to be counted after the close of poll. 	<ul style="list-style-type: none"> Align with the State process under the <i>Electoral Act 1992</i>. 10-day application timeframe will provide sufficient time for ECQ to provide voter with their ballot before the election. Early processing enables quicker election result.



Real time financial disclosures

Current	Post reform	Reasoning
<ul style="list-style-type: none"> Real time disclosure (7 days) of electoral donations and loans by candidates, groups of candidates and third parties. 	<ul style="list-style-type: none"> Real time disclosure of electoral donations and expenditure (\$500 minimum) by candidates, groups of candidates and third parties Third parties are required to disclose if the expenditure was used to benefit or support a candidate or group of candidates or a particular issue. Information to be published by ECQ. During last 7 days of election: all expenditure and donations must be disclosed within 24 hours by candidates, groups of candidates and third parties. 	<ul style="list-style-type: none"> Ensures all donations and expenditure are publicly declared before polling day.



Disclosure requirements in relation to gifts

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Real time disclosure (7 days) of electoral donations and loans by candidates, groups of candidates and third parties. 	<ul style="list-style-type: none"> • Real time disclosure of electoral donations and loans by candidates, groups of candidates and third parties. • Candidates and groups of candidates are required to disclose: <ul style="list-style-type: none"> ○ gifts from individuals: the individual occupation or industry ○ gifts from companies: details of directors and whether a company has business with Council • Third parties are required to disclose original source of donation. • Candidates must notify donors of disclosure obligations. • Donors must advise candidates of the true source of donations and candidates will be deemed to know the true source of donations. 	<ul style="list-style-type: none"> • Enables voters to better understand the interests, industries and companies associated with donations. • Enables Councillors to deal with actual or perceived conflicts of interests more appropriately, transparently and consistently. • Donors are aware of the obligation for details of their gifts to be published.



Election expenditure caps

Current	Post reform	Reasoning
<p>No current caps.</p>	<ul style="list-style-type: none"> • The following caps will be introduced on electoral expenditure at local government elections: <ul style="list-style-type: none"> ○ Councillor candidates in local government areas/divisions — <ul style="list-style-type: none"> ➢ with fewer than 20,000 electors - \$10,000; ➢ with 20,000 electors or more – sliding cap of 50¢ per elector ➢ with 40,000 electors or more - \$20,000. ○ Mayoral candidate in Local Government areas — <ul style="list-style-type: none"> ➢ with fewer than 60,000 electors - \$30,000; ➢ with more than 60,000 electors – a sliding cap of 50¢ per elector ➢ with 200,000 electors or more - \$100,000. ○ Third parties: same cap that applies for Mayoral candidates. ○ Groups of candidates and political parties that endorse candidates: sum of individual members expenditure caps up to the maximum for positions to be filled in lieu of candidate caps. • Caps are per four-year term. • Aggregation and collaboration limits on candidates and groups of candidates using third parties to exceed expenditure caps. 	<ul style="list-style-type: none"> • Setting expenditure caps aims to: <ul style="list-style-type: none"> ○ improve transparency ○ reduce integrity risks associated with reliance on significant donations. • Create diversity by more equitable participation by those wishing to run for local government. • Reduces candidates' need to seek large donations from external parties, increasing integrity. • Reconciliation of donation and other income for electoral purposes with actual expenditure.



Voters' experience

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Mayor and single councillor divisions: optional preferential voting - mark at least one (or more) boxes, in order of preferences. • Multi-Councillor division or undivided council: first past the post voting - mark the number of boxes equal to number of Councillors to be elected with no preference expressed. 	<ul style="list-style-type: none"> • Introduction of compulsory preferential voting. • Full preferential voting for Mayors and single Councillor divisions. • Full preferential proportional representation for Councillors in undivided councils. • All ballot papers will be filled in the same way by placing a 1 for first preference candidate and recording a preference vote for all other candidates in ascending order. 	<ul style="list-style-type: none"> • Aligns with voting methodologies for State and Federal elections. • Avoids voter confusion by using the same process within an electorate. • Full preferential voting elects the candidate preferred by more voters. • Every vote counts.



After polling closes



Public campaign funding

Current	Post reform	Reasoning
<p>No current public funding.</p>	<ul style="list-style-type: none"> • Candidates, groups of candidates and political parties that receive more than 4% of first preference votes are entitled to \$1.57 per first preference vote up to the amount of electoral expenditure. • Dual candidates entitled to public funding for the higher of the amount entitled to receive, not both. • Payment into dedicated campaign account and may be withdrawn to reimburse personal campaign contributions and loans taken out to cover electoral expenditure. • Councils to fund by way of annual payments to ECQ except for 2020 quadrennial local government elections 	<ul style="list-style-type: none"> • Aligns State and local government electoral processes. • Encourages greater candidate participation in the electoral process by subsidising the cost of campaigning. • Reduce reliance on or need for donations and thereby reduce associated corruption risks.



Counting votes

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Mayor and single Councillor division: optional preferential voting • Multi-Councillor division or undivided council: first past the post. 	<ul style="list-style-type: none"> • There are no changes to how votes will be counted for Mayors and where only one Councillor is to be elected (i.e. use preferences to achieve a majority). • Where more than one Councillor is to be elected, the count will change from a first-past-the-post count to a proportional count (i.e. using preferences to achieve quotas). 	<ul style="list-style-type: none"> • Aligns with State and Federal electoral processes. • Proportional voting avoids situations under first past the post where the voting preferences of the majority of electors are not captured. Proportional voting ensures that Councillors elected are representative of the community due to all votes counting in the final result.



Electoral finance returns

Current	Post reform	Reasoning
<p>Within 15 weeks of the conclusion of the election, candidates, groups of candidates, political parties and third parties to the election must submit a donations return to ECQ.</p>	<ul style="list-style-type: none"> • Within 15 weeks of the conclusion of the election, candidates, groups of candidates, political parties and third parties to the election must submit a financial return (donations and expenditure) to ECQ. • Must provide a bank statement for the dedicated campaign account. 	<ul style="list-style-type: none"> • Enable auditing of electoral financial records for greater transparency. • Enable the allocation of public funding to candidates and groups of candidates.



Councillor vacancies

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Mayors – filled by way of by-election. • Councillors: <ul style="list-style-type: none"> ○ In first 12 months – filled by appointing runner up ○ From 12 months to 30 months – by-election ○ After 30 months – appointment ○ Last 6 months – may leave vacant. 	<ul style="list-style-type: none"> • Mayors: <ul style="list-style-type: none"> ○ In first 36 months – filled by way of by-election ○ Last 12 months – filled by Councillors appointing one of their own to fill vacancy. • Councillors: <ul style="list-style-type: none"> ○ In first 36 months: <ul style="list-style-type: none"> ▪ For single-Councillor division - filled by way of by-election ▪ For multi-member or undivided council – filled by appointing next candidate after allocating preferences. ○ Last 12 months – filled by appointment. ○ Last 3 months – may leave vacant. 	<ul style="list-style-type: none"> • Minimise costs associated with conducting by-elections resulting from Mayoral and Councillor vacancies. • Appointment of runners-up in single-Councillor divisions can lead to ‘opposition’ Councillors being appointed. • Reduce the length of a vacancy so the community remains represented.



After council is constituted



Registers of interests

Current	Post reform	Reasoning
<p>Councillors must notify of any changes to their interests within 30 days.</p>	<ul style="list-style-type: none"> • Councillors will have 30 days after the election to submit a new register of interests or face vacating office. • Councillors must notify of any changes to their interests within 30 days. • Councillors must provide an annual update to their register of interest. • The contents of the register of interests will align where practicable with requirements for State MPs including: <ul style="list-style-type: none"> ○ Gifts under \$2,000 only need to be recorded for two terms ○ Electoral gifts do not need to be recorded ○ Better clarity on interests arising from official duties. 	<ul style="list-style-type: none"> • Aligns with the register interest processes for State MPs. • Improve the quality and timeliness of disclosures by Councillors.



Conflicts of interests

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Councillors with a material personal interest in a matter at a council meeting must disclose their interest and leave the meeting. • Councillors with a conflict of interest in a matter at a council meeting must disclose the conflict and other Councillors decide whether they can participate. • Where Council loses its quorum because of conflicts of interest, issue must be delegated. 	<ul style="list-style-type: none"> • Councillors with conflicts of interests will be prohibited from dealing with the matter unless council resolves that it is in the public interests for them to do so. • Material personal interests will be replaced with prescribed conflicts of interests which require relevant Councillor to refrain from being involved in the matter. • Prescribed conflicts of interests will include interests associated with: <ul style="list-style-type: none"> ○ gifts or donations worth more than \$2,000 from an entity to a councillor, group or party (if the gift is an electoral donation) or to councillor or close associate (if other gift or sponsored hospitality benefit) with a matter before council ○ CEO employment matters (e.g. appointment, discipline, and remuneration) if the CEO or applicant is a close associate ○ an application for a licence, permit, registration or other approval for the Councillor or close associate or an entity which the Councillor or close associate has a financial interest in ○ a contract between the council and the Councillor or close associate or an entity which the Councillor or 	<ul style="list-style-type: none"> • Address issues raised by Councils about the complexity and effectiveness of the current conflicts of interest system. • Address the existing gap in relation to conflicts of interests that arise outside of council meetings.



Current	Post reform	Reasoning
	<p>close associate has a financial interest in.</p> <ul style="list-style-type: none"> • Exempt interests will include the existing circumstances in the Act such as merely having an interest due to— <ul style="list-style-type: none"> ○ Non-board memberships in community associations ○ Religious beliefs ○ Membership in political party ○ Having been a student, or being a parent of a student, at an educational facility. • Exempt interests will include some, but not all, of the matters covered under the previous ‘ordinary business’ exemptions. • Non-conflicted Councillors will be able to decide whether another Councillor can deal with a matter they have an interest in even if there are not enough remaining Councillors to form a quorum. 	



Discretionary funds

Current	Post reform	Reasoning
<ul style="list-style-type: none"> • Councils may allocate discretionary funds to Councillors to allocate for: <ul style="list-style-type: none"> ○ community purposes ○ capital works ○ grants to community organisations. 	<ul style="list-style-type: none"> • Councils will be capped at 0.25% of general rates for the amount of funds allocated as discretionary funds. • Councillors will be prevented from rolling funds over financial years. • Discretionary funds expenditure will be published within 7 days. • Discretionary funds will not be allowed to be expended from 1 January in election years until the conclusion of the election. 	<ul style="list-style-type: none"> • Enhance accountability about allocation and use of discretionary funds. • Prevent use of discretionary funds to raise the profile of sitting Councillors before an election.



Intervention powers

Current	Post reform	Reasoning
<p>Brisbane City Council (BCC) has its own Councillor complaints system.</p>	<ul style="list-style-type: none"> • The Office of the Independent Assessor will investigate complaints about the conduct of BCC Councillors. • BCC will be subject to the same intervention powers as other councils. • Clarify that the Minister may take remedial action in the public interest. 	<ul style="list-style-type: none"> • To ensure impartiality and consistency with BCC Councillors being treated the same as other Councillors.
<p>The State has certain powers of intervention with respect to local governments, including the appointment of advisors and financial controllers.</p>	<ul style="list-style-type: none"> • Widening the instances in which these powers can be used to include where the use of a power is in the public interest. 	<ul style="list-style-type: none"> • To ensure consistency with previously amended provisions which introduced the concept of intervention where public interest grounds exist.



Committee minutes

Current	Post reform	Reasoning
<ul style="list-style-type: none"> BCC committees do not need to keep minutes Other councils may exempt their committees from keeping minutes. 	<ul style="list-style-type: none"> All council committees will need to keep minutes. BCC will lose its RTI exemption for its Establishment & Coordination Committee. 	<ul style="list-style-type: none"> Enhance transparency through recording and publication of committee minutes.



Councillor access to information

Current	Post reform	Reasoning
<p>Councillors may request information to assist them in their duties.</p>	<ul style="list-style-type: none"> CEOs must ensure Councillors obtain information within 5 days of the request. BCC Councillors will be entitled to information even it does not specifically pertain to their wards. 	<p>To ensure Councillors have the necessary information to make informed decisions in the public interest.</p>



Mayoral powers

Current	Post reform	Reasoning
<p>The Mayor prepares and presents the budget for consideration by Council.</p>	<ul style="list-style-type: none"> All councillors responsible for this. 	<ul style="list-style-type: none"> Better reflect that the budget should be developed by all Councillors and represents the entire local government area and the input of all Councillors.
<p>The Mayor has the power to direct the Chief Executive Officer and senior executive staff.</p>	<ul style="list-style-type: none"> Power of direction of senior executive staff rests with the Chief Executive Officer rather than elected officials. 	<ul style="list-style-type: none"> Better reflects the organisational hierarchy of Councils and reduces the prospect for corruption and to give clearer reporting lines.
<p>Few limitations about the power of the Mayor to direct the Chief Executive Officer.</p>	<ul style="list-style-type: none"> Mayor can only direct the Chief Executive Officer in accordance with Council policies and directions. 	<ul style="list-style-type: none"> Reduces the prospect of corruption.



A number of additional technical amendments are also being proposed – they relate to the powers of the Independent Assessor and technical electoral matters to assist ECQ run elections.

What next?

The Department of Local Government, Racing and Multicultural Affairs will be available to answer questions through a dedicated hotline and live webinars. For more information and to register your interest go to <http://www.dlgrma.qld.gov.au/local-government-reform.html>

Department of Local Government, Racing and Multicultural Affairs
1 William Street, Brisbane
tel (07) 3452 6747
e lgreform@dlgrma.qld.gov.au

www.dlgrma.qld.gov.au

NOTICE OF GENERAL MEETING

In accordance with Rule 4.1 & 4.2 of the LGAQ's Constitution, all Councils are notified of a General Meeting of the Local Government Association of Queensland Ltd ACN 142 783 917 which will be held at Ballroom Le Grand 1 & 2, Sofitel Hotel, 249 Turbot Street BRISBANE, Queensland on Tuesday, 2 April 2019 commencing at 10.00am.

The business of the General Meeting is to amend the LGAQ Policy Statement to address the Queensland Government's proposed legislative changes to the *City of Brisbane Act 2010*, *Local Government Act 2019* and *Local Government Electoral Act 2011* (Motions 1 to 9 (inclusive)) and to direct the President, Chief Executive Officer and Policy Executive of the LGAQ to inform the Queensland Government of the membership's position on these issues at the earliest opportunity (Motion 10).

Motion 1

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose, at local government elections, a system of compulsory preferential voting.

Motion 2

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose proportional representation in Queensland local government.

Motion 3

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose, at local government elections, the ability for a person to stand as a dual candidate for both the position of mayor and councillor.

Motion 4

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose the introduction of local government election campaign expenditure limits as proposed by the March 2019 Department of Local Government, Racing and Multicultural Affairs information paper: "Local Government Reforms – Key amendments currently under consideration".

Motion 5

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland support the introduction of local government election campaign expenditure limits, set at \$2 per enrolled voter for mayoral elections and \$1 per enrolled voter for councillor elections, with upper expenditure limits ("ceilings") of \$200,000 for mayoral elections and \$50,000 for councillor elections and lower expenditure limits ("floors") of \$20,000 for mayoral elections and:

- a) \$15,000 for councillor elections in undivided councils; or
- b) \$5,000 for councillor elections in divided councils.

Motion 6

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland support the introduction of legislation to prevent the potential distorting influence of electoral expenditure by third parties with aligned interests.

Motion 7

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose the ratepayer funding of Queensland local government elections.

Motion 8

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose the proposed amendment to the legislation that will remove the power of the mayor to direct: -

- a) senior contract employees (City of Brisbane Act 2010); and
- b) senior executive employees (Local Government Act 2009).

Motion 9

That the Local Government Association of Queensland, on behalf of its members, advise the Queensland Government that the Councils of Queensland oppose the proposed amendment to the legislation that will remove the power of the Mayor, in conjunction with either the Deputy Mayor or a Councillor who is a Committee Chair, to participate in the decision to appoint senior executive employees.

Motion 10

That the President, Chief Executive Officer and Policy Executive of the LGAQ, at the earliest opportunity, request that the Queensland Government;

- a) take heed of the position of the 77 Queensland local governments, and the communities that they represent and serve, on the issues determined at this general meeting.
- b) Further call on the Premier to honour her public commitment to not implement reforms to local government that she is not prepared to implement to her own government.

Other Motions

Any such other business as may be lawfully be brought before the meeting for consideration.

If your Council is not attending the General Meeting, you may appoint a proxy to vote on your behalf at the General Meeting by completing a proxy form. The completed appointment of proxy form must be returned to the registered office of the LGAQ before the time at which the General Meeting is to be held; tabled at the General Meeting or produced when the poll is taken.

If your Council is attending the General Meeting, you must appoint one or two delegates who are either the Chief Executive Officer or Councillor of your Council to vote on your behalf at the General Meeting. To appoint delegates you must notify the secretary in writing or by electronic submission in the manner approved by the secretary and notified to members.

Any delegation received after 19 March 2019 will be invalid and of no effect.



Our ref: WR19/7880

Department of Local Government,
Racing and Multicultural Affairs

5 March 2019

Dear Chief Executive Officer

As you may be aware, the Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs wrote to all Mayors and Councillors on 2 March 2019 about the Local Government rolling reform agenda. This letter forms part of the Minister's commitment to brief you on key amendments currently under consideration by the Government.

An information paper has been prepared which outlines the proposed legislation amendments currently under consideration. The paper is structured in four sections to outline amendments related to before, during, after an election, and elected Councils. Proposed amendments are outlined, as well as the reasoning for the proposed amendments. A copy of the information paper is attached.

Proposed changes to regulations will also be detailed on the Department of Local Government, Racing and Multicultural Affairs website in the near future. The regulation changes will seek to tighten controls around issues that Councils may discuss in closed meetings and ensure resolutions and minutes have enough information for the community to understand why Councils have made decisions.

For further information, a dedicated phone hotline, 3452 6747 and email, lgreforms@dlgrma.qld.gov.au has been established and will be available between the hours of 8:30am to 5:00pm Monday to Friday. The Department will endeavour to respond to any questions within 48 hours, Monday to Friday.

Structured webinars will also be hosted by the Department to further assist you in understanding the proposed amendments and support direct communication. Webinars will be facilitated, and we encourage you to read the information paper to assist in forming questions prior to the webinar.

For more information and to register your interest, go to <http://www.dlgrma.qld.gov.au/local-government-reform.html>.

Yours sincerely

A handwritten signature in black ink, appearing to read "Warwick Agnew".

Warwick Agnew
Director-General

Enc

1 William Street Brisbane
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Queensland 4002 Australia
Telephone +617 3452 7009
ABN 251 66 523 889

Boulia Shire Council Action List				
DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Monday 8th July 2013				
8/07/2013		EBA with unions - Modern Award	CEO and Mayor	22/1/2019 Staff briefing at start up with consultant visit deferred to 11 th March due to flooding 6/12/2018 T/conf to define parameters and commence the initial advice that we will be negating – Staff advised through payslip advices.
WEDNESDAY 23RD AUGUST 2017				
23/08/2017		Rodeo Grounds – Honour Board in Bar Area and compilation of historical records. See what funding is available in the future	CSM	28/2/2019 Research continues. 25/1/2019 Still compiling info for a board to be erected. 22/11/18 Research on hold at present until 2019. 4/10/18 Further research being completed. 24/8/2018 This is an ongoing project doing research and finding funding. 27/7/18 Funding availability being sought. 25/6/2018 Historical information for this sign is on target and quotes received.
MONDAY 16TH OCTOBER 2017				
16/10/2017		Industrial Estate development –funding application.	CEO	4/1/2019 Industrial Estate has been shortlisted. 27/11/2018 Advice if successful timeframe – Nov/Dec 2018.
WEDNESDAY, 21ST MARCH 2018				
21/03/2018		Advertising profile of Boulia Heritage Complex’s marine fossil exhibit	CSM/CEO	28/2/2019 An ad that was made for us is not being approved and further investigations are ensuing for a new production film company that can show case Boulia how we wish. 25/1/2019 Ann’s photo and info has gone to AD2Go for production proofs. 22/11/18 Still waiting on progress report from Brandworks 4/11/18 New TV contract has been signed, advert to be made in coming months. This will be the next project after the implementation of the new website. 18/04/18 New television advertisement focusing on Min Min Encounter and fossils.

Item CEO2

WEDNESDAY, 18 TH APRIL 2018				
18/4/2018		-Rate free period for two years to encourage new businesses to be established in Boulia, inclusion of this initiative in budget review	CEO/FM	9/2/2019 To be considered at budget review. Sep 2018 – Policy submitted to Council but held over for further consideration by Councillors. 23/8/2018 Revenue Policy for the 2019-2020 period content to be amended at the budget review.
22/8/2018		Consider combining the Heritage Walk signs into one large board located at the Stonehouse.	CSM	28/2/2019 As stated in January, research is ongoing. 25/1/2019 This will be done further into the year 22/11/18 Progress on this halted until 2019 4/10/2018 On hold until 2019 24/8/2018 <ol style="list-style-type: none"> 1. Emailed Councillors with content for signs. 2. Further options to be explored for this project are putting the information through the television with a voice over for people who cannot read the text.
22/8/2018		Cllr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	28/2/2019 Research continues. 25/1/2019 This will be done further into the year also 4/10/2018 Research will be done in 2019 by new staff. 24/8/2018 This will be done and put into stage two of more signage.
22/8/2018		Cllr McGlinchey: Consider putting information plaques on some machinery at the Boulia Heritage complex.	CSM	28/2/2019 This will happen throughout the year. 25/1/2019 New employee to finish this project 22/11/18 Further research to be done by new employee in 2019 4/10/2018 On hold until 2019, some work already completed. 24/8/2018 Research into machinery being organised by staff.
22/8/2018		Cllr Neilson: Look at current road signage between Urandangie and Alice Springs border. Consider need for additional signs to warn drivers of road conditions (for example 'warning unsealed').	DWO	10/03/2019 Allocated budget on W4Q Round 3 funding. 12/02/2019 allocation some budget to upgrade singe on the shire road network. 9/1/2019 Signage audit will be conducted in February 2019 09/10/2018 – Reviewing signage options. 3/9/2018 – In progress. Bull dust sections to be clearly identified.
22/8/2018	2018/8.26	<ul style="list-style-type: none"> • That Council proceed with the Local Government Association of Queensland's proposal for a new Council website under their partnership with Jadu. • That Council opt for the 'Channel Regional Council' templated design with homepage customisation. 	EA	12/3/2019 – Content migration undertaken and testing phase beginning. 9/2/2019 Web site constructed – content being reviewed 10/12/2018 In progress 12/11/2018 Website development in progress. Draft pages being worked on by LGAQ. 21/9/2018 Kickstart meeting held 21 st September. Information being provided to LGAQ to progress the website further.

Item CEO2

				24/8/2018 – agreement signed to proceed with new website update.
Wednesday 19th September 2018				
19/9/2018		Cllr Rick Britton: Council to introduce a new feral cat bounty levy (\$5 per set of ears, with a maximum claim value of \$5000) and to make relevant policy inclusions for this	FM / CEO	4/1/2019 To be budgeted in 2018-2019 budget. 27/11/2018 – Report to Council at December meeting, no Policy required, add to fees and charges then advertise on website, email blast and flyers.
Friday 26th October 2018				
26/10/2018		General Business - Boulia Ambulance Service – Council discussed the pressing need for permanent Ambulance drivers in Boulia and agreed that a business case letter on the matter was to be submitted to the Queensland Ambulance Service.	CEO/DWO/EA	12/02/2019 Follow up sent to QLD Health 9/1/2019 Email sent to Jane Hancock 12/11/2018 In progress – working on a business case.
26/10/2018	2018/10.25	- That the proposed wording for the Min Min Hotel Site be reworked and circulated to Councillors via email. - That the sign size be 2200 x 1100 mm.	CSM	28/2/2019 Further talks with Cr Beauchamp have resulted in further research work being undertaken. 25/1/2019 No further info forthcoming, does Council wish to proceed with wording as put to Council. 22/11/18 Waiting on input from Councillor to add to what has been put forward. 12/11/2018 Waiting on Councillor information.
26/10/2018	2018/10.26	That the proposed wording for the Heritage Trail signage text be reworked and circulated to Councillors via email.	CSM	28/2/2019 Three of the signs have had to be replaced and will shortly complete the walk. 25/1/2019 Project completed, awaiting installation 22/11/18 Sign info has been sent to sign makers for finishing 12/11/2018 Proofs being drafted.
26/10/2018	2018/10.27	- That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy. - That Council investigate the option of a pool disinfection alarm system.	WHS/DWO	10/3/2019 Work in progress. 9/1/2019 Working with disinfection system supplier 12/11/2018 24hr Member access to begin in 2019. Pool disinfection alarm system options being investigated.
Wednesday 21st November 2018				
21/11/2018		Cllr Beauchamp: check solar operation at the Racecourse Reserve – all in working order and any maintenance that may need to be done	DWO	10/3/2019 Electrician scheduled to complete the service this month. 12/02/2019 Tim (Electrician) will service in March 2019. 11/12/2018 In progress
13/05/2014	2014/5.2	That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for	CEO	13/3/2019 Report to Council in March Ordinary Meeting. 9/2/2019 Staff, community and Councillor consultation held. 4/1/2019 Consultant engaged

Item CEO2

		future funding opportunities – Project: Regional Development Hub		23/8/2018 MIPP funding successful – design and community consultation to be done. 1/7/2017 Land available for office – to be sourced – could be the new residential development behind the school?
Friday 21st December 2018				
21/12/2018		Plaque at Urandangi Airport to be reissued	DWO	10/03/2019 Contacted various people for plaque photo. Still no information or photo received. Ellen Miller (daughter of Les also trying) for information or photo. 12/2/2019 Contacted GBA and a few station managers, no one has photos for the plaque. Email sent to the Monuments and Memories to check if anything in their records. 9/1/2019 Email sent to Ellen Miller regards to plaque photo
21/12/2018	2018/12.17	That the night sky picture be professionally framed and sent to Senators McGrath's office.	CSM	28/2/2019 Completed. 25/1/2019 This is in progress with a Melbourne framing company as to size and frame options. 14/1/2019 In progress
21/12/2018	2018/12.18	- That Council accept Bill Suters offer of the moon rocks and that the rocks be displayed at the Boulia Heritage Complex. - That Council approves to utilise the Work Camp to complete this project.	CSM	28/2/2019 No further information on this project at this time. 14/1/2019 Paperwork in progress to engage Work Camp assistance
Wednesday 23rd January 2019				
23/01/2019		Investigate potential for organic status at the Racecourse Reserve Spelling Facilities	DWO	10/3/2019 Working in progress with application. Allocated budget on W4Q R3 funding. 21/01/2019 Report to be provided to Council as soon as information is collated on requirements.
Monday 18th February 2019				
18/02/2019		Investigate potential for a Helipad to be marked out near the fuelling point at the Boulia airport and possible future Helicopter landing spots	DWO	13/3/2019 Investigation in progress
18/02/2019	2019/2.6	That the Boulia Shire Council approves the list of the projects to submit under 2019-21 Works for Queensland program, as attached to the 2019-21 Works for Queensland Projects report subject to the following amendment: - the Pool Heating project is removed and a PLC system for the Min Min Encounter is noted as a possible alternative project.	DWO	10/3/2019 Projects will be submitted through the portal.

Item CEO2

18/02/2019	2019/2.13	<ul style="list-style-type: none"> - That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc (deregistered) land at Urandangie. - That Council resolve to: <ul style="list-style-type: none"> - have the Office of Fair Trading divest the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie directly to another group with similar interests to the original association OR if unable to do so to - sell the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie pursuant to Division 3, Subdivision 2, s142 of Local Government Regulation 2012 once divested to Council free of all encumbrances. - That the CEO be authorised to do all things necessary to progress the finalisation of the outstanding rating issue including the execution of documents, the service of notices and sale/auction pursuant to the sale of land for overdue rates. 	CEO	28/2/2019 Emailed Office of Fair Trading to commence proceedings. Public Trustee have completed title searches. Expressions of interest to divest the property will proceed with potential EOI closure date Friday 3rd May.
18/02/2019	2019/2.14	<ol style="list-style-type: none"> 1. That Council formally resolve to seek Ministerial approval for the closed sale of the listed properties: 7 Wills St, 54 & 58 Moonah St, and 6 Mulligan St. 2. That the council authorise the CEO to do all things necessary to progress this matter. 	CEO	28/2/2019 Letter of submission has been issued to the Minister seeking his approval and also forwarded to the Department of Local Government.
18/02/2019	2019/2.15	<ol style="list-style-type: none"> 1. That Council resolve to have no change to Councillor numbers at present. 2. That Council resolve that postal ballot options for 2020 elections are to remain the same. 	CEO	28/2/2019 No further action is required from Council as no changes to the status quo.
18/02/2019	2019/2.16	<p>That the Council resolve to submit motions:</p> <ol style="list-style-type: none"> 1. To support the 1% increase in FAGS grants to Local Government for submission to both the WQLGA and NGA conferences and that 	CEO	28/2/2019 <ol style="list-style-type: none"> 1. FAGS submission to support the 1% increase completed and lodged via the electronic website portal.

Item CEO2

		<p>motions be submitted for inclusion in the WQLGA and NGA conferences to meet deadlines.</p> <p>2. That the current legislation which prevents a Mayoral candidate from also running as a separate candidate in an election disadvantages small Councils and that all Councils who have 5 elected members should be advised to support a review of the impacts and a potential solution. The CEO be requested to write to all effected Councils to seek their support in the review.</p>		<p>2. Prior to an email to affected Councils to ascertain their support for a review for the ability for a Councillor running for both Mayor and Councillor in the same election, a press release has been issued by the elected government with potential changes to the election of Mayors and Councillors. It is proposed to wait to see what comes from this current activity and perhaps put our support forward if needed.</p>
18/02/2019	2019/2.18	That Council consider the possibility of offering subsidised rent on one, one bedroom unit at Council's Pituri Street Unit Complex in exchange for the lessee acting in a Caretaker role for the Unit Complex.	CSM	28/2/2019 No applicants have applied.

POSSIBLE FUTURE PROJECTS identified for WORKS FOR QUEENSLAND FUNDING or similar funding			
22/11/2017	CSM/DWO	Fence for Stonehouse Complex	
20/02/2018		Shade for the camp-draft area at the back of the arena – volunteers section	
20/09/2017	DWO	Investigate the cost of installing solar lights in Boulia streets which presently have no lighting	DWO - little progress
20/2/2019	CSM/DWO	Hay bales (fibreglass etc) for the dray when it is moved? Is this a project for Greg Tuckwell?	
28/2/2019		Rodeo grounds arena fencing renewal	
28/2/19		Shower and toilet block for camp drafters/rodeo competitors	

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

RECOMMENDATION	That the Action List item update be received for information
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BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	COUNCILLORS REMUNERATION REPORT	DOC REF: Item CEO3
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 20/2/2019
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CORPORATE PLAN REFERENCE:

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

PURPOSE:

Council to consider remuneration for 2019-2020 financial year as required by Chapter 8, Administration, Part 1 Councillors, Division 1 Councillor remuneration, (s.244,246,247,248) of the Local Government Regulation 2012.

CONTENT:

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

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

- Increases in the Consumer Price Index (CPI) for the financial year ended 30 June 2018 as follows:
 - Weighted average of the eight capital cities - + 2.1 per cent

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

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

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

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

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

The following meetings have been identified and used for the meeting fee calculation rate. It is estimated that Councillors will attend 12 monthly Council meetings, 2 special budget review

meetings and 2 special planning meetings days. Making a total of 16 meetings to be attended during the course of the year.

This formula may have worked in the past however in light of the number of meetings which the Mayor and other Councillors attend which are approved by the Council this may not be appropriate in the future. Attendance at meetings where the Mayor or Councillor is not being compensated by the other party ie: paid to attend (excludes travel and accommodation costs) then the meeting fee should also be applicable. Other meetings as approved by Council in advance of the meeting will then attract the meeting fee.

Councillors who do not attend the identified meetings will be paid the base payment but will not be paid a meeting fee.

Approval may be given for Councillors to attend the meeting via teleconference in exceptional circumstances as per Council policy and the meeting fee will be payable.

COUNCILLOR REMUNERATION - BOULIA SHIRE COUNCIL 2019

					PAYMENT	PAYMENT
						16 meetings pa
	2018 REMUNERATION	NEW 2.1% inc 2019	Base Payment 2/3	Meeting fee 1/3	Base Payment pfn	Fee per meeting
Mayor	\$87,465.02	\$89,301.78	\$66,976.34	\$22,325.45	\$2,576.01	\$1,395.34
Deputy Mayor	\$37,484.70	\$38,271.88	\$28,703.91	\$9,567.97	\$1,104.00	\$598.00
Councillor 1	\$26,656.76	\$27,216.55	\$20,412.41	\$6,804.14	\$785.09	\$425.26
Councillor 2	\$26,656.76	\$27,216.55	\$20,412.41	\$6,804.14	\$785.09	\$425.26
Councillor 3	\$26,656.76	\$27,216.55	\$20,412.41	\$6,804.14	\$785.09	\$425.26
Total Annual cost	\$204,919.98	\$209,223.30	\$156,917.48	\$52,305.83	\$6,035.29	\$3,269.11

SECTION 247 LOCAL GOVERNMENT REGULATIONS

REMUNERATION PAYABLE TO COUNCILLORS

- (1) A local government must pay remuneration to each Councillor of the local government.
- (2) The maximum amount of remuneration payable to a Councillor under the remuneration schedule must be paid to the Councillor, unless the local government, by resolution, decides the maximum amount is not payable to the Councillor.
- (3) If the local government decides the maximum amount of remuneration is not payable to the Councillor, the local government must, by resolution, decide the amount of remuneration payable to the Councillor.
- (4) The amount of remuneration decided under subsection (3) for each Councillor must not be more than the maximum amount of remuneration payable to the Councillor under the remuneration schedule.
- (5) The amount of remuneration for each Councillor, other than a Mayor or Deputy Mayor, must be the same.
- (6) The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year.

CONSULTATION:

- Councillor discussion *January 2014* determined that Councillor Remuneration should at least *keep pace with inflation*.

GOVERNANCE IMPLICATIONS:

- Required to be considered under Local Government Regulation 2012, Sec 247.
- Queensland Government Gazette no 91, printed Dec 14th 2018.
- Budget allocation for 2019-2020 will be an increase of \$4,303.32 on the previous years budget plus an allowance for 10 extra meetings on Council approved business @ \$ 1,395.34 per meeting.

RECOMMENDATION:

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2019-2020 budget to be:

<i>Mayor</i>	\$89,301.78	2.1% incr
<i>Dep Mayor</i>	\$38,271.88	2.1% incr
<i>Councillor</i>	\$27,216.55	2.1% incr

2. That CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via enquiries@lg.remunerationtribunal.qld.gov.au
3. That the 2019-2020 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$225,000 (excluding travel and accommodation costs).
4. Attendance at meetings where the Mayor or Councillor is not being compensated by the other party ie: paid to attend then the meeting fee is to apply. Other meetings as approved by Council in advance will also attract the meeting fee.

ATTACHMENTS: Nil

Chief Executive Officer

Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Development of a Regional Community Hub Community Consultation phase	DOC REF: Item CEO4
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 22/2/2019
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CORPORATE PLAN REFERENCE:

Alignment with local government priorities: BSC Corporate Plan 2015-19

ENVIRONMENT

'Preserve the pristine natural resources of the Shire by managing the environment in a sustainable manner.'

PLANNING AND DEVELOPMENT

Outcome 1.2 Facilitate land and infrastructure development that meets the needs of the community.

1.2.1 Advocate and plan for future infrastructure needs for business and industry development and expansion.

SOCIAL

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

COMMUNITY DEVELOPMENT

Outcome 2.1.9 Support local initiatives for the provision of early childcare programs and facilities.

PURPOSE:

To advise Council of the progress for the design of a Regional Community Hub incorporating the Post Office, Library, government service offices such as QGAP, cultural display area and registered offices for the Pitta Pitta. To enable this to proceed Council will need to identify land which would be suitable for this purpose and progress to acquiring the land if not already in Council's possession (a separate Closed report for this meeting).

CONTENT:

The Boulia Shire Council's Corporate Plan clearly identifies the need to plan for future infrastructure needs for business and industry development and expansion. The development of a Regional Community Hub facility whereby residents, business and visiting agencies can communicate and transact within the one area will be a substantive advantage to the region.

The Regional Community Hub development will provide an improved state of the art facility in which Council is able to provide general community regular Council services as well as improved access to the Library, Post Office and resource areas for digital connectivity for the general public and visiting government agencies. The inclusion of a multi-use area will enable Council to facilitate agency meetings, community meetings/Council meetings/art exhibitions in a temperature controlled environment. The development of this facility will then free up two prime pieces of real estate – the current Post Office and the current Library building. The Library building is well suited to conversion into a day care centre which is currently absent from our community due to lack of acceptable building space. The Post Office building has also been earmarked for future business opportunities (Art Gallery).

The Council were successful in obtaining funding and have progressed the initial community and staff and Councillor consultation in early February. This is the first stage and the report has now been received from the consultants.

This leads now to the prospect of this moving into a potential project in the future for which the identification of suitable land is recommended. A separate report is submitted in closed session in this Council meeting.

CONSULTATION:

- Community, staff and Councillor consultation was conducted in early February 2019 to enable the recommendations to be presented as part of the planning phase.

GOVERNANCE IMPLICATIONS:

- The planning and design stage is fully funded and has no impact on Council's budget.

RECOMMENDATION:

That the Council accept the Draft Consultation document for information for the suggestions on content, layout and suggested design of the Regional Community Hub.

ATTACHMENTS:

CEO 4.1 - Consultation - Community Hub Draft Report Feb 2019

Chief Executive Officer

Ms Lynn Moore



Bouliia Shire Council

February 2019

Community/Staff Consultation Community Hub

Draft Report

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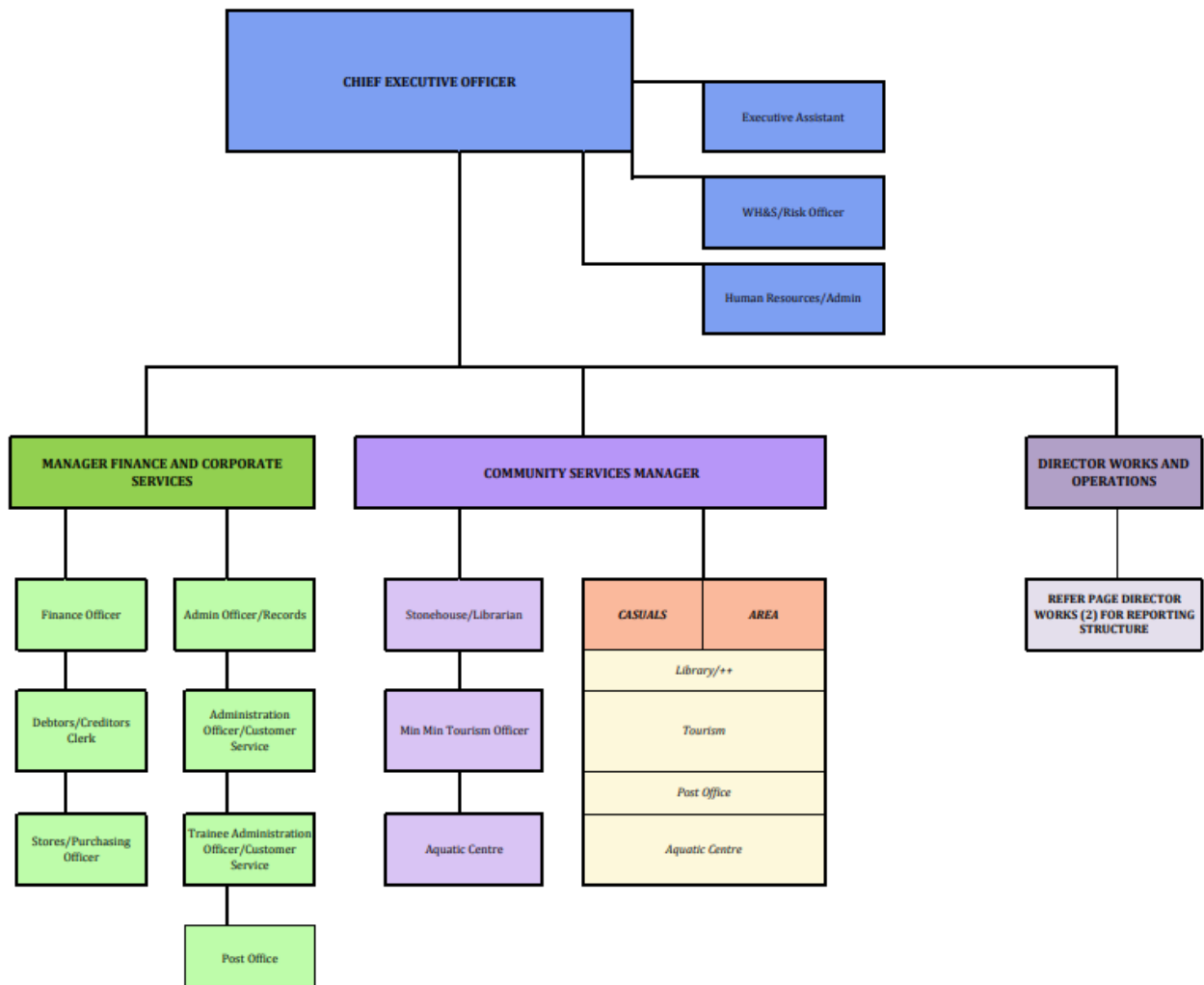
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1 Introduction

This project assisted council with the initial consultation on the development of a proposed community hub. The project involved interviewing councillors, staff and community members on the Strengths, Weaknesses of the existing office and the Opportunities and Threats (SWOT) of what council may require from a community hub over the next 5 – 10 years.

2 Corporate Structure

The organisational structure as at 2018/19 is shown below. Management includes the Chief Executive Officer (CEO), Manager Finance and Corporate Services (Manager FCS) and Community Services Manager (CS Manager). The Director Works and Operations currently has an office at the Boulia Works Depot.



3 Major Themes

Theme 1 – Soundproofing, privacy, confidentiality

- a) Interactions between Council, CEO and management rooms and offices,
- b) Interactions between: the public and officers at reception and housing,
- c) Interactions or on computer screens within office: HR, records / documents.

Theme 2 – Car parking, foyer, reception, waiting area.

- a) Car parking behind building with entrance off Moonah Street, to include undercover or underneath parking for officers. Parallel parking available in Herbert Street. Existing parking can remain in front of library and old office (Burke Street).
- b) Foyer area to include two entrances, off Herbert Street and from off-street parking area. The library to be accessed from the foyer.
- c) Reception area to service enquires, direct visitors to CEO waiting room, for other officers to a meeting room. Administration staff should be able to see reception area, but not have noise travelling between the two areas.
- d) Foyer includes waiting area. Separate waiting area near Boardroom, Mayor / CEO offices.

Theme 3 – Offices, other areas

- a) Offices: 1) Mayor, 2) CEO, 3) Manager FCS, 4) CS Manager, 5) HR/Payroll, 6) spare office.
- b) Future Offices maybe required for an Engineer and a Director of Works around the Mayor/CEO work areas.
- c) Work areas with appropriate storage, bookshelves, noise and privacy controls:
 - i. CEO Assistance (EA, Media Officer).
 - ii. Reception (Customer Service, 1 x space work area).
 - iii. Administration Staff, (Records Officer, Trainee, 2 x spare desk).
 - iv. Finance Staff (Finance Officer, Debtor/Creditors, 2 x spare desk).
- d) Other areas with appropriate noise, air-conditioning and security controls: 1) Printers, binding, stationery, 2) Archiving/records, 3) safe storage, 4) IT, CCTV Room, 5) cleaners.
- e) Amenities: 1) Staff toilets, 2) Boardroom/Mayor/CEO toilets. 3) public toilets for library.

Theme 4 – Meeting Rooms

- a) Council Boardroom with technology (TV, Projector, Whiteboard, etc) and seating 10-16 people located in Community Hub near Foyer, Mayor, CEO, EA offices.
- b) Mayor and CEO Office to include meeting table for 2 – 6 people.
- c) Meeting room 1 – located off the reception area for public and officers to meet with room for 2 – 6 people (CS Manager office can be near this room)
- d) Meeting room 2 – located within the administration building for officer meetings, training and other workshops with seating for 12-20 people and include technology devices.
- e) For greater than 20 people, the shire hall to be used.

Theme 5 – Kitchen Facilities and Staff areas

- a) Administration area to have kitchen including table and small lounge area suitable to service meeting room with (12-20 people).
- b) Boardroom to have kitchen or cupboard kitchen area to service up to 16 people, this kitchen would also be used by Mayor/CEO and up 6 people.

Theme 6 – Office look, colours, art

- a) Office to have a Queensland feel, with Verandas around the outside.
- b) There shall be neutral colours, which portray a clean, fresh, new building. While taking advantage of the Boulia colour theme (new Kitchen at hall).
- c) The garden shall be landscaped reflective of the Channel Country.
- d) The existing tree and chairs between office and library to be retained and incorporated into outdoor design.
- e) The building needs to be above 1 in 500-year flooding, which will require raising the eastern end of the building.

Theme 7 – Library

- a) Located off the Foyer. Includes a window display onto Herbert Street.
- b) Shall be space for reception desk, books, computers, toy room, reading and writing

Theme 8 – Post Office, QGap, Centrelink, Court House, Serviced Offices

- a) Post Office functionalities for a small-town post office include after-hours access to private boxes, mail truck access and service counter.
- b) Up to four (4) Serviced offices for visitors or consultants, that have both internal and external access.
- c) Other Potential services that may require a suitable area could:
 - i. QGap, Centrelink.
 - ii. Court House

Theme 9 – Other Issues

- a) The existing administration building may be reused in some format, although the current CEO office maybe removed.
- b) The existing Library will remain and maybe converted into Child Care or other Facility.
- c) Communication with the Public through TV/Monitors or public notice boards.

4 Comments

4.1 Area / process

The consultation utilised typical processes or activities that are undertaken by Council. These have been identified as a Strength, Weakness, Opportunity or Threat (SWOT) and the number of comments for each is shown in the table below.

Row Labels	Opportunity	Strength	Threat	Weakness	Grand Total
Advertising	1	3		2	6
Applications	2	4		1	7
Archiving Disposal	4	3	1	4	12
Arts and Culture	7	1	3		11
Assets - Financial		2		1	3
Banking		2			2
Board	2	2		2	6
Business Unit - Post Office	4	1		2	7
Car parking	5	4	1	2	12
Cleaning - Facilities	2				2
Communications	9	6	1	8	24
Community Groups		1		1	2
Community Housing		1			1
Complaints		1		1	2
Customer Enquiries	2	5		7	14
Disciplinary		1			1
Employee Information	1			1	2
Energy Efficiency	1				1
External Audit Process		1		2	3
Financial Statements	1	1		2	4
HR Advice		3		3	6
Information Privacy				1	1
Internal Audit	1				1
Library	4	2		3	9
Mail - External	2	2		1	5
Mail - Internal		1		2	3
Meetings	1			2	3
Newsletter - Community				1	1
Office	61	43	4	60	168
Payroll		2			2
Phone Calls		2		3	5
Procurement - Goods Receival		1		2	3
Rates - Mtnce				1	1
Receipting		2		1	3
Records Management	1	8		5	14
Security	2	2		1	5
Staff Area	9	2	1	5	17
Stationery		1		1	2
Telephone System	3	2	1	6	12
Tenders/Contracts	1	2			3
Training		2			2
Work Procedures and Processes				1	1
Grand Total	126	116	12	135	389

4.1.1 Strengths

Process	Strength
Advertising	Email blast, Facebook, gets information out quickly.
Advertising	Media officer works from the same office/desk as EA
Advertising	There are at seven other notice board locations around town
Applications	Already printed forms
Applications	Applications for Gym, dog, job, hire facilities, animal scalps
Applications	Most completed on-line, a few through reception
Applications	Regularly need to talk to people about the form
Archiving Disposal	Large Safe in office
Archiving Disposal	Relatively close to office
Arts and Culture	Use whiteboard at various time, could get by with smaller white board and a peg board with contact numbers/codes
Assets - Financial	Archiving is colour coded, probably time in doing the work, still have a couple of years info on shelves
Assets - Financial	Asset data is book shelf, things behind daily, a little further away not as regularly
Banking	Cash is kept in cash draw, locked in safe at night,
Banking	Kept in safe (is close to reception)
Board	Airport boardroom is private
Board	Has basic kitchen/facilities within airport boardroom
Business Unit - Post Office	Post office has an access drive-way for delivery
Car parking	At the front and easy to access office
Car parking	Cars parked out the front
Car parking	Close to front door
Car parking	Tree between library and office to be kept
Communications	Central Noticeboard in reception area or just outside of building
Communications	Have a noticeboard beside me for personal information, and whiteboard
Communications	Newsletter and social media for information on what council is doing'
Communications	Notice board at library, outside, but office is inside, Min Min centre one is being replaced, makes is useful, but it is not conveniently located
Communications	Notification of who is available but is not used
Communications	Photocopier is close to reception, for receipting, photocopying for public, flyers
Community Groups	Zoom meeting room for 6-10, once larger, use shire hall

Process	Strength
Community Housing	The public regularly are coming in, housing, complaints, current office separate from others, with small meeting room
Complaints	Talk to someone with doors closed, privacy, confidentiality
Customer Enquiries	Currently have two chairs as a waiting area
Customer Enquiries	From desk can see the front counter and only 3-5 metres away from the counter
Customer Enquiries	Meet people at reception
Customer Enquiries	Pictures of the towns in this area (some sort of visual display)
Customer Enquiries	Safe, close handy for access, banking, mail, till, financial records for year, tenders/contracts/agreements, security set up, requisition books, council agenda, cemetery records
Disciplinary	Talk to someone with doors closed, privacy, confidentiality
External Audit Process	With audits being a little further away, they are not constantly coming to ask questions
Financial Statements	Working papers on book shelf, filing cabinet (Locked) and credenza
HR Advice	Filing cupboard
HR Advice	Have own scanners
HR Advice	Screen is protected.
HR Advice	Small office allows to move paperwork between CEO and admin mailing
Library	Good idea to have display on street side, have interests for tourists to come to library
Library	Toilets in the library
Mail - External	Completed in the admin section
Mail - External	Mail initially comes to records officer
Mail - External	Pigeon holes close to admin staff.
Office	Additional things that the library staff do.
Office	Admin and Finance sections separated
Office	Airport Boardroom - Break go outside, and to go to the toilet
Office	Bad to knock down existing building
Office	Being on the main street
Office	Board Room tea, coffee, fridge, with a view looking out
Office	Books in library are secondary to the interaction and social activity
Office	Can close the door for conference calls
Office	CEO office maybe useful being separated from other for privacy
Office	Check Printer is in the creditor's office
Office	Cupboard (with doors) for folders debtors/creditors (current)/rates

Process	Strength
Office	Current office is seen to be a manager's office, separate from the staff
Office	Current office removed from the other staff for privacy
Office	Current size is ok if more than four people, we go elsewhere
Office	Currently use the zoom room and CEO office for interviews
Office	Debtors do not use white boards though has things on the walls
Office	Do not need an office for privacy issues
Office	Doors are open for the staff
Office	Filing cabinet used, office clean desk policy
Office	folders for payroll in another cupboard]
Office	Good to be separate from the office, but the tea room means that I see people
Office	Holiday sessions and use of toy room
Office	Housing has an office area to meet with people
Office	Keep the existing council office, so great to see the hall, build on what is there, up or out
Office	Like own office, privacy
Office	Like the views from the airport
Office	Location of building is good
Office	Lounge/staff area/waiting room outside of CEO Office/Tea Room
Office	Meeting with Physiologists
Office	Microwave in boardroom, kitchen at airport ok, but not functional
Office	No need for whiteboard, but (Meeting dates, Contact Numbers, Delegation Limits
Office	Opportunity
Office	Positive being very close to Lynn
Office	Printer for each desk, currently colour, but could be black and white
Office	Printing to photocopier used for printing, increases usage
Office	Public Computers, reading sessions with School
Office	Rick likes to come in and talk to all the staff on his way to the CEO office / interaction
Office	Small book shelf/storage for recent agendas
Office	small printers mean that staff print to their desk
Office	Staff are reasonably multi-skilled
Office	TV at airport boardroom
Office	Use small printer in office

Process	Strength
Office	With door close can work for long periods
Office	Works well now, need someone on the front desk,
Payroll	Existing office is quiet when the door is closed, when there is noise, can be distracting.
Payroll	Readily accessible books on a library, but will eventually go electronic
Phone Calls	Book shelf has important folders
Phone Calls	Can transfer between different offices
Phone Calls	Currently works well
Procurement - Goods Receival	Loaded by a trolley, from van into the library
Receipting	One person (reception) responsible
Receipting	reception / bank dropping
Records Management	All electronic, but work with records person
Records Management	Cupboard next to desk is fill of records
Records Management	Library Filing cabinet has some information.
Records Management	Library Handy that the key cabinet is nearby, but would be great in one spot
Records Management	Library Like having my own copies of files, although good to just hand to Dannie
Records Management	Library Printer seats on top of filing cabinet
Records Management	Speed of scanner is currently ok, large printer scans to z drive or to email, whereas the small personal scanner goes straight to records file
Security	In house CCTV
Security	Security swipe card
Staff Area	Extra fee for biscuits, tea and coffee for people using offices
Staff Area	Library have our own staff room / kitchen
Stationery	Storage is close to staff.
Telephone System	Two monitors essential, or maybe large curved monitor, with split screens
Telephone System	Work in progress to ensure that it works for people
Tenders and Contracts	Tender box in the office
Tenders and Contracts	Tender box out the front Foyer area
Training	Hall, Library, Zoom room
Training	Online training

4.1.2 Weakness

Process	Weakness
Advertising	Community notice board, inside of Council building and only seen by people who come to the office, i.e. not visitors
Advertising	Must go to another area to do printing
Applications	Takes a lot of time of staff
Archiving Disposal	Heat of working in the container
Archiving Disposal	Container outside of building, hot, not air-conditioned, not easily accessed, pain to remove old documents
Archiving Disposal	Scanning confidential documents
Archiving Disposal	Stationery cabinet with records
Assets - Financial	Lockable cabinet for some document
Board	Regional meetings held at airport away from office
Board	Airport boardroom is not in town
Business Unit - Post Office	Staff from office going to the post office, makes office short staff.
Business Unit - Post Office	No connections between buildings to allow transfer to parcels, mail, stationery, Photocopying
Car parking	Combined council and public, no shade
Car parking	Car park not covered
Communications	Really only go to office to pay rates
Communications	Maybe to see CEO
Communications	Public wants a variety of information outputs, with the same information linked across the 7 spots.
Communications	Three people do media, in three buildings (Office, Library, Min Min)
Communications	Information boards are outdated
Communications	Community does not know about funding
Communications	Community does not know how often people are away
Communications	Notification of who is available is not used
Community Groups	Nowhere for any community group to use the current building
Complaints	Everyone knows who is in office already
Customer Enquiries	Waiting area too small
Customer Enquiries	People at front counter can see things on desk, whereas if we were behind reception, that could be hidden.
Customer Enquiries	Having to also do customer service
Customer Enquiries	Backfill/multi-skilling happens so much

Customer Enquiries	Lots of documents spread around building
Customer Enquiries	Flag poles, located in the Cenatra areas, not outside of office
Customer Enquiries	Reception needs to face the door, rather than to the left
Employee Information	Limited privacy with shared offices
Energy Efficiency	Boulia current at maximum allowable solar
External Audit Process	Operate out of the library at present, as there are three people and we do not have the space
External Audit Process	Use the library
Financial Statements	Storage space and /or archiving
Financial Statements	No reference Library
HR Advice	Covered in office useful for private conversations and timesheets for a couple of days each week
HR Advice	HR Officer need privacy
HR Advice	Desk has no hutch for privacy
Information Privacy	Limited privacy with documents and lockable spaces
Library	Library toy room could be bigger, more space
Library	Library display is hard to see, would be useful to see when driving by
Library	More space for the kids to play, without knocking down book shelves
Mail - External	Leaving the front area to take things down to CEO
Mail - External	Time taken to collect mail, location in the hall
Mail - External	Location of the pigeon holes, a little strange,
Meetings	Must use someone's office, and only CEO office is well configured to have a meeting, a pain to pack up stuff and walk across the road
Meetings	No meeting room in office for 6-10, with TV/projector, once larger, use shire hall, zoom room
Newsletter - Community	Everyone in different buildings, makes putting together difficult
Office	Power, Phone and computer connections limit desk locations
Office	CEO office separate from the remainder of the building
Office	Company come from Mount Isa and hire hall for one table
Office	Long overdue for a new office
Office	Reception area is plain and not very big
Office	Not really an interactive office
Office	Filing cabinet, are just another vertical storage space, compared to horizontal space
Office	Dust maybe drawn in due to air-conditioning
Office	Computer cords in office
Office	Short staff occurs reasonably regularly, particularly with customer service

Office	Visitors must walk through office to get to CEO
Office	An adjoining office between CEO and EA and soundproofing
Office	Cupboard (with doors) for excess stationery
Office	If staff are not working regularly they do not remember what to do.
Office	Kitchen was always in the donga
Office	Access to bring in stationery
Office	Poor team flow, people portioned in office, messy, cluttered,
Office	Old emergency room in library fit max 10 people
Office	CEO Office is removed from staff
Office	May not need to have the admin and finance split, however, Payroll/HR/etc need privacy at various times.
Office	Small printers can mean different type of cartilage
Office	Allow for Day Care for staff children, to help working conditions for all
Office	Soundproofing is poor
Office	Storage, archive, staff comfortable to speak with staff
Office	Age of building, and it cannot really be renovated any further
Office	Walk down to CEO Office
Office	Right next tea room for all staff
Office	Zoom room is across the road
Office	Carol's office too big
Office	Access to storage facilities, must go out the front and walk around.
Office	In effect having EA in a separate office, where people can also see CEO and talk just to them, people making coffee
Office	Air-conditioning and dust
Office	Because of walls cannot see other admin staff, for phones, reception
Office	Cannot see the reception desk from all admin officers' desks
Office	Reception area is my biggest problem
Office	CEO EA, in a room next to CEO, but not easy access, as desks are at each end of office
Office	Chairs do not match, do not like the table
Office	Cupboard (with doors) for folders debtors/creditors (current)/rates, but could/should go in safe, if large enough
Office	Current archive system, interrupt, dungeon is not dust proof
Office	Dislike artificial light
Office	Do not need sunlight coming in onto monitor
Office	Dust can the air-conditioning pressure work in the roof

Office	Existing building old, lots of water damage, cracks, roof leaks, dust, possible high costs to repair
Office	Community Services Manager is in library, needs an office main building
Office	Council asking questions of staff and they are easily able to come in
Office	Does not need the public seeing the admin staff, just the one reception person, sees and hears all
Office	Excess/parts computer room area
Office	Existing office is spread out, have admin in one area, finance team in another
Office	Extra rooms for mining companies, currently using as an office
Office	Library meeting room too small (length wise) for 12 people, ok for 10, while good for 4 computers
Office	Limited room/desk for visitors
Office	No baby change room
Office	No storage room, for vacuum, broom etc
Office	Only small room for IT / Test and tagging etc/ camera and security
Office	Plenty of cupboards and storage areas in every room
Office	Soundproofing always an issue
Office	Space for day care as staff will have babies
Office	Utility room for binding, printing, benches to layout paper
Office	Waiting room/reception too small, could be two rooms
Office	No small meeting room off reception, rather than the staff walking through office
Phone Calls	Hard to hear calls when a couple are on the phone, probably too close together
Phone Calls	Current system is not supported.
Phone Calls	Rings for so long before passing onto someone else
Procurement - Goods Reveal	Lack of space for storage before putting things away, a few computers would sit on a spare desk
Procurement - Goods Reveal	Reveal of goods, perhaps, there could be a relationship with Post Office
Rates - Mtnc	Organisation printer, admin staff put in envelopes
Receipting	Counting money, privacy and safety issues
Records Management	Lack of storage for records, lots of boxed under desk that need to be scanned into computer and then archived.
Records Management	Printer on desk is issue with space
Records Management	Noise, phone calls, photo-copier, visitors at the front counter.
Records Management	Photocopier is against the wall and gets hot, due to location of fan.
Records Management	have my back to the door
Security	Key storage and management
Staff Area	Lounge is a waiting room for CEO
Staff Area	Don't really go to existing staff area

Staff Area	Lunch room too close to executive office
Staff Area	Occasionally, use the area, don't tend to take a break, eat at desk
Staff Area	Small space for staff area, kitchen table/lounge, but may need to be able to see reception area
Staff Area	Staff area in front of CEO office is awkward
Stationery	Paper carried through office and unloaded,
Telephone System	Cords, points for power, telephone, computers
Telephone System	Copper system within the town,
Telephone System	Extra points, power, computer, printers, laptop, telephones
Telephone System	IP phone network has occasional problems
Telephone System	Multiple power packs/surge protection, multiple power point and cable management
Telephone System	Wireless distribution in building not good.
Work Procedures and Processes	Currently working to update procedures, but issue for new staff

4.1.3 Opportunity

Process	Opportunity
Advertising	External advertising board, or display area at the front of building, which could include TV monitor
Applications	more online forms, and these could be filled out online, printer available to fill
Applications	May need a small area in foyer to allow people to fill in forms or on-line application
Archiving Disposal	Safe could archive area
Archiving Disposal	If within building, then achieving/managing would be more efficient
Archiving Disposal	Privacy with a lot more storage
Arts and Culture	Digital display which has older photo
Arts and Culture	Arts, history former mayors
Arts and Culture	Colours like White and greys
Arts and Culture	Historical photo, symmetrically placed, not Kmart
Arts and Culture	Like the idea of a river vision being on the floor
Arts and Culture	Space for art works or visual displays in the reception area
Arts and Culture	VJ Board?? on the interior walls
Board	An outdoor area off boardroom
Board	At Richmond boardroom at front of building, on one side of the foyer and meeting rooms on the other side
Business Unit - Post Office	Post office within new complex
Business Unit - Post Office	Need to create the office to suit the flow mail/parcels
Business Unit - Post Office	Post office could be in the existing library, do not need a lot of room, but should be all together, would help staffing
Business Unit - Post Office	Post office on the Burke Street, utilising the original existing building
Car parking	Shade / undercover for cars, 12 vehicles
Car parking	Cars parked under the building, with access via ramp to the front of building
Car parking	Attention to detail on the lighting, inclusive landscaping, with carparking done in well in concrete (with pebbles)
Car parking	Internal access via stairs/lift to admin area with swipe card.
Car parking	Underground carport
Cleaning - Facilities	Post Office, library, Admin Office will all be one for cleaning
Cleaning - Facilities	With Archive area
Communications	Have data on webpage and monitors around town
Communications	Boardroom large enough to be portioned off, an make it larger for workshops
Communications	Information that could be sent to phone while people are waiting
Communications	Security equipment with IT systems
Communications	TV outside to show information
Communications	Scanned in Flyer, that appears on TV monitor for 30 seconds
Communications	Display advertisement in digital format, rather than paper (carbon foot print)
Communications	Council office becomes and advertising / communications facility
Communications	One big noticeboard
Customer Enquiries	TV monitor in reception, with rolling information, road condition, camel races, what's on in town.
Customer Enquiries	Locate admin behind the reception
Employee Information	Could go into the meeting room
Financial Statements	Papers could be held in a more secure location
HR Advice	Room with retention and disposal, would reduce double/triple handling
Internal Audit	Two station work area

Process	Opportunity
Library	If old library becomes a day care centre will require a fence
Library	Branch library off a court yard
Library	Library areas could be useful from a future office perspective
Library	Library comes off the reception area new rear parking
Mail - External	Less paper mail coming through
Mail - External	Post office feeds into Records Officer
Meetings	Room could be between foyer and admin offices so people are not walking through office
Office	Carpark under building
Office	Position desks to talk away from the other staff members
Office	Court Room
Office	Space for another Director/Engineer
Office	Various options for Lighting, direct light windows, air-conditioning
Office	Cleaners room
Office	Stand out as a new building, Queenslander (How would security screen look)
Office	View of Burke River
Office	CEO office, next to EA office, next to records, next to mail room
Office	Council facility top floor
Office	Computer, Stationery, Archive room at the back of building
Office	Offices for external groups
Office	Photos of previous councillors / Wall of fame / Kev Kerr/Toby, etc/Computer Screen
Office	Centralised printing area, with binders, stationery, records management
Office	Rooms for Director Work, and Engineer
Office	Two story building is ok, top could be the veranda
Office	Staff interaction - Lounge
Office	Future Expansion opportunities
Office	Trees: keep the large tree, but others may go, newly plant trees are suitable for shade, but drop things on cars
Office	Computer asset controls
Office	Room for children doing home schooling within the library
Office	CEO, EA, FM, HR/Payroll/Safe/Stationery/Archive/Mayor's Office/Gen admin/Outdoor Area/Tea Room
Office	Foyer/Waiting area
Office	Clean look of the building
Office	Corporate Services Manager's Office positioned to show they are in charge of that administration section
Office	Library could be in the future used as an office and the library moved elsewhere
Office	Desks needed to be located so that there are no options
Office	Proper records storage
Office	Library, Centrelink, Post Office ground floor
Office	Create offices, which have external access, rather than through council office
Office	Finance Staff together, but also work with the reception/admin area
Office	As long as not tin or wood, maybe modern wood
Office	Post office, Library, Qgap Areas/Rooms
Office	Could put back to original look
Office	Make old office look like the original building and rent out facility
Office	Carry the hall kitchen looks into the new building, including the blue, no green or red (Current Brand)
Office	Having a multi-purpose meeting/interview room
Office	Library could be in the existing building, bigger space

Process	Opportunity
Office	Existing building could be used as meeting rooms
Office	Veranda denotes people standing around talking,
Office	Automatic Weather Station
Office	Small office meeting room
Office	Connection to the Fibre network at the post office.
Office	ability to view or look out window at dust storms/storms/views
Office	Library turned into child care centre
Office	Minimal bitumen, feature rocks
Office	Create a drain made of rocks/ natural look
Office	Pendent light to match the modern building
Office	Hire serviced office
Office	Government Offices, available from outside
Office	Notice board inside, but there are other locations for notice
Office	No grass, but drought tolerant, garden between footpath and office
Office	Easy access from Foyer for public, shared meeting room maybe max of 6 people
Office	Library created as the foyer
Office	Map of shire on the walls of the board room, Large TV and Whiteboard
Office	Library view or looking out onto the street
Office	Foyer could have two entrances, from car park and from street
Office	Veranda around the building, helps energy efficiency
Office	Council reception/admin officer
Office	Imaginary road around office
Office	Neutral colours, no cream, yellow, brown
Office	Queenslander look of building
Records Management	Library Vertical filing cabinet, and bookshelf
Security	Internal alarms and audio for emergency
Security	Ensure that reception is visually seen from admin/finance area for safety, assistance, etc
Staff Area	Cupboard kitchen in the waiting room area for Mayor/CEO/Boardroom/EA
Staff Area	Reception in the middle of the foyer
Staff Area	Make tree the focus point, with veranda leading in the direction
Staff Area	Floor is the feature of the building (Map of the channel country on the floor)
Staff Area	More than one staff room, cupboard kitchen off meeting rooms.
Staff Area	LED lighting for the rivers
Staff Area	No windows on the western side with plenty of insulation
Staff Area	Two-way glass from the admin area to the foyer, walls for board room
Telephone System	Music through the building
Telephone System	No messy cords in the board room
Tenders and Contracts	Tenders on a monitor

4.1.4 Threat

Process	Threat
Archiving Disposal	The size of the achieve room
Arts and Culture	Not too may pictures on walls
Arts and Culture	Carpets are attractions for dust, use tiles
Arts and Culture	No murals on the brand-new building, can be a beautiful building without
Car parking	How many people pull up at the car park
Communications	Same information, at the Min Min Centre, Stonehouse, rather than council office
Office	Flood impacts
Office	Changing jobs / position description / roles affects the flow of work around the office
Office	What would be the cost/benefit of converting building
Office	I don't like knocking down, not too sure of what can happen, could be office space,
Staff Area	Staff room may not be used.
Telephone System	One photocopier limited individual printers

4.3 Comments – Process and Officer

Process	Officer	SWOT	Comment
Advertising	CEO	Opportunity	External advertising board, or display area at the front of building, which could include TV monitor
Advertising	CEO	Strength	Email blast, Facebook, gets information out quickly.
Advertising	CEO	Strength	There are at seven other notice board locations around town
Advertising	CEO	Weakness	Community notice board, inside of Council building and only seen by people who come to the office, i.e. not visitors
Advertising	EA	Strength	Media officer works from the same office/desk as EA
Advertising	EA	Weakness	Must go to another area to do printing
Applications	CEO	Opportunity	May need a small area in foyer to allow people to fill in forms or on-line application
Applications	CEO	Strength	Most completed on-line, a few through reception
Applications	Customer Service	Opportunity	more online forms, and these could be filled out online, printer available to fill
Applications	Customer Service	Strength	Already printed forms
Applications	Customer Service	Strength	Applications for Gym, dog, job, hire facilities, animal scalps
Applications	Customer Service	Strength	Regularly need to talk to people about the form
Applications	Customer Service	Weakness	Takes a lot of time of staff
Archiving Disposal	CEO	Opportunity	If within building, then achieving/managing would be more efficient
Archiving Disposal	CEO	Opportunity	Safe could archive area
Archiving Disposal	CEO	Strength	Large Safe in office
Archiving Disposal	CEO	Strength	Relatively close to office
Archiving Disposal	CEO	Threat	The size of the achieve room
Archiving Disposal	CEO	Weakness	Container outside of building, hot, not air-conditioned, not easily accessed, pain to remove old documents
Archiving Disposal	Records	Opportunity	Privacy with a lot more storage
Archiving Disposal	Records	Opportunity	Room with retention and disposal, would reduce double/triple handling
Archiving Disposal	Records	Strength	Have own scanners
Archiving Disposal	Records	Weakness	Heat of working in the container
Archiving Disposal	Records	Weakness	Scanning confidential documents
Archiving Disposal	Records	Weakness	Stationery cabinet with records
Arts and Culture	CEO	Opportunity	Space for art works or visual displays in the reception area
Arts and Culture	Community	Opportunity	VJ Board?? on the interior walls
Arts and Culture	Community	Threat	No murals on the brand-new building, can be a beautiful building without
Arts and Culture	Community	Threat	Not too may pictures on walls
Arts and Culture	Councillors	Opportunity	Digital display which has older photo
Arts and Culture	Councillors	Opportunity	Historical photo, symmetrically placed, not Kmart
Arts and Culture	Councillors	Opportunity	Like the idea of a river vision being on the floor

Process	Officer	SWOT	Comment
Arts and Culture	Finance Officer	Strength	Use whiteboard at various time, could get by with smaller white board and a peg board with contact numbers/codes
Arts and Culture	Library	Opportunity	Arts, history former mayors
Arts and Culture	Library	Opportunity	Colours like White and greys
Arts and Culture	Library	Threat	Carpets are attractions for dust, use tiles
Assets - Financial	Finance Officer	Strength	Archiving is colour coded, probably time in doing the work, still have a couple of years info on shelves
Assets - Financial	Finance Officer	Strength	Asset data is book shelf, things behind daily, a little further away not as regularly
Assets - Financial	Finance Officer	Weakness	Lockable cabinet for some document
Banking	Finance Officer	Strength	Cash is kept in cash draw, locked in safe at night
Banking	Records	Strength	Kept in safe (is close to reception)
Board	CEO	Opportunity	An outdoor area off boardroom
Board	CEO	Opportunity	At Richmond boardroom at front of building, on one side of the foyer and meeting rooms on the other side
Board	CEO	Strength	Airport boardroom is private
Board	CEO	Strength	Has basic kitchen/facilities within airport boardroom
Board	CEO	Weakness	Airport boardroom is not in town
Board	CEO	Weakness	Regional meetings held at airport away from office
Business Unit - Post Office	CEO	Opportunity	Post office within new complex
Business Unit - Post Office	Councillors	Opportunity	Need to create the office to suit the flow mail/parcels
Business Unit - Post Office	Councillors	Opportunity	Post office on the Burke Street, utilising the original existing building
Business Unit - Post Office	Councillors	Strength	Post office has an access drive-way for delivery
Business Unit - Post Office	Debtor/Creditors	Weakness	Staff from office going to the post office, makes office short staff.
Business Unit - Post Office	EA	Weakness	No connections between buildings to allow transfer to parcels, mail, stationery, Photocopying
Business Unit - Post Office	Library	Opportunity	Post office could be in the existing library, do not need a lot of room, but should be all together, would help staffing
Car parking	CEO	Opportunity	Cars parked under the building, with access via ramp to the front of building
Car parking	CEO	Opportunity	Internal access via stairs/lift to admin area with swipe card.
Car parking	CEO	Strength	Cars parked out the front
Car parking	Councillors	Opportunity	Attention to detail on the lighting, inclusive landscaping, with carparking done in well in concrete (with pebbles)
Car parking	Councillors	Opportunity	Shade / undercover for cars, 12 vehicles
Car parking	Councillors	Opportunity	Underground carport
Car parking	Councillors	Strength	At the front and easy to access office
Car parking	Councillors	Strength	Tree between library and office to be kept
Car parking	Councillors	Weakness	Combined council and public, no shade
Car parking	Customer Service	Threat	How many people pull up at the car park

Process	Officer	SWOT	Comment
Car parking	Finance Officer	Strength	Close to front door
Car parking	Finance Officer	Weakness	Car park not covered
Cleaning - Facilities	CEO	Opportunity	With Archive area
Cleaning - Facilities	Corporate Services	Opportunity	Post Office, library, Admin Office will all be one for cleaning
Communications	CEO	Weakness	Three people do media, in three buildings (Office, Library, Min Min)
Communications	Community	Opportunity	Boardroom large enough to be portioned off, an make it larger for workshops
Communications	Community	Opportunity	Information that could be sent to phone while people are waiting
Communications	Community	Threat	Same information, at the Min Min Centre, Stonehouse, rather than council office
Communications	Community	Weakness	Maybe to see CEO
Communications	Community	Weakness	Really only go to office to pay rates
Communications	Corporate Services	Weakness	Information boards are outdated
Communications	Councillors	Opportunity	Council office becomes and advertising / communications facility
Communications	Councillors	Opportunity	Display advertisement in digital format, rather than paper (carbon foot print)
Communications	Councillors	Opportunity	Security equipment with IT systems
Communications	Councillors	Opportunity	TV outside to show information
Communications	Councillors	Strength	Newsletter and social media for information on what council is doing'
Communications	Councillors	Strength	Notification of who is available but not used
Communications	Councillors	Weakness	Community does not know about funding
Communications	Councillors	Weakness	Community does not know how often people are away
Communications	Councillors	Weakness	Notification of who is available but not used
Communications	Councillors	Weakness	Public wants a variety of information outputs, with the same information linked across the 7 spots.
Communications	Customer Service	Opportunity	Scanned in Flyer, that appears on TV monitor for 30 seconds
Communications	Customer Service	Strength	Photocopier is close to reception, for receipting, photocopying for public, flyers
Communications	EA	Opportunity	Have data on webpage and monitors around town
Communications	EA	Strength	Central Noticeboard in reception area or just outside of building
Communications	Library	Strength	Have a noticeboard beside me for personal information, and whiteboard
Communications	Library	Strength	Notice board at library, outside, but office is inside, Min Min centre one is being replaced, makes is useful, but it is not conveniently located
Communications	Library assistant	Opportunity	One big noticeboard
Community Groups	CEO	Strength	Zoom meeting room for 6-10, once larger, use shire hall
Community Groups	CEO	Weakness	Nowhere for any community group to use the current building
Community Housing	Library	Strength	The public regularly are coming in, housing, complaints, current office separate from others, with small meeting room
Complaints	Corporate Services	Strength	Talk to someone with doors closed, privacy, confidentiality

Process	Officer	SWOT	Comment
Complaints	Corporate Services	Weakness	Everyone knows who is in office already
Customer Enquiries	CEO	Opportunity	TV monitor in reception, with rolling information, road condition, camel races, what's on in town.
Customer Enquiries	CEO	Strength	Currently have two chairs as a waiting area
Customer Enquiries	CEO	Strength	Pictures of the towns in this area (some sort of visual display)
Customer Enquiries	CEO	Weakness	Waiting area too small
Customer Enquiries	Customer Service	Opportunity	Locate admin behind the reception
Customer Enquiries	Customer Service	Strength	From desk can see the front counter and only 3-5 metres away from the counter
Customer Enquiries	Customer Service	Strength	Meet people at reception
Customer Enquiries	Customer Service	Weakness	Flag poles, located in the Cenatra areas, not outside of office
Customer Enquiries	Customer Service	Weakness	People at front counter can see things on desk, whereas if we were behind reception, that could be hidden.
Customer Enquiries	Customer Service	Weakness	Reception needs to face the door, rather than to the left
Customer Enquiries	Records	Strength	Safe, close handy for access, banking, mail, till, financial records for year, tenders/contracts/agreements, security set up, requisition books, council agenda, cemetery records
Customer Enquiries	Records	Weakness	Backfill/multi-skilling happens so much
Customer Enquiries	Records	Weakness	Having to also do customer service
Customer Enquiries	Records	Weakness	Lots of documents spread around building
Disciplinary	Corporate Services	Strength	Talk to someone with doors closed, privacy, confidentiality
Employee Information	CEO	Opportunity	Could go into the meeting room
Employee Information	CEO	Weakness	Limited privacy with shared offices
Energy Efficiency	CEO	Opportunity	Green Building rating
External Audit Process	CEO	Weakness	Use the library
External Audit Process	Finance Officer	Strength	With audits being a little further away, they are not constantly coming to ask questions
External Audit Process	Finance Officer	Weakness	Operate out of the library at present, as there are three people and we do not have the space
Financial Statements	Corporate Services	Opportunity	Papers could be held in a more secure location
Financial Statements	Corporate Services	Strength	Working papers on book shelf, filing cabinet (Locked) and credenza
Financial Statements	Corporate Services	Weakness	No reference Library
Financial Statements	Corporate Services	Weakness	Storage space and /or archiving
HR Advice	Customer Service	Weakness	HR Officer need privacy
HR Advice	HR/Payroll	Strength	Filing cupboard
HR Advice	HR/Payroll	Strength	Screen is protected.
HR Advice	HR/Payroll	Strength	Small office allows to move paperwork between CEO and admin mailing
HR Advice	HR/Payroll	Weakness	Covered in office useful for private conversations and timesheets for a couple of days each week
HR Advice	HR/Payroll	Weakness	Desk has no hutch for privacy

Process	Officer	SWOT	Comment
Information Privacy	Records	Weakness	Limited privacy with documents and lockable spaces
Internal Audit	Corporate Services	Opportunity	Two station work area
Library	Corporate Services	Opportunity	Library areas could be useful from a future office perspective
Library	Councillors	Opportunity	If old library becomes a day care centre will require a fence
Library	Councillors	Opportunity	Library comes off the reception area new rear parking
Library	EA	Opportunity	Branch library off a court yard
Library	EA	Weakness	Library display is hard to see, would be useful to see when driving by
Library	Library assistant	Strength	Good idea to have display on street side, have interests for tourists to come to library
Library	Library assistant	Strength	Toilets in the library
Library	Library assistant	Weakness	Library toy room could be bigger, more space
Library	Library assistant	Weakness	More space for the kids to play, without knocking down book shelves
Mail - External	CEO	Strength	Completed in the admin section
Mail - External	EA	Opportunity	Less paper mail coming through
Mail - External	Records	Opportunity	Post office feeds into Records Officer
Mail - External	Records	Strength	Mail initially comes to records officer
Mail - External	Records	Weakness	Leaving the front area to take things down to CEO
Mail - Internal	EA	Weakness	Location of the pigeon holes, a little strange,
Mail - Internal	Records	Strength	Pigeon holes close to admin staff.
Mail - Internal	Records	Weakness	Time taken to collect mail, location in the hall
Meetings	CEO	Opportunity	Room could be between foyer and admin offices so people are not walking through office
Meetings	CEO	Weakness	No meeting room in office for 6-10, with TV/projector, once larger, use shire hall, zoom room
Meetings	Finance Officer	Weakness	Must use someone's office, and only CEO office is well configured to have a meeting, a pain to pack up stuff and walk across the road
Newsletter - Community	CEO	Weakness	Everyone in different buildings, makes putting together difficult
Office	CEO	Opportunity	CEO, EA, FM, HR/Payroll/Safe/Stationery/Archive/Mayor's Office/Gen admin/Outdoor Area/Tea Room
Office	CEO	Opportunity	Computer, Stationery, Archive room at the back of building
Office	CEO	Opportunity	Create offices for outside people, which have external access, rather than through council office
Office	CEO	Opportunity	Foyer could have two entrances, from car park and from street
Office	CEO	Opportunity	Future Expansion opportunities
Office	CEO	Opportunity	Library could be in the future used as an office and the library moved elsewhere
Office	CEO	Opportunity	Library view or looking out onto the street
Office	CEO	Opportunity	Make old office look like the original building and rent out facility
Office	CEO	Opportunity	Post office, Library, Qgap Areas/Rooms

Process	Officer	SWOT	Comment
Office	CEO	Opportunity	Rooms for Director Work, and Engineer
Office	CEO	Opportunity	Space for another Director/Engineer
Office	CEO	Strength	Current office removed from the other staff for privacy
Office	CEO	Strength	Current size is ok if more than four people, we go elsewhere
Office	CEO	Strength	Lounge/staff area/waiting room outside of CEO Office/Tea Room
Office	CEO	Weakness	CEO EA, in a room next to CEO, but not easy access, as desks are at each end of office
Office	CEO	Weakness	Community Services Manager is in library, needs an office main building
Office	CEO	Weakness	No baby change room
Office	CEO	Weakness	Not really an interactive office
Office	CEO	Weakness	Right next tea room for all staff
Office	CEO	Weakness	Visitors must walk through office to get to CEO
Office	Community	Opportunity	Could put back to original look
Office	Community	Opportunity	Court Room
Office	Community	Opportunity	Existing building could be used as meeting rooms
Office	Community	Opportunity	Library could be in the existing building, bigger space
Office	Community	Opportunity	Notice board inside, but there are other locations for notice
Office	Community	Opportunity	Queenslander look of building
Office	Community	Opportunity	Two story building is ok, top could be the veranda
Office	Community	Opportunity	Veranda around the building, helps energy efficiency
Office	Community	Strength	Bad to knock down existing building
Office	Community	Strength	Location of building is good
Office	Community	Threat	Flood impacts
Office	Community	Weakness	Long overdue for a new office
Office	Community	Weakness	Old emergency room in library fit max 10 people
Office	Corporate Services	Opportunity	Centralised printing area, with binders, stationery, records management
Office	Corporate Services	Opportunity	Computer asset controls
Office	Corporate Services	Strength	Current office is seen to be a manager's office, separate from the staff
Office	Corporate Services	Strength	Housing has an office area to meet with people
Office	Corporate Services	Strength	Use small printer in office
Office	Corporate Services	Strength	With door close can work for long periods
Office	Corporate Services	Weakness	Excess/parts computer room area
Office	Corporate Services	Weakness	Limited room/desk for visitors
Office	Corporate Services	Weakness	Walk down to CEO Office
Office	Councillors	Opportunity	ability to view or look out window at dust storms/storms/views
Office	Councillors	Opportunity	If not tin or wood, maybe modern wood
Office	Councillors	Opportunity	Automatic Weather Station
Office	Councillors	Opportunity	Carpark under building
Office	Councillors	Opportunity	Carry the hall kitchen looks into the new building, including the blue, no green or red (Current Brand)

Process	Officer	SWOT	Comment
Office	Councillors	Opportunity	Clean look of the building
Office	Councillors	Opportunity	Corporate Services Manager's Office in a position to show they are in charge of that administration section
Office	Councillors	Opportunity	Council reception/admin officer
Office	Councillors	Opportunity	Create a drain made of rocks/ natural look
Office	Councillors	Opportunity	Foyer/Waiting area
Office	Councillors	Opportunity	Government Offices, available from outside
Office	Councillors	Opportunity	Hire serviced office
Office	Councillors	Opportunity	Imaginary road around office
Office	Councillors	Opportunity	Library created as the foyer
Office	Councillors	Opportunity	Library turned into child care centre
Office	Councillors	Opportunity	Map of shire on the walls of the board room, Large TV and Whiteboard
Office	Councillors	Opportunity	Minimal bitumen, feature rocks
Office	Councillors	Opportunity	Neutral colours, no cream, yellow, brown
Office	Councillors	Opportunity	No grass, but drought tolerant, garden between footpath and office
Office	Councillors	Opportunity	Pendent light to match the modern building
Office	Councillors	Opportunity	Photos of previous councillors / Wall of fame / Kev Kerr/Toby, etc/Computer Screen
Office	Councillors	Opportunity	Small office meeting room
Office	Councillors	Opportunity	Staff interaction - Lounge
Office	Councillors	Opportunity	Stand out as a new building, Queenslander (How would security screen look)
Office	Councillors	Opportunity	Trees keep the large tree, but others may go, newly plant trees are suitable for shade, but drop things on cars
Office	Councillors	Opportunity	Veranda denotes people standing around talking,
Office	Councillors	Opportunity	View of Burke River
Office	Councillors	Strength	Board Room tea, coffee, fridge, with a view looking out
Office	Councillors	Strength	Break go outside, and to go to the toilet
Office	Councillors	Strength	Doors are open for the staff
Office	Councillors	Strength	Like the views from the airport
Office	Councillors	Strength	Microwave in boardroom, kitchen at airport ok, but not functional
Office	Councillors	Strength	Rick likes to come in and talk to all the staff on his way to the CEO office / interaction
Office	Councillors	Strength	TV at airport boardroom
Office	Councillors	Threat	I don't like knocking down, not too sure of what can happen, could be office space,
Office	Councillors	Threat	What would be the cost/benefit of converting building
Office	Councillors	Weakness	Age of building, and it cannot really be renovated any further
Office	Councillors	Weakness	Chairs do not match, do not like the table
Office	Councillors	Weakness	Company come from Mount Isa and hire hall for one table
Office	Councillors	Weakness	Council asking questions of staff and they are easily able to come in

Process	Officer	SWOT	Comment
Office	Councillors	Weakness	Dislike artificial light
Office	Councillors	Weakness	In effect having EA in a separate office, where people can also see CEO and talk just to them, people making coffee
Office	Councillors	Weakness	Poor team flow, people portioned in office, messy, cluttered,
Office	Customer Service	Opportunity	Council facility top floor
Office	Customer Service	Opportunity	Library, Centrelink, Post Office ground floor
Office	Customer Service	Weakness	Plenty of cupboards and storage areas in every room
Office	Debtor/Creditors	Opportunity	CEO office, next to EA office, next to records, next to mail room
Office	Debtor/Creditors	Opportunity	Offices for external groups
Office	Debtor/Creditors	Opportunity	Room for children doing home schooling within the library
Office	Debtor/Creditors	Strength	Admin and Finance sections separated
Office	Debtor/Creditors	Strength	Check Printer is in the creditor's office
Office	Debtor/Creditors	Strength	Cupboard (with doors) for folders debtors/creditors (current)/rates
Office	Debtor/Creditors	Strength	Debtors do not use white boards to has things on the walls
Office	Debtor/Creditors	Strength	folders for payroll in another cupboard
Office	Debtor/Creditors	Strength	Staff are reasonably multi-skilled
Office	Debtor/Creditors	Threat	Changing jobs / position description / roles affects the flow of work around the office
Office	Debtor/Creditors	Weakness	Access to bring in stationery
Office	Debtor/Creditors	Weakness	CEO Office is removed from staff
Office	Debtor/Creditors	Weakness	Computer cords in office
Office	Debtor/Creditors	Weakness	Cupboard (with doors) for excess stationery
Office	Debtor/Creditors	Weakness	Cupboard (with doors) for folders debtors/creditors (current)/rates, but could/should go in safe, if large enough
Office	Debtor/Creditors	Weakness	If staff are not working regularly they do not remember what to do.
Office	Debtor/Creditors	Weakness	May not need to have the admin and finance split, however, Payroll/HR/etc need privacy at various times.
Office	Debtor/Creditors	Weakness	Only small room for IT / Test and tagging etc/ camera and security
Office	Debtor/Creditors	Weakness	Power, Phone and computer connections limit desk locations
Office	Debtor/Creditors	Weakness	Short staff occurs reasonably regularly, particularly with customer service
Office	Debtor/Creditors	Weakness	Space for day care as staff will have babies
Office	EA	Strength	Being on the main street
Office	EA	Strength	Filing cabinet used, office clean desk policy
Office	EA	Strength	Good to be separate from the office, but the tea room means that I see people
Office	EA	Strength	No need for whiteboard, but (Meeting dates, Contact Numbers, Delegation Limits
Office	EA	Strength	Positive being very close to CEO
Office	EA	Strength	Printer for each desk, currently colour, but could be black and white

Process	Officer	SWOT	Comment
Office	EA	Strength	Small book shelf/storage for recent agendas
Office	EA	Weakness	Reception area is plain and not very big
Office	EA	Weakness	Soundproofing is poor
Office	Finance Officer	Opportunity	Desks needed to be located so that there are no options
Office	Finance Officer	Strength	Can close the door for conference calls
Office	Finance Officer	Strength	Do not need an office for privacy issues
Office	Finance Officer	Strength	Printing to photocopier used for printing, increases usage
Office	Finance Officer	Strength	small printers mean that staff print to their desk
Office	Finance Officer	Weakness	Access to storage facilities, must go out the front and walk around.
Office	Finance Officer	Weakness	Air-conditioning and dust
Office	Finance Officer	Weakness	Do not need sunlight coming in onto monitor
Office	Finance Officer	Weakness	Dust can the air-conditioning pressure work in the roof
Office	Finance Officer	Weakness	Existing building old, lots of water damage, cracks, roof leaks, dust, possible high costs to repair
Office	Finance Officer	Weakness	Filing cabinet, are just another vertical storage space, compared to horizontal space
Office	Finance Officer	Weakness	Small printers can mean different type of cartilage
Office	HR/Payroll	Opportunity	Finance Staff together, but also work with the reception/admin area
Office	HR/Payroll	Opportunity	Having a multi-purpose meeting/interview room
Office	HR/Payroll	Opportunity	Proper records storage
Office	HR/Payroll	Strength	Currently use the zoom room and CEO office for interviews
Office	HR/Payroll	Weakness	An adjoining office between CEO and EA and soundproofing
Office	HR/Payroll	Weakness	Because of walls cannot see other admin staff, for phones, reception
Office	HR/Payroll	Weakness	Cannot see the reception desk
Office	HR/Payroll	Weakness	Current archive system, interrupt, dungeon is not dust proof
Office	HR/Payroll	Weakness	Reception area is my biggest problem
Office	HR/Payroll	Weakness	Storage, archive, staff comfortable to speak with staff
Office	HR/Payroll	Weakness	Utility room for binding, printing, benches to layout paper
Office	HR/Payroll	Weakness	No small meeting room off reception, rather than the staff walking through office
Office	HR/Payroll	Weakness	Zoom room is across the road
Office	Library	Opportunity	Easy access from Foyer for public, shared meeting room maybe max of 6 people
Office	Library	Strength	Additional things that the library staff do.
Office	Library	Strength	Books in library are secondary to the interaction and social activity
Office	Library	Strength	Holiday sessions and use of toy room
Office	Library	Strength	Keep the existing council office, so great to see the hall, build on what is there, up or out
Office	Library	Strength	Like own office, privacy
Office	Library	Strength	Meeting with Physiologists

Process	Officer	SWOT	Comment
Office	Library	Strength	Public Computers, reading sessions with School
Office	Library	Strength	Works well now, need someone on the front desk,
Office	Library	Weakness	Allow for Day Care for staff children, to help working conditions for all
Office	Library	Weakness	Carol's office too big
Office	Library	Weakness	Does not need the public seeing the admin staff, just the one reception person, sees and hears all
Office	Library	Weakness	Existing office is spread out, have admin in one area, finance team in another
Office	Library	Weakness	Extra rooms for mining companies, currently using as an office
Office	Library	Weakness	Kitchen was always in the donga
Office	Library	Weakness	Soundproofing always an issue
Office	Library assistant	Weakness	Library meeting room too small (length wise) for 12 people, ok for 10, while good for 4 computers
Office	Library assistant	Weakness	No storage room, for vacuum, broom etc
Office	Library assistant	Weakness	Waiting room/reception too small, could be two rooms
Office	Records	Opportunity	Cleaners room
Office	Records	Opportunity	Position desks to talk away from the other staff members
Office	Records	Opportunity	Various options for Lighting, direct light windows, air-conditioning
Office	Records	Strength	CEO office maybe useful being separated from other for privacy
Office	Records	Weakness	CEO office separate from the remainder of the building
Office	Records	Weakness	Dust maybe drawn in due to air-conditioning
Payroll	HR/Payroll	Strength	Existing office is quiet when the door is closed, when there is noise, can be distracting.
Payroll	HR/Payroll	Strength	Readily accessible books on a library, but will eventually go electronic
Phone Calls	CEO	Strength	Can transfer between different offices
Phone Calls	CEO	Weakness	Current system is not supported.
Phone Calls	Customer Service	Strength	Currently works well
Phone Calls	Customer Service	Weakness	Hard to hear calls when a couple are on the phone, probably too close together
Phone Calls	Customer Service	Weakness	Rings for so long before passing onto someone else
Procurement - Goods Receival	Library	Strength	Loaded by a trolley, from van into the library
Procurement Process Admin	Corporate Services	Weakness	Receival of goods, perhaps, there could be a relationship with Post Office
Procurement Process Admin	Finance Officer	Weakness	Lack of space for storage before putting things away, a few computers would sit on a spare desk
Rates - Mtnc	Finance Officer	Weakness	Organisation printer, admin staff put in envelopes
Receipting	Customer Service	Strength	One person (reception) responsible
Receipting	Customer Service	Strength	reception / bank dropping
Receipting	Customer Service	Weakness	Counting money, privacy and safety issues
Records Management	EA	Strength	All electronic, but work with records person
Records Management	Library	Opportunity	Vertical filing cabinet, and bookshelf

Process	Officer	SWOT	Comment
Records Management	Library	Strength	Filing cabinet has some information.
Records Management	Library	Strength	Handy that the key cabinet is nearby, but would be great in one spot
Records Management	Library	Strength	Like having my own copies of files, although good to just hand to Dannie
Records Management	Library	Strength	Printer seats on top of filing cabinet
Records Management	Records	Strength	Book shelf has important folders
Records Management	Records	Strength	Cupboard next to desk is full of records
Records Management	Records	Strength	Speed of scanner is currently ok, large printer scans to z drive or to email, whereas the small personal scanner goes straight to records file
Records Management	Records	Weakness	have my back to the door
Records Management	Records	Weakness	Lack of storage for records, lots of boxed under desk that need to be scanned into computer and then archived.
Records Management	Records	Weakness	Noise, phone calls, photo-copier, visitors at the front counter.
Records Management	Records	Weakness	Photocopier is against the wall and gets hot, due to location of fan.
Records Management	Records	Weakness	Printer on desk is issue with space
Security	CEO	Strength	Security swipe card
Security	Corporate Services	Opportunity	Internal alarms and audio for emergency
Security	Corporate Services	Strength	In house CCTV
Security	Corporate Services	Weakness	Key storage and management
Security	HR/Payroll	Opportunity	Ensure that reception is visually seen from admin/finance area for safety, assistance, etc
Staff Area	CEO	Opportunity	No windows on the western side with plenty of insulation
Staff Area	Councillors	Opportunity	Cupboard kitchen in the waiting room area for Mayor/CEO/Boardroom/EA
Staff Area	Councillors	Opportunity	Floor is the feature of the building (Map of the channel country on the floor)
Staff Area	Councillors	Opportunity	LED lighting for the rivers
Staff Area	Councillors	Opportunity	Make tree the focus point, with veranda leading in the direction
Staff Area	Councillors	Opportunity	Reception in the middle of the foyer
Staff Area	Councillors	Opportunity	Two-way glass from the admin area to the foyer, walls for board room
Staff Area	EA	Weakness	Staff area in front of CEO office is awkward
Staff Area	Finance Officer	Threat	Staff room may not be used.
Staff Area	Finance Officer	Weakness	Occasionally, use the area, don't tend to take a break, eat at desk
Staff Area	HR/Payroll	Opportunity	Small space for staff area, kitchen table/lounge, but may need to be able to see reception area
Staff Area	HR/Payroll	Weakness	Don't really go to existing staff area
Staff Area	HR/Payroll	Weakness	Lounge is a waiting room for CEO
Staff Area	HR/Payroll	Weakness	Lunch room too close to executive office
Staff Area	Library	Opportunity	More than one staff room, cupboard kitchen off meeting rooms.

Process	Officer	SWOT	Comment
Staff Area	Library	Strength	Extra fee for biscuits, tea and coffee
Staff Area	Library	Strength	Library have our own staff room / kitchen
Stationery	Records	Strength	Storage is close to staff.
Stationery	Records	Weakness	Paper carried through office and unloaded,
Telephone System	CEO	Opportunity	Music through the building
Telephone System	CEO	Threat	One photocopier limited individual printers
Telephone System	Councillors	Opportunity	No messy cords in the board room
Telephone System	EA	Strength	Work in progress to ensure that it works for people
Telephone System	EA	Weakness	Cords, points for power, telephone, computers
Telephone System	Finance Officer	Opportunity	Connection to the Fibre network at the post office.
Telephone System	Finance Officer	Strength	Two monitors essential, or maybe large curved monitor, with split screens
Telephone System	Finance Officer	Weakness	Copper system within the town,
Telephone System	Finance Officer	Weakness	Extra points, power, computer, printers, laptop, telephones
Telephone System	Finance Officer	Weakness	IP phone network has occasional problems
Telephone System	Finance Officer	Weakness	Multiple power packs/surge protection, multiple power point and cable management
Telephone System	Finance Officer	Weakness	Wireless distribution in building not good.
Tender/ Contracts	CEO	Opportunity	Tenders on a monitor
Tender/ Contracts	CEO	Strength	Tender box out the front Foyer area
Tender/ Contracts	Records	Strength	Tender box in the office
Training	CEO	Strength	Hall, Library, Zoom room
Training	CEO	Strength	Online training
Work Procedures and Processes	Records	Weakness	Currently working to update procedures, but issue for new staff

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Central West Regional Pest Management Group support	DOC REF: Item CEO7
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 13/3/2019
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CORPORATE PLAN REFERENCE:

PUBLIC NUISANCE - Outcome 4.5 Implement relevant Council policies to minimise the impact of nuisances on the Community

4.5.1 Develop and maintain partnerships with regional organisations eg: Central West Regional Pest Management Group

PURPOSE:

To advise Council on the recent meeting of the revised group – Central West Regional Pest Management Group with a request for seed funding by each of the partner Councils.

CONTENT:

The group met in Longreach on 25th February and discussed a number of issues which affect the Central West Pest Management Groups progress. There will effectively be two groups – the Leadership Group (Strategic) and the Partnership Group (Operational).

- The nomination of the chair - Cr Andrew Martin will be nominated to take on the role of Chair for a period of the next 12 months.
- Relationship with the State-wide Oversight group.
- That the members of the CWRPMG leadership group nominate a representative, from each member, to the partnership group (RLPO - required by 25th March).
- An application in relation to the current funding round for 'Combating Pests and Weeds in Drought' was explored in the hope that a shire would be able to sponsor this application as a collaborative approach. Due to funding guidelines, to execute this one shire would need to forego any individual funding (we have applied under separate cover).
- That RAPAD via K.Waddell remain as the secretariat for the CWRPMG.
- That each Council local government, subject to each Council agreement, will commit to \$10,000.00/yr from 19-20 financial year as seed operation funding for the CWRPMG.

The CWRPMG partnership group has finalized a collaborative workplan for 2019-2020 (financial year). This was tabled and endorsed by the leadership group. Any relative amendments to the workplan shall be discussed and established. There is a financial contribution set in the workplan for each shire to consider. The Workplan has been made available with this agenda as an attachment.

Kristy Waddell and Vol Norris (AgForce) provided overview of the priority setting. Michael Parker discussed the 5% allocation to assist regionally. Everybody saw the value of the joint communication. Looking at a roll out of further publicity to ensure collaborative works.

There was comment that regionally CWQ Councils spend in excess of \$3m/yr on pest animal and weed control. DCQ has supported the prickly acacia priority as it is the only known stand so far south.

CONSULTATION: CWRPMG Leadership Group members

GOVERNANCE IMPLICATIONS:

- \$10,000 contribution to the CWRPMG as seed funding 2019-2020 budget

RECOMMENDATION:

- That the Council received this report from the meeting of the Central West Pest Management Group meeting in Longreach for information.
- That the Council budget in the 2019-2020 financial year for \$10,000 seed funding contribution to the Central West Pest Management Group of which we are a foundation member.

ATTACHMENTS:

- CEO 6.1 Central West Regional Pest Management Group Workplan
- CEO 6.2 Minutes of the meeting held on 25th February 2019 in Longreach.

Chief Executive Officer

Ms Lynn Moore

OVERVIEW

1. Project Background and Description

As per the objectives outlined in the Central West Regional Pest Management Group, (CWRPMG), Constitution; a partnership group has been formed to establish a collaborative workplan across seven Remote Area Planning and Development Board, (RAPAD), shires. This includes, Boulia, Diamantina, Winton, Barcoo, Longreach, Barcaldine and Blackall-Tambo.

This workplan supports the purpose of the CWRPMG in 'taking an advocacy role in effective regional planning and management of animal and plant pests, through development of a collaborative workplan for 2019-20. Within this collaborative workplan the partnership group has established three key objectives to initiate and execute this includes: (1) Awareness Campaign, (2) Targeted Prickly Acacia Eradication (Barcoo Shire), (3) Regional Pest Distribution Map.

This workplan also takes into consideration further purpose of the CWRPMG to ensure aspects of 'regional governance' through participation across shires for priority areas and also allows for 'regional ownership of activities' to be jointly funded across shires.

This workplan has addressed priorities in line with the Central West Regional Biosecurity Plan (CWRBP), and all priorities have been mapped to the plans objectives as can be viewed in appendix 1 -6.

2. Project Scope

During 2019-20 it is anticipated that the three objectives to be met include: (1) Awareness Campaign, (2) Targeted Prickly Acacia Eradication (Barcoo Shire), (3) Regional Pest Distribution Map.

The scope of these objectives are reliant on the financial contributions made by each participating shire, the labour provided by each participating shire and the funding accessed through various grant opportunities available through the 2019-20 year ahead.

The foundational planning for this project was undertaken using the CWRBP and key objectives in this plan such as; Awareness, Surveillance, Prevention, Commitment, Consultation and Partnership, and Ongoing Management were direct considerations when developing strategies that identified the scope of regional priorities. Across all of the priorities a high degree of interaction has been identified within the biosecurity plan.

3. High-Level Requirements

Priorities Description

Priority One: Awareness Campaign

An awareness campaign needs to be implemented to capture a wide stakeholder group as well as the transient community.

This could include elements such as:

- Brochures
- Signs
- Key contact information for issues arising
- Data collection opportunities such as Fulcrum

This information would target locals, visitors and those stakeholders who may form part of the holistic element of pest management, and who may not be aware of specifically targeted areas of management.

It is recommended that collaboration be supported using existing resources available from shires and Departmental stakeholders.

The capacity of the information centers to hold this information would need to be assessed to ensure any information produced could be feasibly carried by visitor or information centers.

Communications personnel both from RAPAD and from Local Government Organizations may be able to assist with the production of this information.

This information could be distributed not only in print form but through use of signs, emails, newsletters, local government websites, a website platform for the group.

The Main messages to be conveyed through this action are:

- Be proactive
- Stop the spread of pests in the region
- Regional collaboration is happening

Priority Two: Prickly Acacia Stand Eradication (Barcoo Shire)

This project was seen as a task that could be undertaken across all seven shires and be timely and achievable. It is a great platform to collaborate on as it provides the opportunity to work on an aspect that could be easily measured by those involved.

The three properties identified included Hillview Park, Meroondah and Bimerah.

Its possible to attempt a complete eradication of the infestation. It is in rough jump-up country, that will require multiple techniques. This includes a residual herbicide (ie. Tebuthiuron). Also basal barking (Access and diesel)

This would occur early Aug/ Sep, before seeding, this will require six people for approx. 1 week

The interaction to remove this stand would include staff from all shires provided for one week. Prior to this to establish a cost and resources required, mapping the area would be completed by Peter Spence and Peter Pigeon. Peter Pigeon can provide more details on costing.

Priority Three : Regional Pest Distribution Map

This action took some deliberation due to the logistics of bringing together information. However it was felt this distribution map could be achieved through combining information already available across shires.

It was decided there were risks involved in this action due to privacy and accuracy of information, however this mapping was seen as an opportunity to have a snapshot of what is going on year to year and provide an opportunity to keep track of changes or emerging threats. It

was decided this tool would only be available to the group until further notice and not for distribution outside of the CWRPMG.

This map will be built over the coming year and be available at the next planning meeting in December 2019.

Information for the map will be provided by RLO's, DCQ and BQ

4. Deliverables and Financial Contribution

<i>Stakeholders</i>

It is proposed that each shire contribute \$10,000, to a 2019-20 operations budget. This budget will fund the work proposed above in Priorities 1, 2 and 3. Further funding requirements for other priorities may be sourced through other grant opportunities.

It is expected that all participating shires will be involved in deliverables for these objectives for a period of two weeks. This will be inclusive of but not limited to Shire RLO's and other staff, Landholders, Agforce Staff, Biosecurity Queensland, Regional NRM groups, State Government NRM departments, Departmental Representatives, and representatives from other interested groups within the nominated shires.

5. Timeline

<p><i>A detailed timeline of events to be undertaken will be provided once priorities have been approved by the Central West Regional Pest Management Leadership Group.</i></p> <p><i>In brief however it is expected that once feedback and approval has been obtained working groups will be formed to execute relevant priorities.</i></p> <p><i>25th Feb CWRPMG Meeting – approval of priority projects</i></p> <p><i>27th Feb CWRPMPG Meeting – delegation to working groups</i></p> <p><i>March working groups - establish timelines for execution of objectives; secure participating shires financial and staff availability, plan detailed works and budgets</i></p> <p><i>March – participating Councils approve their contributions</i></p> <p><i>1st July– collaborative works commence</i></p> <p><i>December- progress review against 2019 objectives and tasks; 2020 objectives to be established</i></p>
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	<i>Feb 2020 – CWRPMG review 2019-20 operational outcomes and approve proposed 2020-21 collaborative operational plan.</i>

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By		Date		Approved By		Date

Additional Feedback/ Requirements:

Appendix 1

	2018	2018	2018
Objective 1: Awareness Stakeholders are informed, and aware of pest animals and invasive plants and their management	Priority One	Priority Two	Priority Three
Issue: Awareness	Awareness Campaign	Priority Acacia Eradication (Barroo)	Regional Pest Distribution Map
Objectives:	Objectives Met	Objectives Met	Objectives Met
Implementing extension program that:			
a. Make available for public distribution a list of fact sheets on known pest animals and invasive plants in region by end of 2015.			
b. Develop a list of dirty dozen invasive plants that are not wanted in this region and make available brochure for public distribution by end of 2015.			
c. Develop and implement a targeted awareness program including how to identify the pest animals and invasive plants and prevent their spread within the region by end of 2016.			
d. Develop a web page with links to partners and online identification tools, to provide information on pest animals and invasive plants by end of 2015.			
e. Erect invasive plant awareness signs strategically throughout the region to inform public by end of 2015.			
f. Seek funding to increase range of promotional aids (weed booklet, live displays, posters and stickers) by end of 2016.			
g. Seek funds to increase the range and use of promotional materials eg sponsorship of television advertisement, radio and field days.			
h. Assist with pest identification and pest management questions			
Training			
Regular opportunities for exchange of key information on regional biosecurity risks including SRLCG meetings, face to face CWRP/MTG meetings.			
Obtain and maintain accreditation to use 1080 immediately upon appointment as well as ACD/C licence and other relevant accreditation like nationally accredited biosecurity training and emergency response.			
Promotion			
Promotion of biosecurity achievements such as control activities involving multi-state cooperation through various media channels.			
Publish the impacts of invasive plant and pest animals on people and environment, economy and social amenities. Where possible, include the economics of pest prevention and ongoing costs of pest management. Determine the need for best practice biosecurity field days and workshops throughout the region.			
Plan and host best practice biosecurity workshops and field days throughout the region at least one per year.			
Information Sharing			
Share data between agencies and all stakeholders by making pest distribution maps available to stakeholders to enhance their awareness of the issues.			
Participate in annual Pest Distribution Survey held each year.			

Objective 2: Surveillance	2018	2018	2018
Stakeholders play a key role in collecting data and information about the presence, incidence, prevalence or geographical extent of pest animals and invasive plants	Priority one	Priority Two	Priority Three
Issue: Surveillance Data Collection & Assessment	Awareness Campaign	Prickly Acacia Eradication (Barcoo)	Regional Pest Distribution Map
Objectives: Coordinate and plan surveillance activities to maximise the early detection of biosecurity risks by collecting, using, and make available data relevant to pest animals and invasive plants management.	Objectives Met	Objectives Met	Objectives Met
Train stakeholders actively involved in surveillance to know what to look for and how to report possible biosecurity risks.			
Collate and disseminate information on the presence, distribution and abundance of pest animals and invasive plants.			
Maintain and update a central database of known pest animals and invasive plants in the region. All pest data is transferred to Pest Central and shared with BQ and CWRPMG.			
Encourage use of Fulcrum and/or Pest Central to record data on the impact of pest animals and invasive plants. Use standardised protocols for collecting, validating and sharing data.			
Ensure data and maps are provided to all stakeholders in the region to assist in strategic planning of control work and funding applications.			
Priority list of areas requiring survey in the region			
1. Aerial survey of major water courses in the region where required.			

	2018	2018	2018
	Priority one	Priority Two	Priority Three
	Awareness Campaign Objectives Met	Priority Area Eradication (Barrow) Objectives Met	Regional Pest Distribution Map Objectives Met
<p>Objective 3: Prevention Introduction, spread and establishment of pest animals and invasive plants is prevented. Issue: Early detection and eradication Objectives: Take a more preventative approach to biosecurity risk to prevent the introduction of new pest animals, associated diseases and invasive plants Identify and prioritise potential prohibited and restricted pest animals and invasive plant threats to the region (includes plants that may not yet be weeds but of concern). Identify and prevent any movement of soil or road base with potential to spread restricted invasive plants Ensure councils, utility companies and industry inspect any disturbed areas or corridors every six months to check for new established weeds. Identify and prioritise emerging threats to the region including floods, bush fires, land managers, mining activity, surveys, vehicle movements etc. Coordinate and fund a regional rapid response program for treating isolated infestations of biosecurity events Develop protocols for movement of live stock into and within the region to minimize the spread of weed seeds. Weed hygiene protocols are developed and implemented for Utilities mining/ exploration and the spread of pest weeds Provisions of vehicle wash down facilities in each town within the region (Assist Local Government source external funding to install vehicle wash down facilities)</p>			
<p>Encourage all LG's and industries to support the use of "Weed Hygiene Declaration Forms" for prevention of weed seed spread Identify and implement where required a Stock Route weed free transitional areas between shire boundaries for travelling stock Monitor nurseries and resellers to prevent the establishment of new invasive plants in ornamental plantings in the region. Ensure local communities are aware of the risk of certain exotic garden plants becoming future weeds. Invest gate equipment modifications to improve weed seed hygiene (eg air blowers for slashers and vehicles) when moving between infested and clean areas in the field</p>			
<p>Issue: First Response Action Objectives: Train local government RLOs and other stakeholders in emergency response in regards feral animal Control in the event of an animal disease outbreak, as per AusVet Plan Quickly and efficiently deal with biosecurity emergencies with minimal impact on rural enterprises and the community. Establish communications and community engagement processes that provide timely information through a range of channels Identify and mobilise appropriate resources during the initial stages of the response as required by state government (Complete within days of response)</p>			

Objective 4: Commitment All stakeholders are committed to and undertake coordinated management of pest animals and invasive plants	2018	2018	2018
Issue: Long term Commitment	Priority one Awareness Campaign	Priority Two Pickly Acacia Eradication (Barcoo)	Priority Three Regional Pest Distribution Map
Objectives: Establish long-term stakeholder commitment to pest animals and invasive plants management by investigating people's attitude to biosecurity and find ways to motivate them to change behaviour (where necessary) to better manage biosecurity risk from pest animals and invasive plants. Value client and stakeholder needs to ensure they are represented in decision making processes Pursue all options for funding across all levels of the community. Lobby for funding by demonstrating the whole of community value of holistic management coordinated across the CWO region. Define and communicate the capacity of stakeholders to deliver on their biosecurity obligations, completed annually	Objectives Met	Objectives Met	Objectives Met
Issue: Community Attitudes			
Objectives: Landholders to have property biosecurity plans. Useful templates are available through the national Farm Biosecurity website. Improve the understanding of community attitudes to pest animal and invasive plants management Support SRLOG meetings to provide information on community attitudes to biosecurity in relation to pest animals and invasive plants. Identify areas of biosecurity where CWRPMG and SRLOG may require adjustment to make them more effective Encourage community to be proactive in weed ID and control through promoting membership in their local Landcare or community Group Encourage Landcare and community groups to support regional and local biosecurity plans annually			

<p>Objective 5: Consultation & partnership stakeholders use a coordinated and collaborative approach to set strategic directions and priorities. Strategic directions are established, maintained and owned by all stakeholders.</p>	<p>2018</p>	<p>2018</p>	<p>2018</p>
<p>Objectives: Ensure this biosecurity plan integrates and aligns with existing plans, including Local Government plan, Good natural heritage weeds) CWO Regional Plan, DCQ Regional NRM/Plan, DDC NRM/Plan, Dry Tropics NRM/Plan, Georgia Dambara catchment plan, Diamantina Catchment plan and Cooper Catchment plan. Ensure local wild dog management advisory group plans align with this biosecurity plan. Relay local information to representatives on the National/State Weeds and Feral Animal Groups Encourage consultation between interested stakeholders to form shared responsibilities and partnerships to undertake priorities set by this biosecurity plan. Enhance the relationship with CWRPM/3 to this plan Utilise the services of RAPAD Employment Services Qld, greynomads and the QCS Work Program Queensland Corrective Services) to achieve this plan's objectives.</p>	<p>Priority one Awareness Campaign Objectives Met</p>	<p>Priority Two Priority Action Evaluation (Barcoo) Objectives Met</p>	<p>Priority Three Regional Pest Distribution Map Objectives Met</p>
<p>Issue: Planning Generate this regional biosecurity plan to set priorities consistent with all other local, regional, state and national pest management and natural resource management plans and strategies. Review regional pest animal and invasive plant priorities, and activities every two years. Review this regional biosecurity plan bi-annually to ensure it guides the CWRPM/3 and remains a useful tool for all stakeholders Develop, monitor and evaluate annual RBP annual action plans before end of each year. Encourage all land holders/managers to develop, implement and review a biosecurity plan for the land they control Principle: Resources are shared among stakeholders to increase efficiency and effectiveness.</p>			
<p>Issue: Resources to efficiently and adequately resource pest animals and invasive plants management Objectives: Resource sufficient enough to do a good job with the tools and Coordinate resource sharing arrangements for strategic control of pest animals and invasive plants (guided by targets for activity outlined in RBP annual action plan) Work on continued contribution to strategic control areas, if any identified Refer to local emergency management plans to ensure all equipment, skilled workers and contractors within the region are made available to all stakeholders in case of an emergency response. (Complete by 2016/17)</p>			

Achievable Objective 6: ONGOING MANAGEMENT	2018	2018	2018
<p>Integrated systems for managing the impacts of restricted pest animals and invasive plants are developed and widely implemented</p> <p>Issue: Containment of established restricted invasive weeds</p> <p>Objectives:</p> <p>Maintain the spread of restricted invasive plants to new areas by implementing containment zones set by risk based decision making framework</p> <p>Identify areas/regional containment lines for strategic control</p> <p>Develop and implement control strategies for each of the areas.</p> <p>Define regional buffer/containment zones for all WIONS species occurring in the CWQ region and ensure they are consistent with National control and containment lines.</p>	<p>Priority one</p> <p>Awareness Campaign</p> <p>Objectives Met</p>	<p>Priority Two</p> <p>Pikly Acadia Eradication (Barcoo)</p> <p>Objectives Met</p>	<p>Priority Three</p> <p>Regional Pest Distribution Map</p> <p>Objectives Met</p>
<p>Issue: Control of established restricted invasive plants</p> <p>Objectives:</p> <p>Maintain the spread of pest animals and invasive plants to new areas by implementing control as per SOP for each pest animal and invasive plant species</p> <p>Prioritise available resources to control established restricted invasive plants where possible, provide and promote shared access to control equipment</p> <p>Implement, evaluate and prioritise biosecurity activities through a risk based decision making framework and align resources to biosecurity risk by incorporating into an annual operational plan</p> <p>Ensure affected land managers have access to best practice publications and existing knowledge on pest species management to develop an integrated control program</p> <p>Control restricted invasive plants using the range of best practice methods. When using pesticides, address the requirements of APVMA permits, label, and MSDA and manufacturers recommendations</p> <p>Take control at the optimum time to get best results of restricted invasive plants (normally when actively growing).</p> <p>Follow up action implemented to gain more effective long term control</p> <p>Monitoring and evaluate success and effectiveness of control methods</p> <p>Promote successful integrated pest management programs to reinforce the importance of regional biosecurity responses.</p>			

Location: AgForce

 **Boardroom**

 **Date: 25th February 2019**

 **Time: 1pm-5pm**

**Central West Region Pest Management Group
Leadership Meeting
Minutes**

1. Attendance

- *Member nominees:* (BRC) Cr Rob Chandler, (LRC) Cr Ed Warren, (BoSC) Cr Rick Britton, (DSC) Cr Geoff Morton, (BTRC) Cr Andrew Martin, (WSC) Cr Gavin Baskett, (AgForce) Vol Norris
- *Proxies:* (BaSC) Cr Bruce Scott for Cr Pratt, (DCQ) Peter Spence for A,Drysdale
- *Member representatives:* Elizabeth West, Leon Love, Lynn Moore,
- *Secretariat:* K,Waddell, D.Arnold

2. Apologies: Cr Mike Pratt, Leanne Kohler, Jeff Newton, Andrew Drysdale, Steven Boxall

3. Previous Minutes:

Resolution: The CWRPMG agrees the previous minutes are a true and accurate record

Moved: Cr Britton BoSC, Seconded: Cr Warren, Carried

4. Correspondence – Nil

5. Business

5.1 State Oversight Group (SOG) representative

Background: At present the SOG representative has been nominated by RAPAD. This occurred following the introduction of the then, long awaited, (State) co-investment model in 2016. As a result of the implementation of the co-investment model, the RAPAD board, who were acting as the defacto CWRPMG re-drafted the CWRPMG constitution to reflect the requirements of the co-investment model which resulted in the participation of a range of stakeholders, other than local government, in the CWRPMG.

Another requirement of regional pest management groups (under the co-investment model) was to nominate the representative to the State Oversight Group (SOG) Here again, as RAPAD was the defacto CWRPMG, RAPAD nominated that SOG representative. Cr Andrew Martin took on this role. Given the renewed focus of the CWRPMG and its wider stakeholder participation, the Board of RAPAD endorsed recently that they would devolve the responsibilities of the SOG to the CWRPMG. Further, the CWRPMG constitution refers to the SOG role:

RELATIONSHIP TO THE STATEWIDE OVERSIGHT GROUP: The CWRPMG may provide a representative to sit on the Statewide Oversight Group. A brief report including any Expressions of Interest and Co-investment Agreements must be sent to the Statewide Oversight Group within two weeks of a CWRPMG sub-committee meeting. The Statewide Oversight Group will liaise with the CWRPMG Chairperson in a timely manner regarding Expressions of Interest outcomes, cross

Location: AgForce

🏠 Boardroom

📅 Date: 25th February 2019

🕒 Time: 1pm-5pm

regional collaboration opportunities and any requests from the sub-committee regarding project/activity decision-making and implementation performance.

There was discussion on whether the SOG representative needed to be a LG representative. There was discussion that most SOG representatives are technical persons that are elected to the role. Cr Martin listed a range of representative that are not inclusive of local government representatives and that due to the nature of the SOG group it is important to ensure a technical group is diverse.

There was discussion on various member representatives to either be the SOG rep or proxy. RAPAD is no longer covering costs of the SOG and the need for financial resources and a banker. Cr Britton proposed \$10000.00 fro each council and that BTRC be the banker council.

***5.1.1 Resolution: CWRPMG to appoint Cr Andrew Martin as state oversight group representative for the CWRPMG. Proxy, Vol Norris, 2nd Proxy Andrew Drysdale.
Moved: Cr Rob Chandler BRC; Seconded: Ed Warren, LRC, Carried***

5.2 Partnership Group

Background: With the renewed push to develop a working CWRPMG partnership group there was discussion on the need to formally request members to nominate their representative to the partnership group. The constitution states:

The CWRPMG may form a working group/s of technical officers to inform the group's decision making and the CWRPMG will outline the roles and responsibilities of the technical committee in a separate document.

***5.2.1 Resolution: That the members of the CWRPMG leadership group nominate a representative, from each member, to the partnership group. This advice to be forwarded to the secretariat by the 25th March 2019.
Moved: Cr Warren, LRC, Seconded: Cr Britton BoSC, Carried***

5.3 Combating Pests and Weeds - Federal Funding

An application in relation to the current funding round for, 'Combating Pests and Weeds in Drought' was explored in the hope that a shire would be able to sponsor this application as a collaborative approach. Due to funding guidelines, to execute this one shire would need to forego any individual funding.

This exploratory exercise was based on the newly formed collaborative workplan produced and provided by the partnership group based on work-shop based day undertaken to determine relative priorities across the region.

Further funding will need to be explored to establish a way forward with the collaborative workplan.

Location: AgForce

🏠 Boardroom

📅 Date: 25th February 2019

🕒 Time: 1pm-5pm

Discussion: Final applications to the federal funding

LRC – \$800 fencing, \$100 weeds

BoSC – \$100 weeds

BaSC – \$800 fencing, \$100 weeds

WSC – \$800 fencing, \$100 weeds

BTRC – \$400 fencing, \$100 weeds

DSC – \$150 weeds

BRC – \$400 fencing, \$100weeds

5.4 Chair

There was discussion on the Chair and its election process not occurring for several years. The constitution states:

The CWRPMG will appoint a Chairperson from the local government members at its first meeting.

The Chairperson is responsible for:

- Ensuring meetings are conducted in a timely and professional manner;
- Overseeing discussions and facilitating agreement on key decisions; and
- Calling for agenda times and setting future meeting dates.

In the event the Chairperson is unable to attend a meeting an appropriate alternative sub-committee core member is to be nominated by the Chairperson to act as interim Chairperson. In the event the Chairperson must vacate their role, the CWRPMG will elect a new Chairperson at their next meeting.

5.4.1 Resolution:

Cr Andrew Martin will be nominated to take on role of Chair for period of the next 12 months

Move: Cr Rob Chandler; Seconded: Cr Geoff Morton, Carried

5.4.2 Resolution: *CWRPM considers an amendment to the constitution chair guidelines that it be open to any representative to the group, to be considered at the next meeting*

Moved: Cr Rick Britton; Seconded: Cr Bruce Scott, Carried

5.6 Secretariat

Election / confirmation of secretariat position in Central West Regional Pest Management Group.

RAPAD funds the Wild Dog Coordinators position for approximately 0.2FTE, and it was provided on the basis that this contribution was for the role to act in a secretariat/ facilitation / coordination for the CWRPMG.

5.6.1 Resolution:

That RAPAD via K.Waddell remain as the secretariat for the CWRPMG

Moved: Gavin Baskett; Seconded: Ed Warren, Carried

5.7 Endorsement of Workplan

Location: AgForce

🏠 Boardroom

📅 Date: 25th February 2019

🕒 Time: 1pm-5pm

The CWRPMG- partnership group has finalized a collaborative workplan for 2019-2020 (financial year). This is to be tabled and as applicable endorsed by the leadership group at this meeting. Any relative amendments to the workplan shall be discussed and established.

Please be aware of the financial contribution set in the workplan for each shire to consider prior to the meeting. Workplan has been made available with this agenda.

Kristy and Vol provided overview of the priority setting. Michael Parker discussed the 5% allocation to assist regionally. Everybody saw the value of the joint communication. Looking at a roll out of further publicity to ensure collaborative works.

There was comment that regionally CWQ councils spend in excess of \$3m / yr on pest animal and weed control.

DCQ has supported the prickly acacia priority as it is the only known stand so far south.

Each year the partnership group will look at the year ahead for each upcoming year.

Amendment Resolution: Seed funding number 4, funding can be used 1, 2 & 3 and the travel costs.

5.7.1 Resolution:

That each council local government, subject to each council agreement, will commit to \$10000.00 / yr from 19-20 financial year as seed operation funding for the CWRPMG

Moved: Cr Chandler; Seconded: Cr Britton, Carried

5.7.2 Resolution:

The members hereby endorse CWRPMG collaborative workplan 2019/2020 financial year.

Moved: Cr Rick Britton; Seconded: Cr Andrew Martin, Carried

5.8 Logo for CWRPMG

Proposal of Central West Pest Management Group Logo. There was discussion that the RAPAD logo with Central West Regional Pest Management Group be used and this was agreed to

5.9 Appropriate strategy for leadership approval of new business between meetings

There was discussion on the manner to handle matters as they arise between meetings.

- Flying minute for additional arising business be used,
- There was agreement to amend the constitution to include the provision for flying minutes, at the next meeting.

New Business:

DFAT funding, Kristy to send out more information.

Next meeting: 27th May 2018 2pm

Meeting Closed: 3pm

Location: AgForce

🏠 Boardroom

📅 Date: 25th February 2019

🕒 Time: 1pm-5pm

CWRPMG - current	
Organisation	Nominee
Barcoo SC	Cr M Pratt
Boulia SC	Cr R Britton
Barcaldine RC	Cr R Chandler
Blackall – Tambo RC	Cr A Martin
Longreach RC	Cr E Warren
Diamantina SC	Cr G Morton
Winton SC	Cr G Baskett
DCQ	A.Drysdale
AgForce	V.Norris
QDAF / Biosecurity	M.Smith
DNRME	J.Reithmuller

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Australian Institute of Company Directors Scholarship	DOC REF: Item CEO8
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 13/3/2019
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CORPORATE PLAN REFERENCE:

HUMAN RESOURCES

Outcome 4.4 Manage Council's Human Resources in an effective manner to the betterment of the community

4.4.1 Ensure the workforce is adequately trained and offer staff development programs

PURPOSE:

To seek support from the Council for the application for a scholarship for the Chief Executive Officer to apply for the Australian Institute of Company Directors course which commences in May 2019.

CONTENT:

Department of Local Government, Racing and Multicultural Affairs Scholarship program for the Australian Institute of Company Directors courses, offered to women in local government.

The Department provides scholarships for a range of training programs to assist local government officers and elected members to build on their skills, knowledge and expertise.

This opportunity is offered under the Department's Women in Local Government Strategy and is an opportunity for female Council staff and elected members to undertake these courses. The scholarship candidates' tuition fees will be paid by the Department and the Department may also consider providing assistance with travel expenses to candidates from rural, remote and Indigenous shire Councils. Applications are now open for the following scholarship programs:

Australian Institute of Company Directors (AICD):

- Foundations of Directorship to be offered in Brisbane on 29–31 May 2019 (suited to senior female Council staff)

Council staff applicants

1. Minimum of two years' experience in a related position in local government.
2. All female Council staff may apply, preference may be given to staff from rural, remote and Indigenous shire Councils.
3. Relevance of the qualification to the candidate's position.
4. Qualification does not duplicate previous studies undertaken by the staff member.
5. Preference given to staff who have not previously received a DILGP/DLGRMA sponsorship.

Candidates are required to provide a curriculum vitae and submit a statement in support of their application (i.e. in terms of how undertaking the particular program will assist them to realise their career goals and aspirations, enhance their career progression and also benefit their Council).

Candidates must provide evidence of endorsement of their application by including a commitment by Council to support the candidate in completing the program wherever possible.

CONSULTATION: Mayor – course identified in Performance review.

GOVERNANCE IMPLICATIONS:

- Accommodation and travel costs – (only accommodation costs if the travel expenses are paid by the Department.)

RECOMMENDATION:

- That the Council support the application by the CEO to the Australian Institute of Company Directors (AICD): Foundations of Directorship scholarship program.
- That the CEO complete the relevant documents for submission to Pamela.Cameron@dlgrma.qld.gov.au by 30 April 2019.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Manager Corporate & Financial Services Report	DOC REF: Item FM1
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REPORT BY:	Kaylene Sloman	DATE: 11/03/2019
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<p>CORPORATE PLAN REFERENCE: GOVERNANCE Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.</p>

<p>PURPOSE: Financial Summary as at 28th February 2019.</p>
--

Cash Position:

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

	28th February 2019	31st January 2019
Cash at Hand	\$15,211,552	\$14,237,692
Net Cash Equivalent (Debtors-Creditors)	966,235	582,219
Total	\$16,177,787	\$14,819,911

AGED DEBTORS 28th February 2019

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	2,566.87	55.00	1,210.00	26,610.01	(685,00)	29,756.88

RATES 28th February 2019

Total Outstanding \$ 951,316.90

CREDITORS 28th February 2019 **\$ 35,880.18**

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 28th February 2019

	<i>2019 Actual</i>	<i>Original 18/19</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	✔ 1,315,442	1,260,820
Fees and charges	235,391	277,650
Rental income	✔ 129,952	309,220
Interest received	201,890	295,000
Sales - contract and recoverable works	✔ 4,108,795	3,594,266
Grants, subsidies, contributions and donations	1,927,625	3,864,315
Total Recurrent Revenue	7,919,095	9,601,271
Capital Revenue		
Grants, subsidies, contributions and donations	✔ 3,039,512	6,820,635
Total Capital Revenue	3,039,512	6,820,635
Total Revenue	10,958,607	16,421,906
Total Income	10,958,607	16,421,906
Expenses		
Recurrent Expenses		
Administration & Governance Expenses	✔ (1,979,702)	(2,166,595)
Environmental Costs	(175,005)	(336,482)
Infrastructure Maintenance	(980,610)	(1,687,960)
Depreciation	(583,294)	(3,431,912)
Recoverable Works Costs	(4,942,777)	(4,134,361)
Net Plant Operating Expenses	410,865	1,224,000
Community Service Costs	✔ (457,979)	(1,402,420)
General Maintenance	✔ (587,381)	(1,015,005)
Total Recurrent Expenses	(9,295,883.00)	(12,950,735)
Total Expenses	(9,295,883)	(12,950,735)
Net Result Attributable to Council	✔ 1,662,724	3,471,171

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 28th February 2019

	<i>2019 Actual</i>	<i>Original 18/19</i>
Current Assets		
Cash and cash equivalents	15,211,552	11,589,112
Trade and other receivables	1,378,873	1,566,024
Inventories	264,063	300,552
Total Current Assets	16,854,488	13,455,688
Non-current Assets		
Property, plant and equipment	153,940,451 ▲	161,306,666
Total Non-current Assets	153,940,451	161,306,666
TOTAL ASSETS	170,794,939	174,762,354
Current Liabilities		
Trade and other payables	122,698	801,578
Borrowings	(8,789) ▼	52,000
Provisions	792,600 ▲	208,482
Total Current Liabilities	906,509	1,062,060
Non-current Liabilities		
Borrowings	1,147,358	1,207,139
Provisions	116,999	49,965
Total Non-current Liabilities	1,264,357	1,257,104
TOTAL LIABILITIES	2,170,866	2,319,164
NET COMMUNITY ASSETS	168,624,073 ▲	172,443,190
Community Equity		
Asset revaluation reserve	85,512,318 ▲	85,512,319
Retained surplus	83,111,755 ▲	86,930,871
TOTAL COMMUNITY EQUITY	168,624,073 ▲	172,443,190

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 28th February 2019

	<i>2019 Actual</i>	<i>Original 18/19</i>
Cash Flows from Operating activities:		
Receipts from customers	3,114,754	5,207,736
Payments to suppliers and employees	(8,978,130)	(8,975,453)
	(5,863,376)	(3,767,717)
Interest received	201,890	295,000
Rental income	137,641	309,220
Non-capital grants and contributions	4,004,791	3,794,015
Borrowing costs	0	(74,560)
Net Cash Inflow (Outflow) from Operating Activities	(1,519,054)	555,958
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(187,784)	(1,642,813)
Grants, subsidies, contributions and donations	3,039,512	1,598,880
Net Cash Inflow (Outflow) from Investing activities	2,851,729	(43,933)
Cash Flows from Financing activities		
Repayment of borrowings	(23,974)	(44,881)
Net Cash Inflow (Outflow) from Financing activities	(23,974)	(44,881)
Net Increase (Decrease) in Cash and Cash Equivalents held	1,308,701	467,144
Cash and Cash Equivalents at beginning of Reporting period	13,902,851	11,121,968
Cash and Cash Equivalents at end of Reporting period	\$ 15,211,552	\$ 11,589,112

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

DOCUMENTS TO BE TABLED: Major Projects, Major Road Works, Flood Damage Works

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Min Min Encounter February 2019 Report	DOC REF: Item F
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REPORT BY:	Anna Karra	DATE: 04/03/2019
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CORPORATE PLAN REFERENCE: Theme – SOCIAL

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

- Marketing - Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services - Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for February 2019	\$534.95
MME Visitor Stats for February 2019	22
MME Show Stats for February 2019	2
BHC Stats for February 2019	None - Closed in February

Social Media Statistics for February 2019:

Page	Page Likes	Reached	Shares
Boulia Shire Council	24	7,311	108
What's on in Boulia	7	8,072	148
Min Min Encounter	43	19,760	321

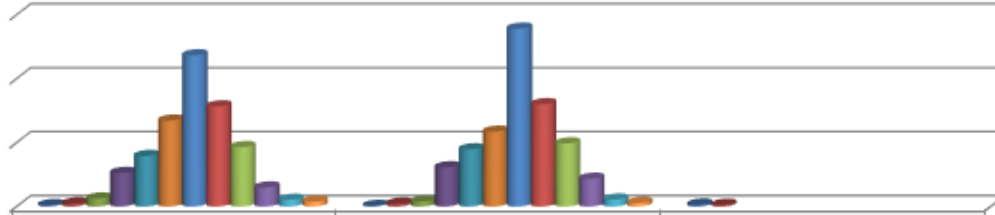
REPORT ON ACTIVITIES HELD FOR FEBRUARY 2019

The visitor numbers for the month of February was down due to road closures following the rain and flood event. But this has kept our phone busy with many enquiries about the condition of the roads and with visitors planning to visit us soon. This month I have attended the Victorian Caravan and Camping show in Melbourne. I have attached a detailed report on this trade show at the end of this report.

We have had 18 bus bookings so far for 2019 for both the Min Min Encounter show and Boulia Heritage Complex tour. Our bookings start from mid-April until end of October. These bookings are excluding tag along tours which will be booked closer to their travel dates. The template for Coffee and Ice-cream vouchers are ready and hoping that this incentive will see visitors spend more on our merchandise this year. The most exciting news for this month is the arrival of two life size camel figurines to the Min Min Encounter. 'Name the Camels' contest is on for locals and tourists to suggest a name each for the mother and baby camel. Winners will be announced on the Saturday of Boulia Camel Races weekend.

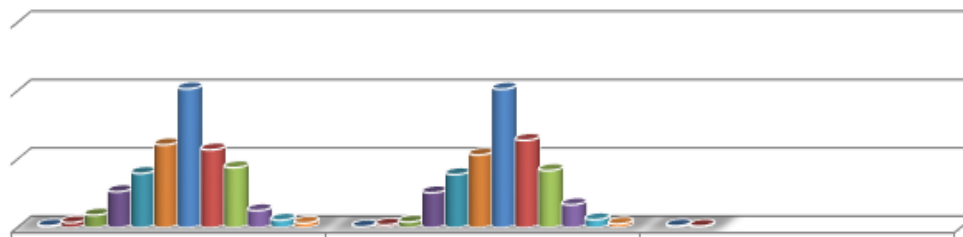
We have also organised Clean-up Australia Day on the 28th of February which was well attended by students and staff from Boulia State School, Boulia Community Support Services members and Council staff.

Min Min Encounter & BHC Tickets & Merchandise Sales



	2017	2018	2019
January	\$468.00	\$199.50	\$635.90
February	\$986.80	\$941.90	\$534.95
March	\$2,527.60	\$1,570.40	
April	\$10,507.97	\$12,261.15	
May	\$15,819.82	\$17,912.50	
June	\$26,898.35	\$23,428.55	
July	\$47,314.75	\$55,628.45	
August	\$31,345.60	\$32,009.00	
September	\$18,576.75	\$19,744.51	
October	\$5,981.65	\$8,699.05	
November	\$2,105.20	\$2,198.20	
December	1,520.75	1,127.96	

Min Min Encounter Visitor Numbers



	2017	2018	2019
January	25	13	26
February	72	38	22
March	183	82	
April	526	510	
May	793	776	
June	1212	1063	
July	2031	2026	
August	1138	1277	
September	877	835	
October	249	335	
November	109	116	
December	65	54	

ATTACHMENTS: Report on Victorian Camping and Caravan Show in Melbourne

RECOMMENDATION:

That the Min Min Encounter February 2019 Report be received for information.

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Anna Karra's Report on Victorian Camping and Caravan Show in Melbourne

I have been to the Caravan and Camping Show in Melbourne to promote Boulia Shire Tourism from 20th to 25th of February.

I worked together with tourism officers from Winton, Diamantina, Barcoo and Hughenden in the Outback Queensland Stand. It was a great five day experience to be able to talk to potential Victorian visitors to Queensland, especially to the Outback.

The other aspect that I am very excited about this year was that when I went to Alice Springs last year for the Outback Highway AGM with the Mayor and the CEO, I met Tourism Officers from Alice Springs Visitor Information Centre and a few other tourism operators in Alice Springs. They have attended this trade show representing the NT stand. So they were sending visitors with enquiries about the Donohue/Plenty Highway over to me for information on Boulia and other Outback Queensland towns and we directed many people wanting to drive through Outback Qld to Alice Springs.

The only difficult part was that many people expressed concerns about flood water, road closures and loss of cattle and properties around Julia Creek, Cloncurry, Winton and Birdsville. Each of us at the Outback Queensland stand constantly had to explain to them that flood waters will recede soon as there's nothing to hold it still and roads will undergo quick maintenance to any damage caused. OQTA Marketing Co-ordinator Sally Bird said the same concerns were raised at the Adelaide Trade Show which was just a few days before the Victorian Caravanning and Camping Show. So we all agreed upon promoting positive social media posts and advertising to change that negative perception to positive publicity.

The visitor statistics recorded at the OQTA stand are as follows:
These are the number of people with genuine interest and enquiries.

2019	2018
Wednesday - 119	Wednesday - 118
Thursday - 128	Thursday - 157
Friday - 325	Friday - 233
Saturday - 312	Saturday - 288
Sunday - 222	Sunday - 395
Monday - 110	Monday - 124

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)	DOC REF: Item G
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 6/03/2019
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CORPORATE PLAN REFERENCE: Social: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle.
Outcome 2.1 Support opportunities to develop the community through partnerships.
Outcome 2.2 Provide and support improved access to services within the shire.

PURPOSE:

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

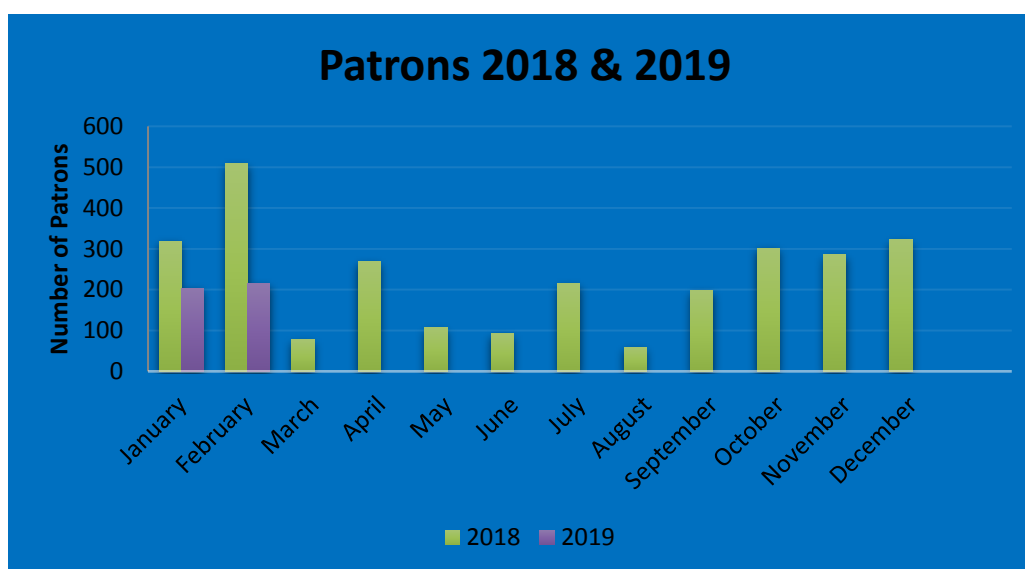
CONTENT:

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours:16 After Hours: 57
• Squash	0
• Casual entry usage	34
• Kids usage	110
• Membership usage	71
• Merchandise sales	\$0.00
• Admission	\$1.50
• Refreshment sales	\$76.50

Activities held this month:

No activities were held this month. But we did put inflatable toys in the pool for the kids to enjoy and we had colouring available when asked for.



RECOMMENDATION:

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

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	Library	DOC REF: Item H
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REPORT BY:	Dorothy James	DATE: 08/03/2018
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CORPORATE PLAN REFERENCE: SOCIAL

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

Cultural Facilities & Services Objective - Provide facilities for arts and cultural activities and the Preservation of historic and heritage artefacts.

PURPOSE:

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

CONTENT:

Boulia Shire Council provides a well-appointed Library facility which is open 5 days per week from 1pm to 5pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	217
Wi Fi	72
Number of new members - local	2
Tourist Member	

LIBRARY ACTIVITIES

Arts and craft with younger kids has been displayed on our toy room windows.

School visits will resume in term 1 once a month.

Our Library has been very busy with our younger children.

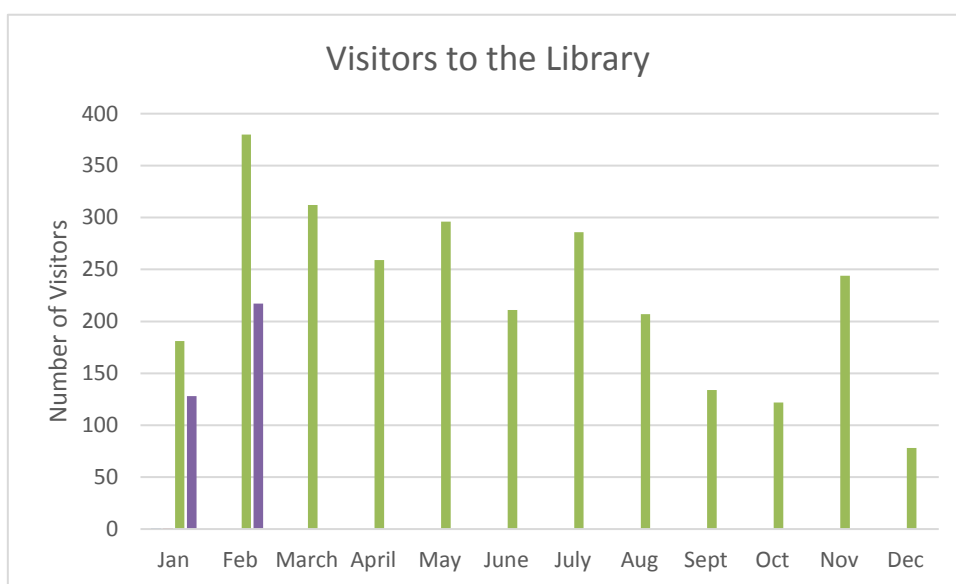
Printing is still being carried out for both the Min Min Encounter and the Boulia Heritage Complex as handouts are still being required for both venues.

Wi Fi usage once again has continued this month mostly with our youth and younger kids.



Here are some photos of the younger children.

Visitor Statistics Comparison



RECOMMENDATION:

That Council receive the Library report for information.

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	WORK HEALTH AND SAFETY (INFORMATION REPORT)	DOC REF: Item 1
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REPORT BY:	Mrs Julie Dorries Work Health and Safety	DATE: 13/03/2019
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CORPORATE PLAN REFERENCE:

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

PURPOSE:

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

CONTENT:

Financial Year to Date Incident Tally

Incidents and Near Misses Reported	Tally	Minor	Severe	Near Miss	Plant
• Boulia Sports and Aquatic Centre	7	4		3	
• Boulia Library	-				
• Boulia Post Office	2	2			
• Stonehouse	3	3			
• Boulia Shire Office	7	5	1	1	
• Boulia Shire Depot	14	7		1	6
• Housing	1	1			
• Airport	-				
• General Public					
• Roads	2	2			
• Min Min Encounter	1	1			

Incidents this Month –

Incidents and Near Misses Reported	Tally	Minor	Severe	Near Miss	Plant	Details
• Boulia Sports and Aquatic Centre						
• Boulia Library						
• Boulia Post Office						
• Stonehouse						
• Boulia Shire Office						
• Boulia Shire Depot		1				Vehicle 566 bogged – no damage to vehicle or driver
• Housing	1			1		Electric shock through old power point
• Airport						
• General Public						
• Roads						
• Min Min Encounter						

WHS Activities	WHS Actions
Inductions	Contractor and staff inductions are continuing, this is an ongoing task to ensure all staff have completed sufficient safety training before entering a Council site.
Quarterly Focus	By having a simple quarterly focus on one or two work procedures that maybe getting forgotten is proving to be worthwhile, quarterly focus - Vehicle cleanliness, plant inductions.
Review WHS Forms	Reviewing all WHS Forms and Safe Work Method Statements.
Policy and Procedures	Develop employee plant induction forms

RECTIFICATION ACTION PLANS:

Hazard inspections are due monthly and any hazards that cannot be immediately rectified will be translated into our RAPs

TRAINING REQUIRED:

RECOMMENDATION:

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

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Ordinary Meeting of Council

Date: Wednesday 20th March 2019



Late Reports:

- ★ Item FM2 – Budget Review December 2018

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th March 2019

TITLE:	BUDGET REVIEW DECEMBER 2018	DOC REF: Item FM2 - LATE REPORT
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REPORT BY:	Kaylene Sloman Manager Corporate & Financial Services	DATE: 17/03/2019
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CORPORATE PLAN REFERENCE: GOVERNANCE

Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.

PURPOSE:

Budget Review to 31st December 2018 based on trends to date.

CONTENT:

The attached budget review has been completed based on the best estimate of income and expenditure as known to 31st December 2018.

The review examines each line item and highlights changes based on trend or known variations as approved by Council, or anticipated based on best estimate. A short comment against each item provides a brief outline of the basis for the revision and the summary on the last page provides an overall anticipated result, based on the information current at the time of preparation.

The budget review is recommended to Council for adoption.

CONSULTATION: CEO

GOVERNANCE IMPLICATIONS: Revision of the budget requires Council endorsement.

RECOMMENDATION:

That the budget review as presented to Council be received and that the revised budget variations as shown be adopted.

TABLED DOCUMENTS: Budget Review December 2018

Approved by Chief Executive Officer	Ms Lynn Moore
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Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
ANIMAL CONTROL						
Domestic Animal Control (Fees & Chgs)	3,000	4,200	2,892	69%	4,200	
Domestic Animal Control Operational	(10,000)	(10,000)	(574)	6%	(10,000)	
	(5,800)	(5,800)	2,319		(5,800)	
PEST PLANTS (NOXIOUS)						
PEST ANIMALS						
Wild Dog Control Bait Sales Revenue	2,500	2,500	591	24%	2,500	
Feral Animal Control Expenditure	(16,600)	(16,600)	(5,050)	30%	(16,600)	
	(14,100)	(14,100)	(4,460)		(14,100)	
TOWN COMMON						
Town Common Agistment Fees	5,500	5,500	2,999	55%	5,500	
Town Common Expenses	(40,500)	(40,500)	(2,626)	6%	(40,500)	
	(35,000)	(35,000)	373		(35,000)	
STOCK ROUTES						
Stock Route Network Expenses			(29,491)		0	Stock Route Capital Funding Works, Acquittal process February 2019.
Stock Route Expenses	(20,470)	(20,470)	(9,764)	48%	(20,470)	
	(20,470)	(20,470)	(39,255)		(20,470)	
ENVIRONMENT MANAGEMENT						
Cooridgee Reserve Lease	60,000	60,000	60,796	101%	60,000	
Butchers Paddock Lease	9,300	9,300	9,328	100%	9,300	
Environmental Mgmt Expenses	(101,650)	(105,350)	(32,364)	31%	(105,350)	
Rehabilitation Landfill Management & Gravel Pits	(10,000)	(10,000)	0	0%	(10,000)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
	(42,350)	(46,050)	37,760		(46,050)	
<u>PUBLIC ORDER & SAFETY</u>						
SES Grants - Recurrent	16,920	16,920	0	0%	16,920	
SES Operational Expenditure	(14,550)	(16,515)	(7,618)	46%	(16,515)	
Fire Services Collection Fee	500	500	0	0%	500	
Counter Disaster Plan & Committee -LDMG	(200)	(200)	0	0%	(200)	
	(16,295)	705	(7,618)		705	
<u>HOUSING</u>						
Housing - Rent	210,080	210,080	93,813	45%	210,080	
Housing - Furniture Rental	0	0	611		0	
Housing Revenue - Other (RTA Bond Refunds)	1000	1,000	0	0%	1,000	
Housing Expenses	(350,000)	(350,000)	(150,474)	43%	(350,000)	
Legal Expenses Sale of Cnl Houses	(1,000)	(1,000)	0	0%	(1,000)	
	(139,920)	(139,920)	(56,050)		(139,920)	
<u>HOUSING - PENSIONER</u>						
Pensioner Units Revenue	16,640	16,640	4,340	26%	16,640	
Pensioner Exp	(16,000)	(16,000)	(12,807)	80%	(16,000)	
	640	640	(8,467)		640	
<u>TOWN PLANNING</u>						
Town Plan Application Fees (GST Exempt)	4,000	4,000	0	0%	4,000	
Consultancy Expenditure	(10,000)	(10,000)	(14,425)	144%	(10,000)	Application for extraction of sand - Harris

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
Industrial Estate - Land rent / rates	(1,300)	(1,300)	0	0%	(1,300)	
	(7,300)	(7,300)	(14,425)		(7,300)	
<u>BUILDING APPLICATIONS</u>						
Building Certificate Fee GBA - Retainer	(8,000)	(8,000)	0	0%	(8,000)	
	(8,000)	(8,000)	0		(8,000)	
<u>NATIVE TITLE</u>						
Legal Expense	(10,000)	(10,000)	0	0%	(10,000)	
	(10,000)	(10,000)	0		(10,000)	
<u>STREET LIGHTING & CAMERA'S</u>						
Street Lighting & Camera's Operational Expenditure	(17,500)	(17,500)	(5,815)	33%	(17,500)	
Solar Street Lighting	(3,000)	(3,000)	0	0%	(3,000)	
	(20,500)	(20,500)	(5,815)		(20,500)	
<u>CEMETERY</u>						
Cemetery Revenue	2,000	5,000	2,236	45%	5,000	
Cemetery Expenses	(35,000)	(40,630)	(1,525)	4%	(40,630)	
	(33,000)	(35,630)	711		(35,630)	
<u>COMMUNICATION</u>						
Communication Expenditure	(11,650)	(11,650)	(2,452)	21%	(11,650)	
	(11,650)	(11,650)	(2,452)		(11,650)	
<u>SPORT & RECREATION ACTIVITIES</u>						
Council Community Assistance	(100,000)	(100,000)	(41,814)	42%	(100,000)	
	(100,000)	(100,000)	(41,814)		(100,000)	
<u>BOULIA RACECOURSE RESERVE</u>						
Revenue Racecourse Reserve	10,000	10,000	5,386	54%	10,000	
Racecourse Reserve Expenditure	(180,640)	(180,640)	(98,865)	55%	(180,640)	
	(170,640)	(170,640)	(93,479)		(170,640)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
<u>BOULIA SPORTS/ AQUATIC CENTRE</u>						
Sports Centre Revenue	3,500	3,500	1,574	45%	3,500	
Sports Centre Merchandise Sales	150	150	95	63%	150	
Sports Centre Cafe Sales	500	500	464	93%	500	
Sports Centre Café Hire Fees	500	500	132	26%	500	
Sports Centre Expenditure	(237,245)	(237,245)	(115,241)	49%	(237,245)	
	(232,595)	(232,595)	(112,976)		(232,595)	
<u>PARKS & GARDENS EXPENSE</u>						
Parks & Gardens Expense	(462,894)	(706,441)	(264,807)	37%	(706,441)	
Boulia Town Gardens landscaping project	(25,000)	(25,000)	0	0%	(25,000)	
	(487,894)	(731,441)	(264,807)		(731,441)	
<u>BOULIA PUBLIC HALL</u>						
Hall Hire Fees	2,500	2,500	1,580	63%	2,500	
Operational & Maintenance Expenditure	(33,304)	(33,304)	(20,849)	63%	(33,304)	
	(30,804)	(30,804)	(19,269)		(30,804)	
<u>URANDANGIE MEDICAL CENTRE</u>						
Urandangie Medical Centre Expenses	(15,950)	(15,950)	(12,152)	76%	(15,950)	
	(15,950)	(15,950)	(12,152)		(15,950)	
<u>RSL HALL</u>						
RSL Hall Operational & Maintenance Expenditure	(4,600)	(4,600)	(1,513)	33%	(4,600)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

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	(4,600)	(4,600)	(1,513)		(4,600)	
<u>BOULIA LIBRARY</u>						
Boulia Library Grant	1,200	1,200	0	0%	1,200	
Sales	250	250	199	79%	250	
Library Meeting Room	100	100	0	0%	100	
Urandangie Library Resources	(1,000)	(1,000)	0	0%	(1,000)	
Library Expenditure (Operational)	(64,130)	(64,130)	(42,267)	66%	(64,130)	
	(63,580)	(63,580)	(42,068)		(63,580)	
<u>STONEHOUSE MUSEUM</u>						
Stonehouse Admissions	22,000	22,000	12,468	57%	22,000	
Stonehouse (Operational) Expenditure	(96,630)	(96,630)	(47,791)	49%	(96,630)	
	(74,630)	(74,630)	(35,323)		(74,630)	
<u>MIN MIN ENCOUNTER</u>						
Min Min sales	50,000	50,000	35,126	70%	50,000	
Min Min Admissions	60,000	60,000	60,852	101%	60,000	
Min Min Expenditure	(266,360)	(266,360)	(158,009)	59%	(266,360)	
	(156,360)	(156,360)	(62,031)		(156,360)	
<u>POST OFFICE</u>						
Post Office Sales	22,000	22,000	12,368	56%	22,000	
Commission & Fees Earned	32,500	32,500	13,143	40%	32,500	
Post Office Expenditure	(154,090)	(154,090)	(94,056)	61%	(154,090)	
	(99,590)	(99,590)	(68,544)		(99,590)	
<u>ARTS & FESTIVALS</u>						
RADF-Programs	(2,250)	(2,250)	(2,318)	103%	(2,250)	
	(2,250)	(2,250)	(2,318)		(2,250)	
<u>AERODROME</u>						
Boulia Aero- Sale of Avgas	38,000	38,000	15,162	40%	38,000	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
Airport Landing Fees	150	150	0	0%	150	
Avgas Refuelling Fees	2,500	2,500	1,621	65%	2,500	
Boulia Aero- cost of avgas	(34,500)	(34,500)	0	0%	(34,500)	
Operational Expenditure	(93,900)	(100,805)	(69,069)	69%	(100,805)	
	(125,310)	(94,655)	(52,286)		(94,655)	
<u>COMMUNITY CELEBRATIONS</u>						
Civic functions	(7,000)	(7,000)	(1,712)	24%	(7,000)	
	(7,000)	(7,000)	(1,712)		(7,000)	
<u>THE OLD BUTCHER SHOP</u>						
Butcher Shop Lease Payments	0	0	191		0	
Butcher Shop Maintenance	(4,750)	(4,750)	(4,462)	94%	(4,750)	
	(4,750)	(4,750)	(4,271)		(4,750)	
<u>COMMUNITY BUS</u>						
Bus Hire Revenue	10,000	10,000	10,060	101%	10,000	
	10,000	10,000	10,060		10,000	
<u>COMMUNITY WELFARE</u>						
Bursary - School / QCWA	(500)	(500)	0	0%	(500)	
	(22,870)	(500)	0		(500)	
<u>WATER SUPPLY</u>						
Water Rates & Charges	152,000	179,140	81,528	46%	179,140	
Water Discount on Rates	(15,000)	(15,460)	(1,206)	8%	(15,460)	
Bulk Water	5,000	5,000	0	0%	5,000	
Water Connection	0	0	0		0	
Water Expenditure	(152,280)	(182,070)	(76,192)	42%	(182,070)	
Outback Regional Water Group	(18,000)	(18,000)	(3,488)	19%	(18,000)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
	(28,280)	(31,390)	641		(31,390)	
BOULIA SEWERAGE						
Sewerage -Rates & Charges	116,000	116,000	57,950	50%	116,000	
Sewerage Discount - Rates	(10,500)	(10,500)	(790)	8%	(10,500)	
Sewerage Expenses	(43,400)	(43,400)	(23,512)	54%	(43,400)	
	62,100	62,100	33,648		62,100	
GARBAGE & WASTE MANAGEMENT						
Garbage -Rates & Charges	111,500	111,500	54,511	49%	111,500	
Garbage -Discount	(9,020)	(9,020)	(651)	7%	(9,020)	
Garbage Expenses	(90,030)	(122,462)	(65,343)	53%	(122,462)	
	12,450	(19,982)	(11,483)		(19,982)	
SHIRE ROADS						
Shire Road Expenditure (Includes Mtce Grading)	(600,000)	(600,000)	(73,573)	12%	(600,000)	
Borrow Pits - Quarries - EPA	(11,100)	(11,100)	0	0%	(11,100)	
ORRG expenses	(44,000)	(44,000)	(17,358)	39%	(44,000)	
Regional Roads Working Group	(2,000)	(2,000)	0	0%	(2,000)	
Inland Qld Road Action Working Group	(5,000)	(5,000)	0	0%	(5,000)	
	(662,100)	(662,100)	(90,931)		(662,100)	
MAIN ROADS						
RMPC Revenue 2018	1,850,750	2,166,725	1,598,455	74%	2,166,725	
RMPC Expense 2018	(1,850,750)	(2,166,725)	(962,910)	44%	(2,166,725)	
	0	0	635,545		0	
SPECIAL PROJECTS						

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W4Q2 Toilet Shower Truck Parking Bay -2 Yr program	100,000	100,000	85,000	85%	100,000	
W4Q2 Toilet Shower Truck Parking Bay -2 Yr program	(100,000)	(100,000)	(73)	0%	(100,000)	
	0	0	84,927		0	
<u>BLACKSPOT PROJECTS</u>						
Blackspot Expenditure	(1,000)	(1,000)	0	0%	(1,000)	
	(1,000)	(1,000)	0		(1,000)	
<u>PRIVATE RECOVERABLE WORKS</u>						
Recoverable Private Works	45,000	45,000	1,640	4%	45,000	
Recoverable Private Work-Expenditure	(35,000)	(35,000)	0	0%	(35,000)	
	10,000	10,000	1,640		10,000	
<u>TOURISM & PROMOTION</u>						
Tourism & Promotion Advertising (Area and Region Promotion)	(175,247)	(175,247)	(89,751)	51%	(175,247)	
"Welcome to Pitta Pitta Country" signage	(10,000)	(10,000)	0	0%	(10,000)	
	(185,247)	(185,247)	(89,751)		(185,247)	
<u>BOULIA URBAN CATEGORY</u>						
General Rates	91,000	981,110	492,415	50%	981,110	
Discount Allowed	(8,500)	(91,950)	(70,260)	76%	(91,950)	
Interest Overdue Rates	7,000	10,000	3,553	36%	10,000	
State Pensioner Subsidy Expense	0	0	315		0	
Council Pensioner Subsidy	0	0	(270)		0	
	89,500	899,160	425,753		899,160	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

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GENERAL GRANTS						
FAGS	2,237,405	2,237,405	547,887	24%	2,237,405	
Roads Grant	768,190	768,190	196,253	26%	768,190	
Funding Revenue		99,700	126,025	126%	99,700	
Funding Expenditure		(122,070)	(294,595)	241%	(122,070)	Grants approved post Budget adoption.
Grant Contribution Allowance	(50,000)	(50,000)	0	0%	(50,000)	
	2,955,595	2,933,225	575,569		2,933,225	
SUNDRY INCOME						
Sundry Income	5,000	27,298	59,643	218%	27,298	Includes Auction proceeds \$43,406.10
Insurance Settlement			205,469		0	
Other Lease income	22,500	22,500	2,200	10%	22,500	
Land rent	(1,000)	(1,000)	0	0%	(1,000)	
	26,500	48,798	267,312		48,798	
BANK INTEREST RECEIVED						
Queensland Treasury Corporation	260,000	260,000	105,484	41%	260,000	
Commonwealth Bank	25,000	25,000	15,656	63%	25,000	
	285,000	285,000	121,141		285,000	
EXECUTIVE TEAM EXPENSES						
Chief Executive Officer		(197,950)	(114,527)	58%	(197,950)	
CEO & Executive Team Expenses	(232,483)	(224,590)	(125,695)	56%	(224,590)	
	(232,483)	(422,540)	(240,221)		(422,540)	
COUNCILLORS EXPENSES						
Councillor Expenses	(274,920)	(274,920)	(115,308)	42%	(274,920)	
	(274,920)	(274,920)	(115,308)		(274,920)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
OFFICE ADMINISTRATION						
Office Administration Expenditure	(621,790)	(621,790)	(332,336)	53%	(621,790)	
	(621,790)	(621,790)	(332,336)		(621,790)	
GENERAL EXPENSES						
Grant LGGSP Asset Management Plan 2 Yr program	18,000	18,000	0	0%	18,000	
Grant LGGSP Asset Management Plan 2 Yr program	(46,300)	(46,300)	0	0%	(46,300)	
General Office Expenditure	(143,008)	(143,008)	(42,542)	30%	(143,008)	
BESPOC	(25,000)	(25,000)	0	0%	(25,000)	
Finance Audit Services	(55,000)	(55,100)	(32,189)	58%	(55,100)	
Valuation Fees	(20,000)	(20,000)	(6,042)	30%	(20,000)	
Bank Charges	(20,000)	(20,000)	(6,084)	30%	(20,000)	
Loan Interest Charges		(54,560)	(23,474)	43%	(54,560)	
	(291,408)	(345,968)	(110,332)		(345,968)	
INFORMATION TECHNOLOGY						
IT & C Operational Exp	(16,500)	(71,500)	(17,261)	24%	(71,500)	
Software Licence Renewal	(120,000)	(120,000)	(77,091)	64%	(120,000)	
	(136,500)	(191,500)	(94,352)		(191,500)	
WORKPLACE HEALTH & SAFETY / RISK						
TQM Operational Expenditure	(70,300)	(70,300)	(15,195)	22%	(70,300)	
GHS - Safety Signage Upgrade	(30,000)	(30,000)	0	0%	(30,000)	
	(100,300)	(100,300)	(15,195)		(100,300)	
EMPLOYEE ENTITLEMENT						
Superannuation	(355,560)	(355,560)	(165,269)	46%	(355,560)	

Bouliia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

Description	Adopted 2018/19 Budget	Adopted 2018/19 Budget - Restructured for SynergySoft	Actuals as at 31st December 2018	Percentage Used	Proposed Amended Budget as at 31st December 2018	Comments
Annual Leave	(306,900)	(306,900)	(123,701)	40%	(306,900)	
Long Service Leave	(32,930)	(32,930)	(18,533)	56%	(32,930)	
Sick Leave	(132,565)	(132,565)	(54,660)	41%	(132,565)	
Statutory Holiday	(82,580)	(82,580)	(42,623)	52%	(82,580)	
Bereavement Leave	(1,245)	(1,245)	0	0%	(1,245)	
TOIL	(1,885)	(1,885)	(3,728)	198%	(1,885)	More toil stored than taken.
	(913,666)	(913,666)	(408,514)		(913,666)	
<u>OTHER EMPLOYEE BENEFITS</u>						
Fringe Benefits Tax Refunds FBT	0	0	(3,007)		0	
Work Experience	8,000	8,000	0	0%	8,000	
Allowance and Bonus	(120,000)	(120,000)	(86,568)	72%	(120,000)	
Wet Weather Provision	0	0	0		0	
Uniforms and PPE	(25,000)	(25,000)	(6,102)	24%	(25,000)	
Professional Membership	(4,500)	(4,500)	0	0%	(4,500)	
Gifts and Entertainment	(8,500)	(8,500)	(186)	2%	(8,500)	
Other Employee Benefits (Workers Comp Exp)	(5,000)	(5,000)	(0)	0%	(5,000)	
Training & Development	(100,000)	(100,000)	(37,367)	37%	(100,000)	
Employee Assistance Program	(15,500)	(15,500)	(4,378)	28%	(15,500)	
Recruitment & Selection Expenditure	(10,000)	(10,000)	(2,749)	27%	(10,000)	
On Cost Recoveries-Administration	1,600,000	1,600,000	963,599	60%	1,600,000	
	1,319,500	1,319,500	823,243		1,319,500	
<u>WORKS ADMINISTRATION</u>						
Works Administration (Operational) Expenditure	(214,100)	(272,870)	(118,539)	43%	(272,870)	

Boulia Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

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Depot Workshop (Operational) Expenditure	(51,600)	(51,600)	(21,010)	41%	(51,600)	
Stores Expenditure	(126,640)	(126,640)	(45,808)	36%	(126,640)	
Wash Down Bay	(22,600)	(22,600)	(6,991)	31%	(22,600)	
On Cost Recoveries-Works	246,000	246,000	25,756	10%	246,000	
	164,630	(227,710)	(166,591)		(227,710)	
<u>PLANT SERVICES</u>						
Fuel Tax Credit	45,000	45,000	49,454	110%	45,000	
Plant Hire Running Expense	(800,000)	(800,000)	(340,810)	43%	(800,000)	
Plant Hire Expense Offset Account	1,600,000	1,600,000	820,137	51%	1,600,000	
	845,000	845,000	528,781		845,000	
<u>FLOATING PLANT & LOOSE TOOLS</u>						
Floating Plant / Loose Tool Exp	(15,000)	(15,000)	0	0%	(15,000)	
Maintenance	(11,000)	(11,000)	0	0%	(11,000)	
	(26,000)	(26,000)	0		(26,000)	
<u>PLANT ON COST RECOVERIES</u>						
On Cost Recoveries-Plant	450,000	450,000	0	0%	450,000	
	450,000	450,000	0		450,000	
	821,982	696,250	921,304		696,250	
2018-2019 Operating Budget						
Revenue	11,691,560					

Bouliā Shire Council - Operating Budget 2018-19 Review as at 31st December 2018

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Expenditure	(11,016,810)					
Surplus	674,750					