

# Boulia Shire Council



## General Meeting

Friday 26<sup>th</sup> March 2021





## BOULIA SHIRE COUNCIL

19<sup>th</sup> March 2021

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 26<sup>th</sup> March 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the 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 meetings Pg.5
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.19
  - DIRECTOR OF WORKS AND OPERATIONS
    - Item DWO1 Grants Work Status Summary Pg.22
  - INFORMATION REPORTS
    - Item A NDRRA Flood Damage Works Department *Nil due to leave*
    - Item B Foreman, Road Maintenance and Utility Services Pg.24
    - Item C Foreman, Roads Maintenance and Construction Pg.29
    - Item D Rural Lands Protection Officer Pg.30
    - Item E Work Camp Pg.32
  - CHIEF EXECUTIVE OFFICER
    - Item CEO1 CEO February 2021 Report Pg.33
    - Item CEO2 Action List Pg.35
    - Item CEO3 Policy Review – Study Policy and Employee Travel and Training Policy Pg.41
    - Item CEO4 Delegations to CEO and CEO to Staff Review Pg.55
    - Item CEO5 Nomination of Deputy and Acting Mayor for 2021 Pg.58
    - Item CEO6 See Closed Session
  - DIRECTOR OF CORPORATE SERVICES
    - Item DCS1 Director of Corporate Services February 2021 Report Pg.59
    - Item DCS2 Policy Review – Telecommunication Policy, Social Media Policy, Email and Internet Policy and Flag Flying Policy Pg.60

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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### FINANCE MANAGER

Item FM1 Finance Manager Report Pg.83

### COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report Pg.88

### INFORMATION REPORTS

Item F Min Min Encounter Pg.92

Item G Library Pg.94

Item H Boulia Sports and Aquatic Centre Pg.96

Item I Workplace Health and Safety Information Report Pg.97

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

Item CEO6 Min Min Encounter Experience AV Upgrades

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government*

Ms Lynn Moore  
Chief Executive Officer

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

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

### **DECLARATION OF INTERESTS**

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

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### COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON FRIDAY 26<sup>TH</sup> FEBRUARY 2021  
COMMENCING AT 9 AM**

**Attendance:**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mr Harin Karra (Director of Works and Operations)  
Mrs Kaylene Sloman (Director of Corporate Services)  
Mrs Nicole Tonkies (Executive Assistant)

**Opening:**

The Mayor opened the meeting at 9 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.

**2021/2.1 MINUTES OF THE JANUARY 2021 ORDINARY MEETING**

<b><u>Moved:</u> Councillor Neilson</b>	<b><u>Seconded:</u> Councillor Norton</b>
That the minutes of the Ordinary Meeting held on 22 <sup>nd</sup> January 2021 be accepted.	
<b><u>Carried</u></b>	

Mr Harin Karra entered the meeting at 9.04 am.

**2021/2.2 CEO JANUARY 2021 REPORT**

<b>PURPOSE:</b> To advise Council of the activities of the Chief Executive Office.
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<b><u>Moved:</u> Councillor Edgar</b>	<b><u>Seconded:</u> Councillor Beauchamp</b>
That the CEO Report for January 2021 is received for information.	
<b><u>Carried</u></b>	

**2021/2.3 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR JANUARY 2021**

**PURPOSE:**

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

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

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

**Carried**

**2021/2.4 GRANTS WORK STATUS SUMMARY – JANUARY 2021**

**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 Britton**

That the Grants Work Status Summary – January 2021 report on the progress of the funded projects be received for information.

**Carried**

**2021/2.5 NDRRA FLOOD DAMAGE WORKS DEPARTMENT JANUARY 2021 REPORT**

**PURPOSE:**

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

**Moved: Councillor Britton                      Seconded: Councillor Edgar**

That the NDRRA Flood Damage Works Department January 2021 report be received for information.

**Carried**

**2021/2.6 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES JANUARY 2021 REPORT**

**PURPOSE:**

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

**Moved: Councillor Norton                      Seconded: Councillor Edgar**

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

**Carried**

**2021/2.7 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION JANUARY 2021 REPORT**

**PURPOSE:**

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

**Moved: Councillor Edgar                      Seconded: Councillor Neilson**

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

**Carried**

## 2021/2.8 RURAL LANDS PROTECTION OFFICER JANUARY 2021 REPORT

### PURPOSE:

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

**Moved:** Councillor Norton **Seconded:** Councillor Neilson

That the Rural Lands Protection Officer January 2021 Report be received for information.

**Carried**

## 2021/2.9 BOULIA WORK CAMP JANUARY 2021 REPORT

### PURPOSE:

To advise of the activities of the Boulia Work Camp from 15<sup>th</sup> to 23<sup>rd</sup> January 2021.

**Moved:** Councillor Edgar **Seconded:** Councillor Britton

That the Boulia Work Camp January 2021 report is received for information.

**Carried**

## 2021/2.10 ACTION LIST

### PURPOSE:

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

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

That the updated Action List report be received for information.

**Carried**

The meeting was adjourned for morning tea at 10.45 am.

The meeting resumed at 11.05 am.

## 2021/2.11 COUNCILLORS REMUNERATION LEVELS 2021-2022

### PURPOSE:

Council to consider remuneration levels for 2021-2022 financial year. Review of remuneration is required by Chapter 8 - Administration, Part 1 - Councillors, Division 1 - Councillor remuneration, (s.247[1-7], s.248 [1-4]) of the Local Government Regulation (LGR) 2012.

*During the discussions of this report, Councillor Edgar, Councillor Neilson and Councillor Norton all conveyed that they wished to remain on the same level of pay (60% - 2 years of service) and not take any remuneration increase this financial year.*

**Moved:** Councillor Neilson **Seconded:** Councillor Norton

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2021-2022 budget to be:

Position	Maximum Payment as per remuneration table	Years of service	Payment as agreed by Council
Mayor, Rick Britton	\$ 108,222	Over 12 yrs	\$108,222
Dep Mayor, Sam Beauchamp	\$ 62,435	Over 12 yrs	\$62,435

Councillors (1)	\$ 54,110	60% (2yrs)	\$32,466
Councillors (2)	\$ 54,110	60% (2yrs)	\$32,466
Councillors (3)	\$ 54,110	60% (2yrs)	\$32,466
		<b>Total</b>	<b>\$268,055</b>

2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2021-22, via [LGRcenquiries@dlgrma.qld.gov.au](mailto:LGRcenquiries@dlgrma.qld.gov.au)
3. That the 2021-2022 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$270,000 (excluding travel and accommodation costs).
4. Attendance at meetings by the Mayor, Deputy Mayor or Councillor is taken to be part of the normal remuneration paid and will not be compensated further by Council. Payment of expenses as per the Councillor Remuneration and Expenses Re-imburement policy (Policy 111) will still apply.

**Carried**

## 2021/2.12 BUSINESS IMPROVEMENT PLAN

### **PURPOSE:**

To obtain Council and management commitment to engage and work with Queensland Treasury Corporation (QTC) to deliver a range of business improvement initiatives which have been trialled and successful in three other RAPAD Councils. We are being offered the opportunity to participate in this program which could see a range of initiatives delivered to assist Council under the Business Improvement Plan (BIP).

**Moved: Councillor Britton**

**Seconded: Councillor Norton**

1. That Council and management support and commit to undertaking the program – QTC - Business Improvement Plan (BIP) which will assist Council staff and management to identify, prioritise and implement a range of improvement initiatives.
2. That the CEO advise QTC of the Council's decision to proceed with the partnership between QTC and Council for the delivery of this (BIP) program.

**Carried**

## 2021/2.13 2ND QUARTER OPERATIONAL PLAN REPORT SEPTEMBER TO DECEMBER 2020

### **PURPOSE:**

To present the second quarter Operational Report for September to December 2020.

**Moved: Councillor Beauchamp**

**Seconded: Councillor Neilson**

1. That Council receive the second quarter report for the 2020-2021 Operational Plan for information.
2. That the report be displayed on the Council website.

**Carried**

## 2021/2.14 DEVELOPMENT APPLICATION DA2020/21.1 RECONFIGURATION OF LOT 69 ON B2672

*Councillor Britton declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150E1(c)(i), due to being the applicant for this approval. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton left the meeting while this matter was discussed and voted on.*



Councillor Britton left the meeting at 11.28 am.

**PURPOSE:**

For Council to determine a response for the reconfiguration of Lot 69 on BP2672 (68 Pituri Street, Boulia) to be spilt into two blocks and in the future to have two homes built on these blocks.

The proposal is for the Reconfiguration of a Lot (1 lot into 2 lot subdivision), resulting in two new land parcels being Lot 1 (1012m<sup>2</sup>) and Lot 2 (1012m<sup>2</sup>). Both lots are oriented towards Pituri Street.

**Moved:** Councillor Norton

**Seconded:** Councillor Neilson

**RECOMMENDATION A**

That in relation to the application for a Development Permit for a Reconfiguration of a Lot for a 1 lot into 2 lots subdivision, made by EC & AM Britton, on Lot 69 B2672, located at 68 Pituri Street, Boulia, Council resolves to Approve the application subject to the following conditions:

**1.0 ADMINISTRATION**

- 1.1 The Developer and his employee, agent, contractor, or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed:
  - 1.3.1 to Council's satisfaction;
  - 1.3.2 at no cost to Council; and
  - 1.3.3 prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Survey Plan Approval Certificate, unless otherwise stated.
- 1.5 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.6 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland.

**2.0 APPROVED PLANS AND DOCUMENTS**

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Plan of Proposed Lots 1 & 2 Pituri St, Boulia	Morcom Surveyors	2/11/2020	20073	01

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.
- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the issue of the Survey Plan Approval Certificate.

### **3.0 ACCESS WORKS**

- 3.1 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines* (Refer to Note 4).
- 3.2 The existing vehicle access from Pituri Street to proposed Lot 1 must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.
- 3.3 A new vehicle access from Pituri Street to proposed Lot 2 must be provided in accordance with *Capricorn Municipal Development Guidelines*.
- 3.4 Any redundant vehicular crossovers must be replaced with Council standard kerb and channel to suit the existing kerb profile.

### **4.0 SEWERAGE WORKS**

- 4.1 All sewerage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2002*.
- 4.2 All lots within the development must be connected to Council's reticulated sewerage network. Each lot must be provided with its own separate sewerage connection point.

### **5.0 WATER WORKS**

- 5.1 All water works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2002*.
- 5.2 All lots within the development must be connected to Council's water network.

### **6.0 ELECTRICITY**

- 6.1 Electricity services must be provided to each lot in accordance with the standards and requirements of the relevant service provider.
- 6.2 A certificate of electricity supply from the relevant service provider must be provided to Council, prior to the issue of the Survey Plan approval Certificate.

### **7.0 ROOF AND ALLOTMENT DRAINAGE WORKS**

- 7.1 All roof and allotment drainage works must be designed and constructed in accordance with the *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines* and sound engineering practice.

7.2 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

## **8.0 SITE WORKS**

8.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

## **9.0 ASSET MANAGEMENT**

9.1 Any alteration necessary to electricity, telephone, water mains, sewerage, mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

9.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway, that occurs while any works are being carried out in association with this development approval must be repaired at full cost of the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

## **10.0 ENVIRONMENTAL**

10.1 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and the plan must be available on-site for inspection by Council officers whilst all works are being carried out.

## **11.0 OPERATING PROCEDURES**

11.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Pituri or Mulligan Streets.

## **ADVISORY NOTES**

### **NOTE 1. Aboriginal Cultural Heritage**

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Multicultural Affairs website: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au).

### **NOTE 2. General Environmental Duty**

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2001* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Capricorn Municipal Development Guidelines

The *Capricorn Municipal Development Guidelines* can be accessed on the following website: [www.cmdg.com.au](http://www.cmdg.com.au)

**RECOMMENDATION B**

That in relation to the application for a Development Permit for a Reconfiguration of a Lot for a 1 lots into 2 lots subdivision, made by EC & AM Britton, on Lot 69 B2672, located at 68 Pituri Street, Boulia, Council resolves to issue an Infrastructure Charges Notice as discussed above.

**Carried**

Councillor Britton returned to the meeting at 11.33 am.

**2021/2.15 DIRECTOR OF CORPORATE SERVICES JANUARY 2021 REPORT**

**PURPOSE:**

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

**Moved: Councillor Edgar Seconded: Councillor Neilson**

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

**Carried**

**2021/2.16 POLICY 131 – COUNCIL CREDIT CARD POLICY: POLICY REVIEW**

**PURPOSE:**

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

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

1. That Policy 131 Council Credit Card Policy as presented be adopted.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

**Carried**

**2021/2.17 POLICY 114 – DRUG AND ALCOHOL POLICY REVIEW**

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to the Drug and Alcohol Policy.

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

1. That Policy 114 Drug and Alcohol Policy as presented be adopted.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

**Carried**

The meeting was adjourned for lunch at 12.23 pm.

The meeting resumed at 12.52 pm.

Mr Rahul Bhargava entered the meeting at 12.59 pm.

#### 2021/2.18 COMMUNITY SERVICES JANUARY 2021 REPORT

**PURPOSE:**

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

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

That the Community Services January 2021 Report is received for information.

**Carried**

#### 2021/2.19 FINANCE MANAGER JANUARY 2021 REPORT

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> January 2021

**Moved:** Councillor Beauchamp                      **Seconded:** Councillor Edgar

That the Finance Managers January 2021 Report be received for information.

**Carried**

#### 2021/2.20 BUDGET REVIEW TO DECEMBER 2020

**PURPOSE:**

To provide a Budget Review to 31<sup>st</sup> December 2020 based on trends to date.

**Moved:** Councillor Edgar                      **Seconded:** Councillor Britton

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

**Carried**

Mr Bhargava left the meeting at 1.20 pm.

#### 2021/2.21 MIN MIN ENCOUNTER JANUARY 2021 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 Britton                      **Seconded:** Councillor Neilson

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

**Carried**

#### 2021/2.22 LIBRARY JANUARY 2021 REPORT

**PURPOSE:**

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

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

That Council receive the Library January 2021 report for information.

**Carried**

## 2021/2.23 BOULIA SPORTS AND AQUATIC CENTRE JANUARY 2021 REPORT

### **PURPOSE:**

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

**Moved:** Councillor Norton

**Seconded:** Councillor Britton

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

**Carried**

## 2021/2.24 CLOSED MEETING AT 1.35 PM

**Moved:** Councillor Britton

**Seconded:** Councillor Neilson

It was resolved Council moved into Closed Session in accordance with the *Local Government Regulation 2012* section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

**Carried**

Councillor Britton and Mrs Tonkies left the meeting at 2.19 pm.

## 2021/2.25 OUT OF CLOSED SESSION AT 2.35 PM

**Moved:** Councillor Neilson

**Seconded:** Councillor Beauchamp

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

**Carried**

Councillor Britton and Mrs Tonkies returned to the meeting at 2.35 pm.

The following recommendations were resolved from the closed session: 2021/2.26, 2021/2.27, 2021/2.28, 2021/2.29, 2021/2.30, 2021/2.31, 2021/2.32, 2021/2.33, 2021/2.34, 2021/2.35.

## 2021/2.26 TENDER T2020-21.6: 6X WHEELER TIP TRUCK

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

### **PURPOSE:**

The report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.6: 6 X Wheeler Tip Truck.

**Moved:** Councillor Edgar

**Seconded:** Councillor Neilson

That Boulia Shire Council award tender number T2020-21.6 6 X Wheeler Tip Truck to Tony Ireland Isuzu at a price of \$364,170.08 (Inc. GST) without trade-in of unit P519.

**Carried**

## 2021/2.27 TENDER T2020-21.7: 4X2 SINGLE CAB DROP SIDE TRAY TRUCK

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**PURPOSE:**

This report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.7 4X2 Single Cab Drop Side Tray Truck.

**Moved: Councillor Beauchamp                      Seconded: Councillor Norton**

That Boulia Shire Council award tender number T2020-21.7 4X2 Single Cab Drop Side Tray Truck to Tony Ireland Isuzu at a price of \$89,364.55 (Inc. GST) without trade-in of unit P525.

**Carried**

**2021/2.28 TENDER T2020-21.8: 4X2 DROP SIDE TRAY TRUCK**

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

**PURPOSE:**

This report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.8 4X2 Drop Side Tray Truck.

**Moved: Councillor Neilson                      Seconded: Councillor Edgar**

That Boulia Shire Council award tender number T2020-21.8 4X2 Drop Side Tray Truck to Tony Ireland Isuzu at a price of \$112,279.91 (Inc. GST) without trade-in of unit P529.

**Carried**

**2021/2.29 TENDER T2020-21.9: 4X4 TOYOTA HILUX DUAL CAB DIESEL UTE**

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

*Councillor Britton has declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150EI(a), due to tendering for this contract. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton left the meeting while this matter was discussed and voted on.*

**PURPOSE:**

This report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.9 4X4 Toyota Hilux Dual Cab Diesel Ute.

**Moved: Councillor Edgar                      Seconded: Councillor Beauchamp**

That Boulia Shire Council award tender number T2020-21.9 4X4 Toyota Hilux Dual Cab Diesel Ute to Black Toyota Dalby at a price of \$64,823.00 (Inc. GST) with trade in of unit P575, offered at \$31,200.00 (Inc. GST)

**Carried**

**2021/2.30 TENDER T2020-21.10: 4X4 TOYOTA HILUX DUAL CAB DIESEL UTE**

*Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

*Councillor Britton has declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150EI(a), due to tendering for this contract. In*

accordance with section 150EM of the Local Government Act 2009, Councillor Britton left the meeting while this matter was discussed and voted on.

**PURPOSE:**

This report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.10 4X4 Toyota Hilux Dual Cab Diesel Ute.

**Moved:** Councillor Norton **Seconded:** Councillor Neilson

That Boulia Shire Council award tender number T2020-21.10 4X4 Toyota Hilux Dual Cab Diesel Ute to Black Toyota Dalby at a price of \$64,823.00 (Inc. GST) with trade in of unit P579, offered at \$33,250.00 (Inc. GST).

**Carried**

**2021/2.31 TENDER T2020-21.11: 2 X 4X4 TOYOTA HILUX DUAL CAB DIESEL UTE**

Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Councillor Britton has declared a Prescribed Conflict of Interest in the matter in accordance with the Local Government Act 2009 section 150E1(a), due to tendering for this contract. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton left the meeting while this matter was discussed and voted on.

**PURPOSE:**

This report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.11 2 x 4X4 Toyota Hilux Dual Cab Diesel Ute.

**Moved:** Councillor Beauchamp **Seconded:** Councillor Edgar

That Boulia Shire Council reject all submissions for tender number T2020-21.11 2x 4x4 Toyota Hilux Dual Cab Diesel Utes, P575 and P579.

**Carried**

**2021/2.32 TENDER T2020-21.12: 1 X HINO 8 WHEELER TIP TRUCK, 1 X 4X2 DROP SIDE TRAY TRUCK, 1 X 4X2 SINGLE CAB TRUCK**

Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

**PURPOSE:**

The report seeks approval to provide a summary and a recommendation for the awarding of tender number T2020-21.12 1 x HINO 8 Wheeler Tip Truck, 1 x 4x2 Drop Side Tray Truck, 1 x 4x2 Single Cab Truck.

**Moved:** Councillor Edgar **Seconded:** Councillor Neilson

1. That Boulia Shire Council award Tender number T2020-21.12 Item 1: HINO 8 Wheeler Tip Truck, Rego: 536KSV (P519) to East Coast Truck Sales for \$75,500.00 (Inc. GST).
2. That Boulia Shire Council award Tender number T2020-21.12 Item 2: 4x2 Drop Side Tray Truck, Rego: 124SEH (P525) to East Coast Truck Sales for \$25,500.00 (Inc. GST).
3. That Boulia Shire Council award Tender number T2020-21.12 Item 3: 4x2 Single Cab Truck, Rego: 924TIF (P529) to East Coast Truck Sales for \$30,500.00 (Inc. GST).

**Carried**



### 2021/2.33 T2020-21.5 RACECOURSE HOUSE TENDER DESIGN AND CONSTRUCT

Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

#### **PURPOSE:**

To provide Council with a summary and recommendation regarding tender T2020-21.5 Racecourse House Tender Design and Construct.

**Moved:** Councillor Neilson                      **Seconded:** Councillor Edgar

That for tender T2020-21.5 Racecourse House Tender Design and Construct, Council award the tender to Glendale Homes in principle, subject to favourable re-negotiation regarding the required specifications.

**Carried**

### 2021/2.34 BBRF INFRASTRUCTURE PROJECT – REGIONAL COMMUNITY PRECINCT

Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

#### **PURPOSE:**

To seek Council consideration to submit an application to the Building Better Regions Funding (BBRF) Round 5 to support the future development of Boulia Shire's Regional Community Precinct which will provide a 'one stop shop' for service delivery for administration, Library, Post Office and external office space. The cost benefit analysis completed on this project shows a return on investment of \$2.00 for every \$1.00 invested and the nett benefit per rate payer from a regional economic viewpoint is just over \$9,000 pa.

**Moved:** Councillor Norton                      **Seconded:** Councillor Edgar

That Council approve the submission of the application to the Building Better Regions Round 5 to support the Regional Community Precinct (Hub) with the following:

#### **Carried**

1. That co-contributing funds from Council reserves be noted on the application to support the application which is confirmed through Queensland Treasury as practical and advisory.
2. That a Council co-contribution of \$2,400,000 (two million four hundred thousand dollars) to the Regional Community Precinct (Hub) be noted for the grant application.
3. \$1,400,000 (one million four hundred thousand dollars) loan over 20 years be sought if the application for Grant funding to support the Regional Community Precinct is successful which will then form part of the \$2.4m co-contribution made by council.

### 2021/2.35 CONTAINER EXCHANGE – COLLECTION SERVICE

Closed under Local Government Regulation 2012 section 254J (3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

#### **PURPOSE:**

To present to Council a proposal received regarding the implementation of a container collection service in Boulia.

**Moved:** Councillor Edgar

**Seconded:** Councillor Beauchamp

That the Boulia container collection scheme proposal presented to Council by Winton Container Exchange be declined.

**Carried**

### General Business

**Councillor Britton nominated as an employer referee** – Councillor Britton wished to let the Council know that he was listed as an employer referee for a prospective Council employee.

**Outback Highway meeting in Canberra** – Councillor Britton will be travelling to Canberra in March to represent Boulia at an Outback Highway meeting to help lobby for reductions in contribution requirements for the Outback Highway.

### Meeting Closure

The Mayor closed the meeting at 3.07 pm.

### Confirmed:

Minutes confirmed \_\_\_\_\_

Resolution No. \_\_\_\_\_

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Engineering Services Report – Newsbrief for February 2021	<b>DOC REF:</b> Item E1
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<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 08/03/2021
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### CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

2.2: Well serviced

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

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

### PURPOSE:

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

### CONTENT:

#### 1. Visits to the Shire

Mon 8 <sup>th</sup> March	Industrial subdivision structures/ inspection of upcoming seal works
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#### 2. Flood Damage Works

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

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

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

#### 3. Other

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

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Complete
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Works

	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					complete from CH 206.45- 211.5
3	213.5- 220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Design is complete for Stage 7 and 8.

Concrete works under contract T2019/20-1 is underway (Central Hire), completion April 2021 (there is water still flowing in the Georgina where a culvert requires extension).

Cultural Heritage inspections commencing March/April 2021.

**4. Industrial Subdivision**

Purchase order submitted to Ergon. Pending Ergon detailed design and prestart meeting with Ergon. Sewer Designs in progress. Variation 4 (Variation to Outback Way Concrete works contract) issued to Central Hire on 30/11/2020 for Installation of Culverts, works underway.

**5. Wills Street Drain**

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

**6. TMR Road Prioritisation**

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

**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 – News brief for February 2021 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 (09/03/2021)**

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Grants Work Status Summary – February 2021	<b>DOC REF:</b> Item DWO1
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 16/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

**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 Three**

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

**COVID W4Q - COVID Works for Queensland**

(DLGRMA - Department of Local Government, Racing and Multicultural Affairs – 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)

**DCP Ext. - Drought Communities Programme - Extension**

(Department of Infrastructure, Transport, Cities & Regional Development – Federal funding)

**BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)****LRCI - Local Roads and Community Infrastructure Program**

(Department of Infrastructure, Transport, Regional Development and Communications – Federal funding)

**CONSULTATION:**

George Bourne and Associates (GBA) – various tenders.

**GOVERNANCE IMPLICATIONS:**

All programs have been included in the budget for 2020-21.

**RECOMMENDATION:**

That the Grants Work Status Summary – February 2021 report 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

ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (B, E, M, B, E, M, B, E, M, B, E, M, B)											
1	<b>Grant Project Summary</b>	<b>440 days</b>	<b>Wed 1/01/20</b>	<b>Tue 7/09/21</b>		[Gantt bar for Grant Project Summary]											
2	<b>BOR R4 - Boulia Industrial Estate</b>	<b>110 days</b>	<b>Tue 1/12/20</b>	<b>Mon 3/05/21</b>		[Gantt bar for BOR R4 - Boulia Industrial Estate]											
3	Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21	90% Earth works completed. Electrical design estimate received, and order raised. Electrical Design underway, Water design completed and Sewer design in progress.	[Gantt bar for Boulia Industrial Estate]											
4	<b>LGGSP Projects</b>	<b>391 days</b>	<b>Tue 10/03/20</b>	<b>Tue 7/09/21</b>		[Gantt bar for LGGSP Projects]											
5	Security Cameras & Installation	391 days	Tue 10/03/20	Tue 7/09/21	60% Completed at the Sports Centre. Orders been sent works will commence in May 2021	[Gantt bar for Security Cameras & Installation]											
6	<b>W4Q R3 Projects</b>	<b>391 days</b>	<b>Wed 1/01/20</b>	<b>Wed 30/06/21</b>		[Gantt bar for W4Q R3 Projects]											
7	<b>Boulia Town Infrastructure Upgrade</b>	<b>391 days</b>	<b>Wed 1/01/20</b>	<b>Wed 30/06/21</b>		[Gantt bar for Boulia Town Infrastructure Upgrade]											
8	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Rodeo arena fencing and rubber will be installed. Ordering mre steel for the other yards.	[Gantt bar for Spelling Yards]											
9	Cement Shed and Fencing at Industrial Precent	72 days	Mon 22/03/21	Tue 29/06/21	Fencing order been issued. Install concrete slab procurement commenced. Earthworks commenced.	[Gantt bar for Cement Shed and Fencing at Industrial Precent]											
10	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	Completed.	[Gantt bar for Amenities Refurbishment at Sports Centre]											
11	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design commenced, 70% completed	[Gantt bar for Depot Upgrade]											
12	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Electrical connection to be completed	[Gantt bar for Double Garages]											
13	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	Irrigation completed, Deck design 70% completed.	[Gantt bar for Hamilton/Herbert Street Cnr Block Development]											
14	<b>Boulia Town Water Infrastructure Upgrade</b>	<b>347 days</b>	<b>Tue 3/03/20</b>	<b>Wed 30/06/21</b>		[Gantt bar for Boulia Town Water Infrastructure Upgrade]											
15	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Procurement commenced.	[Gantt bar for Water Meter]											
16	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	Consultation completed. Retaining wall repair, drainage repair and extend the town side concrete slab.	[Gantt bar for Wash-down Bay Upgrade]											
17	<b>Urandangi Town Infrastructure Upgrade</b>	<b>168 days</b>	<b>Mon 9/11/20</b>	<b>Wed 30/06/21</b>		[Gantt bar for Urandangi Town Infrastructure Upgrade]											
18	Fuel Setup for Urandangi	276 days	Tue 10/03/20	Tue 30/03/21	Construction will commence in March 2021. Tanks will be delivered in April 2021. Earthworks completed.	[Gantt bar for Fuel Setup for Urandangi]											
19	<b>Boulia Shire Road Network Upgrade - Signage &amp; Weed Control</b>	<b>316 days</b>	<b>Mon 13/04/20</b>	<b>Mon 28/06/21</b>		[Gantt bar for Boulia Shire Road Network Upgrade - Signage & Weed Control]											
20	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	Report completed, Obtaining quotes for the signs to purchase.	[Gantt bar for Shire Road Signage]											
21	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Stage II commenced. 75% completed.	[Gantt bar for Weed Spraying]											
22	<b>2020/21 COVID BSC W4Q Projects</b>	<b>297 days</b>	<b>Mon 4/05/20</b>	<b>Tue 22/06/21</b>		[Gantt bar for 2020/21 COVID BSC W4Q Projects]											
23	<b>W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities</b>	<b>296 days</b>	<b>Tue 5/05/20</b>	<b>Tue 22/06/21</b>		[Gantt bar for W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities]											
24	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21	Order been issued. Due to commence work shortly.	[Gantt bar for Robinson Park Fence]											
25	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	Project Completed.	[Gantt bar for Repair Wooden Bridge on Burke Street]											
26	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Earthworks near completion. Seal will be completed in early April.	[Gantt bar for Council Depot CPL Yard Pave & Seal]											
27	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21	Received the quotations. Orders will be issued.	[Gantt bar for Heritage Complex Fencing Upgrade and Repair Storm Water]											
28	<b>W4Q COVID 002 - Construction of New Residential Building in Boulia Town</b>	<b>145 days</b>	<b>Mon 2/11/20</b>	<b>Fri 21/05/21</b>		[Gantt bar for W4Q COVID 002 - Construction of New Residential Building in Boulia Town]											
29	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Negotiation with the contactor.	[Gantt bar for Construction of New Residential Building in Boulia Town]											
30	<b>W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade</b>	<b>96 days</b>	<b>Tue 9/02/21</b>	<b>Tue 22/06/21</b>		[Gantt bar for W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade]											
31	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21	RFQ released	[Gantt bar for Sewer Pump Stations x2]											
32	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21	Quotation received. Order will be issued.	[Gantt bar for Sewer Projects]											
33	<b>W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade</b>	<b>266 days</b>	<b>Mon 4/05/20</b>	<b>Mon 10/05/21</b>		[Gantt bar for W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade]											
34	Urandangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Order been issued. Due to commence work shortly.	[Gantt bar for Urandangi Dump Fence]											
35	<b>LRCI Projects</b>	<b>193 days</b>	<b>Mon 5/10/20</b>	<b>Wed 30/06/21</b>		[Gantt bar for LRCI Projects]											
36	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	Works will commence in May 2021	[Gantt bar for Grid Servicing]											
37	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21	Procurement in progress.	[Gantt bar for Traffic Signage]											
38	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21	Procurement in progress.	[Gantt bar for Storm Water]											
39	Footpath	62 days	Tue 6/04/21	Wed 30/06/21	Order will be issued shortly.	[Gantt bar for Footpath]											
40	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21	Works commenced.	[Gantt bar for Stabilise Shoulders]											

Project: Grant Project Summary  
Date: Thu 18/03/21

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Foreman, Road Maintenance and Utility Services February 2021 Report	<b>DOC REF:</b> Item B
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<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 16/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

1.1.3 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 during the month of February 2021.

**CONTENT:**

A number of Shire roads have been closed and restricted during February 2021.

March 2021	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	28			28
DAJARRA - MT ISA RD	27	1		28
BOULIA - WINTON RD	27		1	28
BOULIA - BEDOURIE RD	28			28
BOULIA - QLD BORDER RD	8	9	11	28
QLD BORDER - ALICE SPRINGS RD	28			28
URANDANGI SOUTH RD	4	1	23	28
URANDANGI NORTH RD	4	1	23	28
TOOLEBUC RD		24	4	28
COORABULKA RD	4	8	16	28
SLASHERS CREEK RD		9	19	28
SPRINGVALE RD		10	18	28
SELWYN RD	4	4	20	28

**Race Course:**

Arena and grounds	General maintenance of the grounds has continued as usual. The Race Committee, Rodeo Committee and Camp Draft Committee have all organised a working bee and repairs have begun on camp draft arena and rodeo arena.
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**Town water testing and Depot maintenance:**

Chlorine level testing	Chlorine levels are back to normal due to the Company Rep visiting in January 2021 and repairing the system. Initially water is being flushed out by the chlorine and making the water a little dirty but will clear up in the following weeks to come.
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**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.
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	The median strips are now back on Burke River water due to the recent rains.
Signage	RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently on the Cloncurry section and will be doing surface correction and edge repair for the next couple of months.
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout February 2021:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Feb – Main Office and Moonah St</li> <li>• 2<sup>nd</sup> Feb – Min Min Encounter – Pituri St – Post Office</li> <li>• 3<sup>rd</sup> Feb – Robinson Park – Herbert St</li> <li>• 4<sup>th</sup> Feb – Melrose – School Safety Park</li> <li>• 5<sup>th</sup> Feb – Median Strips – Stonehouse – Wills St</li> <li>• 8<sup>th</sup> Feb – Council Depot – Town Entrance</li> <li>• 9<sup>th</sup> Feb – Pensioner Units – Cleaned around lights in Airport</li> <li>• 10<sup>th</sup> Feb – Fire Station – Hamilton St</li> <li>• 11<sup>th</sup> Feb – Sports Centre – Stonehouse</li> <li>• 15<sup>th</sup> Feb – School Safety Park – Diamantina St</li> <li>• 16<sup>th</sup> Feb – Mulligan St – Wills St</li> <li>• 17<sup>th</sup> Feb – Airport – Burke St</li> <li>• 18<sup>th</sup> Feb – Median Strips – Stonehouse</li> <li>• 19<sup>th</sup> Feb – Inside Airport</li> <li>• 22<sup>nd</sup> Feb – Min Min Encounter – Moonah St</li> <li>• 23<sup>rd</sup> Feb – Sports Centre – School Safety Park</li> <li>• 24<sup>th</sup> Feb – Town Entrance – Herbert St – Post Office</li> <li>• 25<sup>th</sup> Feb – Fire Station</li> </ul>

**Town Entrances:**

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

**RMPC/Works crew:**

RMPC/Works crew are currently in Cloncurry.

Recent rain events on the Bedourie Road:



**RMPC Budget**

<b>Boulia Shire RMPC Defects</b>			
<b>February 2021 Total Defects 640</b>			
<b>Road</b>	<b>Funded</b>	<b>Safety Defects (Unfunded)</b>	<b>Total</b>
<b>93D Bedourie - Boulia</b>	46	60	106
<b>93E Boulia - Dajarra</b>	36	62	98
<b>93F Dajarra - Mount Isa</b>	215	116	331
<b>99D Winton - Boulia</b>	49	56	105

**Urandangi:**

Urandangi	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

**Urandangi Township**

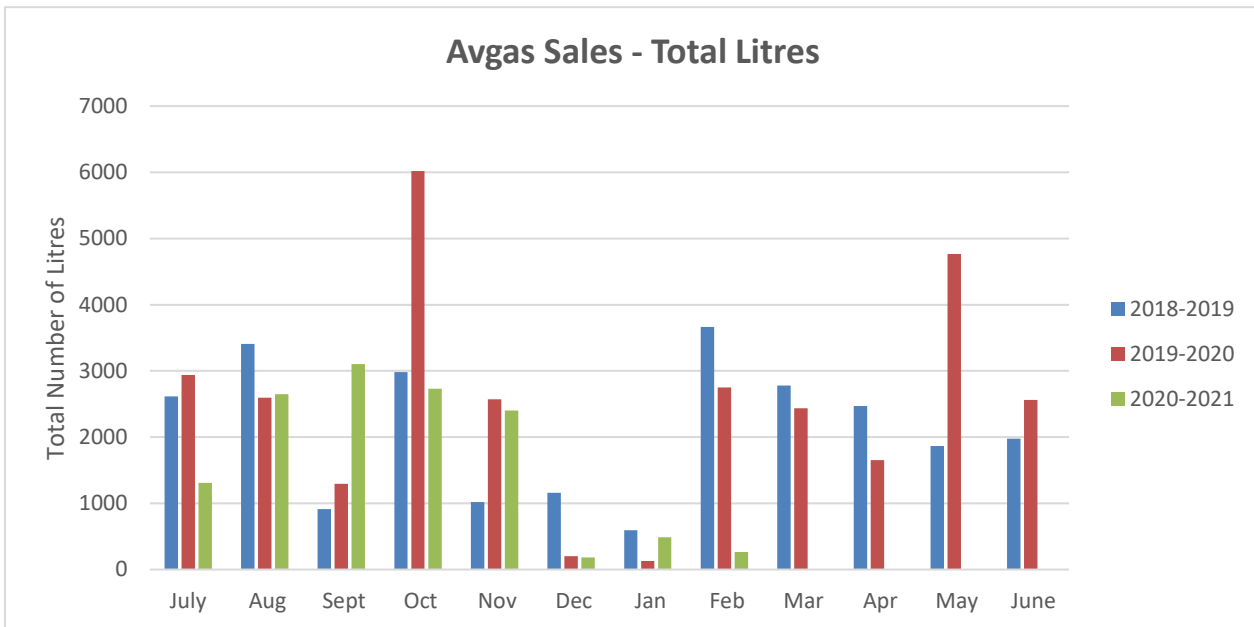
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

**Boulia Airport activity:**

Number of call outs: RFDS	0
Fuel re-supply	264.73 Litres

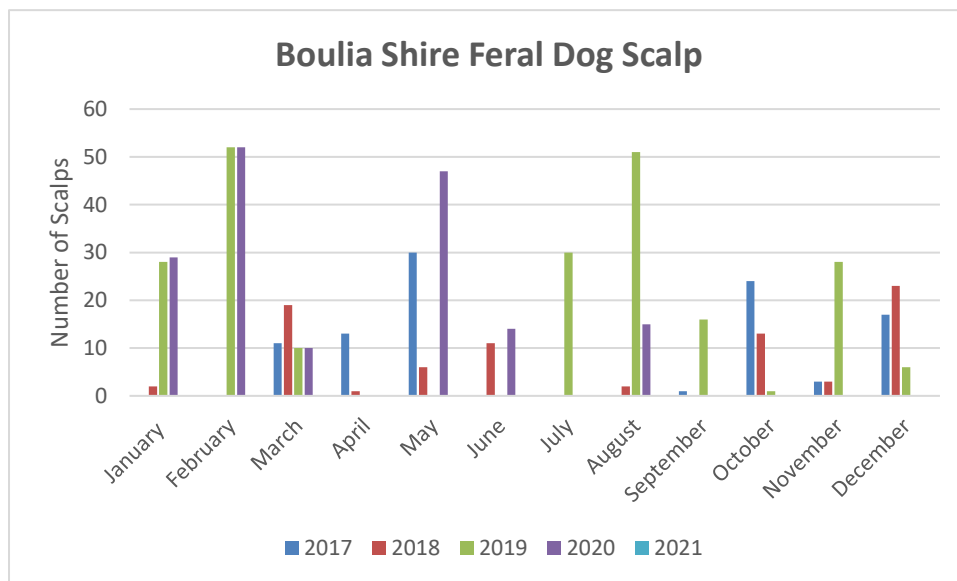
**Concrete Usage: 210.1m<sup>3</sup> (February 2021)**

Concrete used on Council Jobs	Nil
Concrete used on Private Jobs	Nil

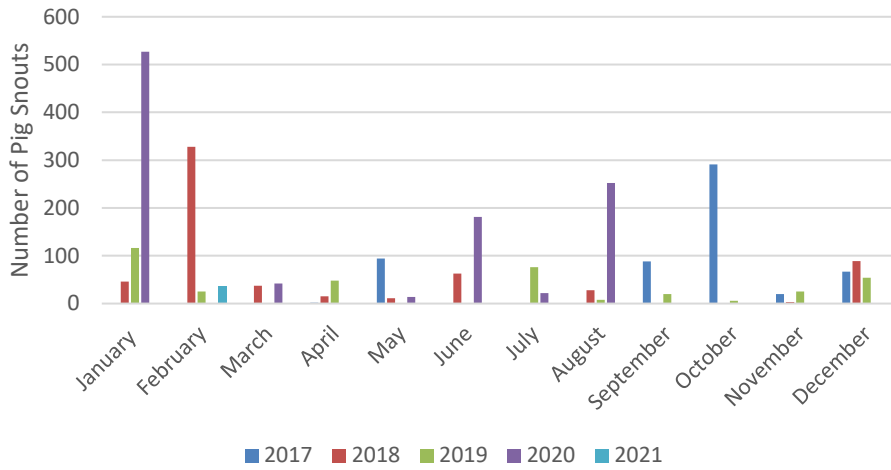


**Boulia Feral Animal Bounty Claims:**

Feral Pigs	37
Feral Dogs	0



### Boulia Shire Feral Pig Snout



**Metro Count Data:**

*Data to be tabled at Meeting.*

**CONSULTATION:** DWO as required.

**GOVERNANCE IMPLICATIONS:** All work completed within budget allocations.

**RECOMMENDATION:**

That Council receive the Foreman, Road Maintenance and Utility Services February 2021 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 26<sup>th</sup> March 2021

<b>TITLE:</b>	Foreman Roads Maintenance and Construction February 2021 Report	<b>DOC REF:</b> Item C
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<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 16/03/2021
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### CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

### PURPOSE:

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

### CONTENT:

Online part of the Traffic Management Training is now completed by the Roads, Maintenance and Construction Crew:



Current and Upcoming Projects are as follows:

- Commencing work on the Donohue Highway chainage 213 km's – 225 km's in the process of re-locating camp and plant.
- On Donohue Highway 2 ½ kms side track completed. Side track length 5 kms and when completed start on subgrade.
- Ongoing Traffic Management training for crew.
- Town gutters cleaned with Street Sweeper which performed well and proved to be very successful.
- Re-advertising a MC Truck Driver position ongoing, possible candidate if all goes well.
- The Donohue Hwy status will be as follows:

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

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

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

### RECOMMENDATION:

That Council receive the Foreman Roads Maintenance and Construction February 2021 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 26<sup>th</sup> March 2021

<b>TITLE:</b>	Rural Lands Protection Officer February 2021 Report	<b>DOC REF:</b> Item D
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<b>REPORT BY:</b>	Graham Smerdon Rural Lands Protection Officer	<b>DATE:</b> 08/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 4: Caring for the environment

4.3: Sustainable

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

**PURPOSE:**

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

**CONTENT:****RLPO:**

The month was spent doing weed control and applying for funding and dog control.

**TOWN COMMON:**

The feed on the common is starting to look on the short side and if there is no rain soon something will need to be done e.g. feeding or a decrease in numbers.

**DOMESTIC ANIMAL CONTROL:**

There was one unregistered dog impounded for roaming the streets, the owner came forward and paid to get the dog registered and get it out of the pound.

**CWRPM (TECHGROUP):**

There was a meeting held on the 22<sup>nd</sup> of February which I attended by teleconference. The following was discussed: Councils having to supplying the plastic bags and signs for when doing the 1080 baiting as the supply that Councils got from DAF has just about run out with some Councils already having to buy them.

The cost of buying them ranges from \$0.47 to \$0.70 each for the bags and depends on where they are purchased and they must have the 1080 poison information printed on them.

In regards to the cardboard signs, still waiting to hear back from a printer for the cost per sign.

Some Councils have had metal signs made and have then on sold them to the properties with prices starting at around \$17.95 each, depending what information they have on them.

There is going to be more discussions about this at the SRLOG meeting on the 17<sup>th</sup> of March which is being held in Barcaldine.

**WEED SPRAYING SHIRE ROADS:**

Have been out putting Graslan pellets in and around weeds growing along road sides and in burrow pits.

**RMPC:**

Have done some along Boulia to Winton Rd and Boulia to Bedourie Rd.

**GRAVEL/BURROW PITS:**

I have put more out and where there was good rain you can see the results already.

**STOCK ROUTE:**

I have put in an EOI for funding to replace the old gal tank with 2 poly tanks and replace the windmill with solar pump and solar panels at Boulia Bore (Butchers Paddock). Am waiting to hear how it went as EOI closed on the 26<sup>th</sup> of February and if we are lucky enough to receive some funding I should know before the end of May 2021.

**1080 BAITING:**

I have not had any inquires for 1080 baiting.

Will be sending out letters and emails at the end of March with the times and dates for the first round of 1080 baiting to take place in April.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMENDATION:**

That the Rural Lands Protection Officer's February 2021 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 26<sup>th</sup> March 2021

<b>TITLE:</b>	Boulia Work Camp February 2021 Report	<b>DOC REF:</b> Item E
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<b>REPORT BY:</b>	Vic Strowger Field Supervisor, Correctional Officer Townsville Correctional Centre	<b>DATE:</b> 23/02/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1 Promotion of community events, services and facilities

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

**PURPOSE:**

To advise of the activities of the Boulia Work Camp from 12<sup>th</sup> to 21<sup>st</sup> February 2021.

**CONTENT:**

During this period the below community work was conducted:

- Racecourse Reserve – paint ramp rails.
- Racecourse Reserve – repair horse starting barriers.
- Domestic Violence Benches – design, construct and paint red DV benches.
- Boulia Church – mow and whipper snip.
- Clean Town Entrance – corner Winton and Bedourie Roads.
- Boulia School – remove old trees and clean-up.
- Racecourse Complex – weld cattle rails.
- Racecourse Complex – clean welds and paint.
- Approved Yards – mow and whipper snip.
- Assist Parks and Gardens
- Paint red areas on Main Street Steam Engine.
- Whipper snip town verges.
- Start to build picnic table for Urandangi.
- Remove tops from blue drums, put Gypsum into drums, clean area and move drums to large shed for storage.

**RECOMMENDATION:**

That the Boulia Work Camp February 2021 Report is 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 26<sup>th</sup> March 2021

<b>TITLE:</b>	CEO Report for February 2021	<b>DOC REF:</b> Item CEO1
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 11/03/2021
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

### **PURPOSE:**

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

### **CONTENT:**

#### **Building Acceleration Funding – Min Min Encounter redevelopment application**

Team meeting held to finalise the application and subsequent approval by the Minister. Expectation that the redevelopment work will commence in October 2021.

#### **Building Better Regions Funding – Round 5**

The application for the BBRF was submitted on 4<sup>th</sup> March for the Regional Community Precinct proposal. A decision is not expected until July 2021 as to whether we were successful in this highly competitive round of funding.

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

Briefing note prepared as requested for the meeting with DLG and TMR representatives on the ongoing financial obligations for Council to co-contribute to Federal Government grant funding to this project. Teleconference/Zoom meeting was arranged for Tuesday 23<sup>rd</sup> February and was attended by Mayor, CEO, DLG and TMR representatives. The Mayor will be attending a meeting in Brisbane in March to further garner support for a solution to this issue.

#### **BOULIA INTERAGENCY GROUP (B.I.G.)**

The quarterly meeting between these agencies – School, Centrelink, Police, Council, Community Services occurred on the 17<sup>th</sup> February. The primary aim of the group is to be able to assist each other in a community sense and provide support when needed from newer people to town.

#### **SALE OF COUNCIL HOUSING**

We are currently waiting on the Department of Local Government for the final approval of the sale of one staff Council house (previously approved by the Minister in 2019) as the tenant wishes to proceed.

#### **RAPAD Meeting 23<sup>rd</sup> to 25<sup>th</sup> February – Blackall-Tambo**

- **CWQ Tourism data model and implementation** – Albert Stafford and Julia are to visit Boulia to advise the progress on the visitor dashboard which gives a very accurate picture on the number of tourists in Boulia each year. This will assist with future funding and planning. They will undertake audit updates of attractions, events and accommodation and input updated data, Tourism Research Australia data, and workshop and survey material into the model. The capacity and understanding of regional stakeholders about data integrity, consistency and reliability will be built during the project.
- **Get a Life Outback and Invest Central West**
  - The aim is to position Central West Queensland as a preferred destination to

live, invest and 'get ahead', underpinned by a digital platform that helps drive economic growth and population stability

- It will deliver a “*one stop shop*” online landing page website which aims to assist and “*derisk*” decision making through the provision of all the information one would need on the region, in one place, making it easier for those outside the region to better understand the opportunities the region has to offer them in the areas of investment, jobs and liveability.
- **Small Business Assist - Department of State Development, Infrastructure, Local Government and Planning** - advised that the department has developed short interactive online workshops targeting smaller businesses in Central West Queensland. The **Capability Statement workshop** is relevant to any business. The workshop will help the business to develop a value proposition (the value you are providing to your customer) which can be used in developing a website, in marketing or to tender for work. **Tendering workshop** will help businesses to win work, particularly contracts offered by Councils or the Queensland Government. This is value adding to the work being completed by Paul and Paula Misapeka through the RAPAD Group.
- **GWI briefing – CYBER SECURITY**
  1. Perform a region-wide digital and cyber health check based on a repeatable framework
  2. Create an inventory of digital capabilities, assets and gaps
  3. Identify digital opportunities and, through engagement with RAPAD and its members, establish a set of digital priorities
  4. Create a 12-month action plan
  5. Provide initial cyber advisory to mitigate current risks
  6. Provide advice and support on an as-needed basis. For example, region wide 'connectivity'; support unbiasedly our discussions with telcos; support and maximise our involvement with PEAK/NextGen, and government stakeholders.
- **West Qld Alliance of Councils (WQAC):** The RAPAD CEO updated the Board on recent WQAC matters. The board endorsed the expenditure of \$17,000 as a co-contribution towards the implementation of a housing research paper to be undertaken by the Regional Australia Institute. Housing is identified as a critical issue affecting all western communities.

**Other issues discussed during this meeting:**

- Shared resources – this to be progressed through working groups.
- Mental Health Grants – funding available of which 'Head Yakka' is able to assist.
- Skill Shortages – small working group to be formed to identify what can be done.
- Tourism boom – on its way – staff shortages in business a real issue.

**ATTACHMENTS:** Nil

**RECOMMENDATION:**

That the CEO Report for February 2021 is received for information.

Chief Executive Officer

Ms Lynn Moore

## Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Wednesday 22<sup>nd</sup> May 2019</b>				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO	<b>08/03/2021 Contact from Wirrilyerna - possible solution on fencing by landholder.</b> 11/02/2021 No response has been received from Wirrilyerna landholder on options. I have asked a local contractor to provide a quote on replacement of fence where it is. 18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
<b>Monday 18<sup>th</sup> November 2019</b>				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	<b>04/03/2021 Vink publishing is working on this now.</b> 08/02/2021 Vink publishing will be working on our website to add a booking feature in partnership with Qassist. 01/01/2021 Talks will resume this year with OQTA as to best company to use. 07/11/2020 Talks with OQTA assist to re-commence. 08/10/2020 OQTA Assist will help us start a set up with an online booking facility later in the year. 01/09/2020 Have contacted OQTA to ask for help with online booking contacts as Check front company not responding well.
<b>Wednesday 18<sup>th</sup> December 2019</b>				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	<b>26/02/2021 Meeting held, feedback received on lights and gantry.</b> 01/02/2021 Interested parties invited to submit ideas for facility at meeting 26 <sup>th</sup> February 2021. 10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	11/02/2021 On hold – competing priorities. 09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve.
<b>Monday 25<sup>th</sup> May 2020</b>				
25/05/2020		'BO' km signage between Bouliia and Winton to be replaced	DWO	<b>19/03/2021 In progress</b> 11/02/2021 To be completed by end of Feb 09/12/2020 Order will be issued end of January 2021.

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				09/09/2020 CEO – Audit complete – 11 signs to replace – advice to DWO.
<b>Friday 19<sup>th</sup> June 2020</b>				
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO	<b>26/02/2021 Container scheme report presented to Council in closed session on 26/2/21. Proposal declined as not feasible venture.</b>
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaella to 'interview' locals on a video for the web?	CSM/Michaella	<b>04/03/2021 Michaella is progressing with this task.</b>
<b>Tuesday 21<sup>st</sup> July 2020</b>				
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	<b>17/03/2021 Inspections conducted 9<sup>th</sup> to the 13<sup>th</sup> March.</b> 12/01/2021 Third party booked in for first week in March. 13/11/2020 Have been able to source a third party from Cloncurry able to conduct inspections for us. They would only be available around January/February next year. 11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
<b>Friday 25<sup>th</sup> September 2020</b>				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	11/02/2021 Held off until approx. July to coincide with road works.
<b>Friday 18<sup>th</sup> December 2020</b>				
18/12/2020	2020/12.21	1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils. 2. That a \$15,000 allocation be made in the annual budget for the project.	CSM	<b>04/03/2021 Submissions from 5 companies have been received by the facilitator and once all agreed this will go ahead.</b> 08/02/2021 Diamantina Shire is waiting for quotes from television company, then these will be sent to us and Barcoo. 12/01/2021 Waiting to hear when and how this will happen.
18/12/2020	2020/12.31	That Council note the Pitta Pitta Compensation application – Notification and agree to the joint meeting between the CEO of Boulia Shire and the CEO of Diamantina Shire Council and Holding Redlich to take place early January with the view to file a Form 5 (Notice of Intention to become a Party) with	CEO	01/02/2021 Meeting with Holding Redlich, now in their hands no further action at this stage.

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		the Federal Court on or before 29 March 2021 if this is the course of action we (CEO's and Holding Redlich) agree upon.		
18/12/2020	General Business	2021 Deputy Mayor role - Councillor Neilson addressed the Council regarding a resolution of Council (2020/PE4.1) that was made in April 2020 regarding the rotating role of Deputy Mayor between Councillor Beauchamp and Councillor Neilson. Councillor Neilson is scheduled to take the role of Deputy Mayor in 2021 however due to other commitments, suggested that it would be in the best interest of the Council if Councillor Beauchamp continued with the Deputy Mayor role in 2021. All Councillors were in agreeance with the suggestion.	CEO	<b>17/03/2021 Report to be presented to Council at March Ordinary Meeting.</b> 12/01/2021 To be ratified at the meeting in March by vote.
<b>Friday 22<sup>nd</sup> January 2021</b>				
22/01/2021		Look into the possibility of printing novelty Boulia toilet paper to sell	CSM	<b>04/03/2021 A quote for coloured has been received, this is quite expensive, have had trouble finding a wholesale distributor for quality printed rolls and not tacky ones. Still making enquiries.</b>
22/01/2021		Census education for the community – release information to explain how census data impacts potential funding figures. Consider making computers available at the Council training donga for residents to use.	CSM/CEO/EA	<b>15/03/2021 Meeting held with CENSUS reps for our area. Remote locations will have one month to collect data. Have offered our Depot donga training room as potential ‘capture’ points.</b> 11/02/2021 Further discussions on how to improve uptake of CENSUS data to be discussed at ManEx.
22/01/2021		Cllr Neilson: Consider making a screen or ipad present in the MME have a rolling slide show of notices and weather information	CSM	<b>04/03/2021 As stated, this is something to look at once renovations occur.</b>
22/01/2021	2021/1.10	That the Community Services Town Map Report be received for information and that a revised version of the map taking into account the suggestions provided by Council be resubmitted for Council consideration.	CSM	<b>04/03/2021 Vink Publishing are working on this now. Proofs available when completed for Council to look at.</b> 11/02/2021 This has gone to Vink publishing to quote on doing a quality map.
<b>Friday 26<sup>th</sup> February 2021</b>				
26/02/2021		Cllr Edgar – Pituri Street reseal status	DWO	<b>19/03/2021 In progress, to be done by mid April.</b>

Item CEO2

26/02/2021		Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	DWO	<b>19/03/2021 Work in progress.</b>
26/02/2021		Cllr Neilson – Acknowledgement of service to be included in ANZAC Day Service for the late Alan (Robbo) Robinson.	CSM	<b>04/03/2021 Library staff will attend to this in the ANZAC Day booklet.</b>
26/02/2021		Proposed TMR rest stop between Dajarra and Mt Isa – contact TMR regarding Council’s concerns over currently proposed location. Suggestion is to move it further north.	DWO	<b>19/03/2021 Contact made with TMR. Already committed to location therefore no change possible.</b>
26/02/2021		Concerns over state of Dajarra public toilets. Contact to be made with Cloncurry Shire	DWO	<b>19/03/2021 To be actioned.</b>
26/02/2021		Used grid that is on hand with Council to be installed in problem area of town fence. Painting pattern to be implanted on the grid to deter livestock from crossing.	DWO	<b>19/03/2021 Aiming to install by end of June.</b>
26/02/2021		Cllr Norton: left over aggregate piles located out of town – expressions of interest to be released advising of piles that are available for use. Identified sites to be clearly marked and notes made in any advertising/signage that aggregate taken from other sites may result in prosecution.	DWO	<b>19/03/2021 Piles to be identified.</b>
26/02/2021		Fading of signs to Boulia on Winton Shire side – flag with Winton Shire Council	DWO	<b>19/03/2021 Council to be contacted.</b>
26/02/2021	2021/2.11	Councillors Remuneration Levels 2021-2022: 2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2021-22, via LGRcenquiries@dlgrma.qld.gov.au)	CEO	<b>04/03/2021 Adopted remuneration levels forwarded to the Chair of the Tribunal.</b>
26/02/2021	2021/2.12	1. That Council and management support and commit to undertaking the program – QTC - Business Improvement Plan (BIP) which will assist Council staff and management to identify, prioritise and implement a range of improvement initiatives. 2. That the CEO advise QTC of the Council’s decision to proceed with the partnership between QTC and Council for the delivery of this (BIP) program.	CEO	<b>04/03/2021 Notification of Council resolution sent to QTC.</b>

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26/02/2021	2021/2.13	1. That Council receive the second quarter report for the 2020-2021 Operational Plan for information. 2. That the report be displayed on the Council website.	EA	<b>04/03/2021 Report displayed on the Council website.</b>
26/02/2021	2021/2.14	RECOMMENDATION B That in relation to the application for a Development Permit for a Reconfiguration of a Lot for a 1 lots into 2 lots subdivision, made by EC & AM Britton, on Lot 69 B2672, located at 68 Pituri Street, Boulia, Council resolves to issue an Infrastructure Charges Notice as discussed above.	CEO	<b>04/03/2021 Resolution of Council sent to Town Planning Consultant.</b>
26/02/2021	2021/2.34	That Council approve the submission of the application to the Building Better Regions Round 5 to support the Regional Community Precinct (Hub) with the following: 1. That co-contributing funds from Council reserves be noted on the application to support the application which is confirmed through Queensland Treasury as practical and advisory. 2. That a Council co-contribution of \$2,400,000 (two million four hundred thousand dollars) to the Regional Community Precinct (Hub) be noted for the grant application. 3. \$1,400,000 (one million four hundred thousand dollars) loan over 20 years be sought if the application for Grant funding to support the Regional Community Precinct is successful which will then form part of the \$2.4m co-contribution made by Council.	CEO	<b>17/03/2021 BBRF Application lodged 5/3/2021.</b>

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....

Item CEO2

19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	<b>26/02/2021 Alternative dam location - obtain drone footage to identify potential location.</b> This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull’ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	<b>26/02/2021 Street signage (ie. Street names) currently is only on one side of the street. Consider both sides in future?</b> 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented.  This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	<b>26/02/2021 – Could be a project for Work Camp?</b> 7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.
23/10/2020	DWO/CSM	Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	<b>04/03/2021 No new funding released as yet for shading projects.</b> 7/11/2020 This is a project being looked at when funding is available.
20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	<b>04/03/2021 No new funding released for Councils to access at this time for solar energy.</b> 20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	<b>17/03/2021 To be actioned after end of financial year due to competing priorities.</b>
26/02/2021	CEO/DWO	Cllr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	<b>17/03/2021 To be actioned after end of financial year due to competing priorities.</b>

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

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Policy Review – Study Policy and Employee Travel and Training Policy	<b>DOC REF:</b> Item CEO3
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 11/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 5. Robust Governance

5.1: Confidence

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

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to the Employee Travel and Training Expenses Policy and the Study Policy.

**CONTENT:**

This report presents to Council reviews that have been undertaken on two existing Council policies – the Employee Travel and Training Expenses Policy (Policy 115) and the Study Policy (Policy 132).

Employee Travel and Training Expenses Policy

This policy provides guidelines to employees of what are considered to be reasonable expenses incurred when travelling on official Council business. There are a few minor changes suggested with the main proposed updated being the clarification of the type of accommodation to be booked.

Study Policy

Council encourages staff to undertake education courses which will improve their ability to contribute to the corporate objectives of the organisation as well as improve their professional qualifications. Depending on the relevance of the study undertaken in conjunction with the employee's role within Council, there are three levels of assistance Council may provide in order to support staff looking to complete further education. These levels of assistance are outlined in the policy.

Upon review of the current policy, it was identified that there were sections of the Study Policy that overlapped with the Employee Travel and Training Expenses Policy and that there were no provisions within the policy to allow for when study is completed online or when a course is completed faster than the normally allowed time period.

Both revised policy versions are attached for Council consideration with the proposed changes to the policies highlighted in yellow.

It is recommended that the policies as presented be adopted.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

1. That Policy 115 Employee Travel and Training Expenses Policy and Policy 132 Study Policy as presented be adopted.
2. That a copy of the policies be loaded into the Councillor Hub.

**ATTACHMENTS:** Policy 115 Employee Travel and Training Expenses Policy and Policy 132 Study Policy

Chief Executive Officer

Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## EMPLOYEE TRAVEL AND TRAINING EXPENSES POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	115
<b>Document Version:</b>	4
<b>Obsolete Version:</b>	<del>Policy 115 Employee Travel and Training Expenses Policy as adopted 25<sup>th</sup> August 2015</del> Policy version as adopted 21 <sup>st</sup> November 2018
<b>Keyword Classification:</b>	Employee Travel and Training
<b>Summary:</b>	To provide guidelines of what are considered to be reasonable expenses incurred when travelling on official Council business.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	3 years or as legislation changes
<b>Revision Date:</b>	26 <sup>th</sup> March 2024
<b>Date Revoked:</b>	n/a
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>- Policy 105 Entertainment and Hospitality</li> <li>- Policy 111 Councillor Expenses Re-imbursment Policy</li> <li>- Policy 125 Telecommunication Policy</li> <li>- Policy 131 Council Credit Card Policy</li> <li>- Policy 132 Study Policy</li> <li>- Policy 146 Code of Conduct</li> <li>- <del>Travel Movement Form</del></li> <li>- <del>Form 72: Employee Expense Claim Form</del></li> </ul>
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	<del>Chief Executive Officer</del> Director of Corporate Services
<b>Legislation:</b>	<ul style="list-style-type: none"> <li>- Queensland Government Domestic Travelling and Relieving Expenses (Directive No 09/11)</li> <li>- Local Government Act 2009</li> <li>- <del>Section 54(1) of the Public Service Act 2008</del></li> <li>- Queensland Local Government Industry Award – State 2017</li> </ul>

## OBJECTIVE

To provide employees with guidelines of what are considered to be reasonable expenses incurred when travelling on official Council business and to ensure consistency, accountability and transparency in the payment of these expenses.

## SCOPE

This policy applies to all employees of Boulia Shire Council.

It does not apply to situations where staff are directed to stay in a Council provided camp as this is addressed under the relevant Award.

Failure to comply with the policy or misappropriation of expenses or facilities could give rise to an offence under the Criminal Code and/or a breach of Council's Code of Conduct.

Reimbursement of expenses or provisions of facilities outside these guidelines will not be considered unless preapproval has been granted by the Chief Executive Officer. Should you encounter a situation outside the scope of this policy it is expected that you make travel arrangements in the spirit of the guidelines below and seek Manager approval before embarking.

## DEFINITIONS

- Employee:* This policy applies to all employees of the Boulia Shire Council including those employed under the Queensland Local Government Industry Award - State 2017 or contract. It does not apply to Councillors, contractors, volunteers, and other Council representatives.
- Training:* A training course provided by a registered training provider or equivalent. E.g. LGAQ, LGMA.
- Conference:* An event usually provided for networking and professional development for members/observers of associations such as LGAQ, LGMA, IPWEA or LGFPQ.
- Official Duty:* Includes training and conferences and any other meeting or business trip related to Council's official duties such as meetings with state government representatives and regional groups.
- Family:* Includes spouse/defacto and children.

## APPROVAL PROCESS

Staff must have received prior written approval to attend a training course, conference or meeting to be eligible to claim reimbursement of expenses. This approval may be given in the form of an email upon receipt of a request detailing the purpose of travel and expected travel times and dates.

## **FAMILY**

Council believes a family friendly policy is an integral part of retaining and attracting employees. Family members may accompany employees when they participate in approved official functions. Where airfares are involved, this will be at a cost to the employee.

Council will pay the standard double room rate sufficient to accommodate one person and the employee will be responsible for the difference between a standard double room rate and extra costs for extra persons or family room.

Council will pay the Partner's meal at any official dinner, however, the partner will be responsible for all other costs.

## **ENTITLEMENT**

An employee who is required to travel on official duty shall be allowed actual and reasonable expenses for accommodation, meals and incidental expenses necessarily incurred.

An employee undertaking travel to attend authorised training or conference is, unless otherwise provided for in the Study Policy, entitled to be paid, or to accrue TOIL/RDO in the case of weekend or out of hours travel, at their ordinary hourly rate to a maximum of 8 hours per day (Queensland Local Government Industry Award – State 2017, Division 2 – Section 1, Part 8, Clause 31 (b)).

Travel time when driving or flying will be accrued as per the recommended travelling time shown on the RACQ travel planner or such appropriate site, and shall where practical, be not longer than the employees ordinary working day. For safety reasons, employees are advised not to drive/travel after sunset, or during sunset/sunrise particularly when heading in an east/west bound direction (eg: Winton Rd).

Should the employee be required to stay over a weekend to undertake a separate course, Council will provide the accommodation, however Council will not pay for meals as the weekend will be free time. Should the course actually be held on the weekend then Council will pay/reimburse the employee for meals not provided for at the venue.

## **TRAVEL**

Employees will be provided with a Council vehicle or provided with air travel to attend official engagements. The employee will obtain the Chief Executive Officer's prior approval to use their own vehicle. The CEO will determine how the employee will be reimbursed at this time. On occasions where private vehicles are used the employee should be aware that, in the event of any accident, all claims must be covered by the employee's own insurance on their vehicle. Council's insurance does not cover vehicles not owned by Council.

Should the employee require car hire this will also be arranged prior to travel by the **Shire Office delegated Council Officer**.

When using a Council vehicle, the vehicle should be fully fuelled at the Council Depot prior to departure and any fuel purchased during travel should be purchased using the vehicle's fuel card. If an officer requires fuel for a Council vehicle and is in a location where fuel is not able to be purchased using a fuel card, the expense can be paid for using a corporate credit card or reimbursement for the fuel expenses can be claimed upon submission of the receipt and the relevant claim form.

When refuelling a hire vehicle, the expense can be paid for using a corporate credit card or reimbursement can be claimed upon submission of the receipt and the relevant claim form.

Employees travelling by air will have arrangements made by the **Shire Office delegated Council Officer**. Ideally airfares for accompanying family members should be booked and paid for separately outside of Council processes, however if any air fare bookings are made for family members accompanying employees on conferences/meetings, employees will be required to reimburse Council for the value of the accompanying person's air fares.

Council will not pay for membership to frequent flyer or loyalty programs nor can employees use their booking to accumulate points towards their existing frequent flyer or loyalty programs.

All employees will be required to complete a Travel Movement Form prior to any journey taken outside of their normal place of work.

## ACCOMMODATION

All employee accommodation bookings will be made by the delegated Council Officer and will be made taking into consideration:

- value for money
- availability
- distance from training/conference/meeting

Where possible, accommodation will be arranged at the training/conference/course venue or where this is not an available option, as close to the venue as possible.

In accordance with the *Queensland Government Domestic Travelling and Relieving Expenses (Directive No 09/11)*, employees will be provided with accommodation that is of at least a 3 star rating as used in the RACQ accommodation directories, except where this star rating may not be available.

Should an officer choose to stay in private accommodation (e.g. with friends or family), the officer is not entitled to claim costs for accommodation.

Should an officer choose to upgrade their accommodation (e.g. to a higher rated property or to a larger suite to accommodate family) the officer is responsible for paying the upgrade cost difference.

## MEALS

The actual and reasonable costs allowed for meals are not to exceed the *Queensland Government Domestic Travelling and Relieving Expenses (Directive No. 09/11)* which

may be viewed at <https://www.forgov.qld.gov.au/documents/directive/0911/domestic-travelling-and-relieving-expenses> (or as updated).

An employee is not entitled to claim expenses for a meal that is provided as part of a conference, training course or meeting.

Meal allowances shall be claimable to the value below upon production of receipts, however, the CEO may approve payment beyond these amounts under certain circumstances.

Breakfast	\$25.00
Lunch	\$30.00
Dinner	\$50.00

Alcoholic beverages are the employees' responsibility. The employee will be responsible for all mini bar expenses.

## **TELEPHONE CALLS, FACSIMILES AND POSTAGE**

Official telephone calls, facsimiles and postage costs will be reimbursed by the Council upon production of receipts. A miscellaneous expenses total of \$15 per day including telephone calls (for e.g. to phone home) is claimable with receipts to be provided.

## **INCIDENTAL EXPENSES**

Incidental expenses will be reimbursed to employees upon production of receipts to cover costs such as:

- Taxi fares/rail fares/bus fares etc
- Toll fees
- Parking fees
- Laundry

## **EXTENDING OF TRAVEL PERIOD**

Employees seeking to extend their stay for annual leave, RDO, TOIL or leave without pay or over a weekend shall be responsible for the extra costs associated with the extended time.

## **TRAVEL INSURANCE**

Should travel insurance be required for travel, this is to be arranged on a case by case basis with the approval of the CEO.

## **ILLNESS OR INJURY WHILST TRAVELLING**

If an officer becomes ill whilst travelling they are to notify their Manager as soon as possible. The officer will then commence on sick leave if required.

In the event of an injury, the officer is to notify their Manager and Council's Workplace Health and Safety Officer as soon as possible.

## **OPTIONS FOR PAYMENT**

Council will where possible, arrange for accommodation, travel and meals to be paid in advance on corporate credit card or by Council purchase order.

If an officer holds a corporate credit card, the officer may use this card to pay for accommodation, fuel, meals or incidentals (up to the value of any applicable allowances mentioned above) where prepayment was not available. The officer is responsible for providing receipts for credit card reconciliation.

The officer is not to pay for meals for accompanying people on the corporate credit card unless that person is a Council Officer or Official Council guest to the meeting or conference being held. Should the cost of the meals exceed the meal expense limit, the officer is responsible for the additional expense and this amount must be paid back immediately to Council upon return from travel. If an officer is travelling with a Councillor, the officer's meals or other expenses are not to be paid for using the Councillor's corporate credit card.

## **METHOD OF REIMBURSEMENT**

Before an expense is paid, the employee is required to produce documentary evidence that the expenditure has occurred by way of:

- Receipts
- Tax Invoices
- Itemised statements

An EFTPOS receipt is not sufficient to claim reimbursement of expenses for payments in excess of \$50.00.

Reimbursement will be made by completion of the appropriate form (accessible on Council's intranet page) and reimbursed through creditors on the next available run.

## **TIME LIMIT ON CLAIM**

A claim shall not be paid unless it is submitted within three months of the date the expense is incurred.

## **CONDUCT**

Staff shall at all times adhere to Council's Code of Conduct provisions and act in a professional manner so as not to harm Council's reputation.



# BOULIA SHIRE COUNCIL

## STUDY POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	132
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	<del>23rd August 2017-17th August 2020</del>
<b>Keyword Classification:</b>	Staff/Study/Education
<b>Summary:</b>	The purpose of this policy is to encourage staff to undertake education that improves their professional qualifications and enhances their ability to contribute to Council's corporate objectives.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	26 <sup>th</sup> March 2024
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	n/a
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	Local Government Regulation 2012



## **OBJECTIVE**

It is Council's policy to encourage staff to undertake education courses which will improve their ability to contribute to the corporate objectives of the organisation as well as improve their professional qualifications.

## **SCOPE**

This policy shall apply to all employees of Boulia Shire Council.

### **Types of Assistance Offered**

Given Council's geographic location and the nature of training courses on offer it is important that employees who request assistance from Council are willing to undertake training or attend seminars both during and outside normal working hours where travel or course requirements dictate.

The level of assistance offered to employees undertaking study or attending seminars shall be based on three categories, details of which are as follows:

#### **Category 1 - Required Training and Seminars**

A training course or seminar directly related to the employees current position and/or needs of the Council. It may also be a condition of employment that the employee obtains required qualifications or certificates.

#### **Category 2 - Relevant Training and seminars**

A training course or seminar not directly relevant to the employee's current position and/or immediate needs of the Council that is relevant to the employee's progression within the organisation or the future needs of the Council.

#### **Category 3 - Employee self education and development**

A training course or seminar not directly relevant to the employee's current position and/or immediate needs of the Council that is of relevance to Local Government and may enhance the employee's professional qualifications and/or future job prospects within the industry.

## Determination of Category of Training

In the event that the Chief Executive Officer and the employee are unable to agree upon the relevant category for a particular training course or seminar, then Council's ManEx team may review the matter and make a recommendation to the Chief Executive Officer. However, the Chief Executive Officer may choose to accept or reject the recommendation of the ManEx team and the Chief Executive Officer's determination will be final.

## Level of Assistance Category 1 - Required Training and Seminars

Council will generally meet the cost of all reasonable out of pocket expenses associated with the training course or seminar in accordance with Council policy and Award requirements.

This may include:

### Fees

Council shall pay all compulsory course fees for approved employees undertaking such training provided however, ~~that~~ where the employee is required to repeat a subject, no payment will be made unless previous course fees have been repaid to Council.

### Travel and Accommodation

- a) ~~Where practicable Council may provide the employee with a vehicle to attend the course/seminar or reimburse the employee the reasonable cost of airfares and public transport. If the employee chooses to use a private vehicle Council will reimburse out of pocket expenses for fuel and road tolls etc.~~
- b) ~~Where an employee is required to attend a Compulsory Residential School Council will reimburse the costs of on-campus accommodation.~~
- c) ~~Council will meet reasonable out of pocket expenses for meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.~~
- d) ~~All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.~~

~~Travel, accommodation and reasonable out of pockets expenses in relation to required training and seminars will be fully reimbursed in accordance with Policy 115 Employee Travel and Training Expenses Policy. All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.~~

### **Special Leave**

- a) Council will grant leave with pay to a staff member to allow attendance at a recognised Residential School to a maximum of ten (10) days per annum. Where a subject is being repeated no such leave with pay will be granted.
- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay will be granted.
- c) The employee may utilise other approved leave for any additional time required for study etc.

Employees will not be required to take leave to participate in Required Training and Seminars unless:

- a) a subject is being repeated and they are required to re-sit an examination
- b) they are attending a graduation ceremony.

### **Use of Council facilities**

The employee may make arrangements with their supervisor to utilise Council offices, fax, printers, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

### **Textbooks and other expenses**

Council will meet the full cost of prescribed texts associated with the course and any incidental expenses directly related to the training.

### **Category 2 - Relevant Training and Seminars**

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course or seminar as detailed below.

## Fees

Council will reimburse the employee up to 50% of all compulsory course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. A higher reimbursement percentage (e.g. 75% or 100%) may be authorised by the CEO upon taking into account such factors as (but not limited to):

- The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider
- Whether or not the training/seminar was conducted entirely online (no accommodation or travel fees incurred)

For example, if a tertiary course that would normally take five years to complete is finished in half the time, 100% of course fees may be covered, if it is finished in 75% of the time allowed, 75% of course fees may be covered.

Approval of a higher reimbursement rate will be considered on a case by case basis.

## Travel and Accommodation

a) Subject to a limit of \$1,000 per annum Council will reimburse the costs of on-campus accommodation and meet the reasonable out of pocket expenses for travel, accommodation, meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.

b) All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

Subject to a limit of \$1,000 per annum, Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel and Training Expenses Policy. All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

## Special Leave

a) Council will grant leave with pay to a staff member to allow attendance at a recognised Residential School relevant training or seminars to a maximum of three (3) days per annum.

- b) Council will grant leave with pay of one day to sit for examinations. Where a subject is being repeated no such leave with pay will be granted.
- c) The employee may utilise other approved leave for any additional time required for attendance or study, **graduation ceremony attendance** etc.

### **Use of Council facilities**

The employee may make arrangements with their supervisor to utilise Council offices, **fax, printers**, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

### **Textbooks and other expenses**

Subject to an annual limit of \$200 per annum, Council will **meet-reimburse up to 50%** of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training.

## **Category 3 - Employee self education and development**

Council will generally assist with the cost of reasonable out of pocket expenses associated with the training course or seminar as detailed below.

### **Fees**

Council will reimburse up to **\$300 25%** towards course fees, including HECS-HELP fees, for approved employees undertaking such training upon satisfactory completion of each unit of study. **A higher reimbursement amount may be authorised by the CEO upon taking into account such factors as (but not limited to):**

- **The employee being able to successfully complete their studies in a shorter time frame than the maximum study period allowed by the training/education provider**
- **Whether or not the training/seminar was conducted entirely online (no accommodation or travel fees incurred)**

**For example, if a tertiary course that would normally take five years to complete is finished in half the time, 75% of course fees may be covered, if it is finished in 75% of the time allowed, 50% of course fees may be covered.**

Approval of a higher reimbursement rate will be considered on a case by case basis.

### **Travel and Accommodation**

a) Subject to a limit of \$400 \$500 per annum, Council will reimburse the costs of on-campus accommodation and meet the reasonable out of pocket expenses for travel, accommodation, meals etc in accordance with Council policy for the provision of expenses to Councillors and Officers.

b) All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

Council will reimburse costs associated with travel, accommodation and out of pocket expenses, in accordance with Policy 115 Employee Travel and Training Expenses Policy. All claims for reimbursement must be supported by appropriate documentation. For individual expenses greater than \$50 a tax receipt is required.

### **Special Leave**

The employee may utilise approved leave for any time required for attendance at residential school training or study etc.

### **Use of Council facilities**

The employee may make arrangements with their supervisor to utilise Council offices, fax, printers, internet and computers etc for out of hours study or assignments as part of the course being undertaken. Subject to CEO approval on a case by case basis, Council may also assist with the provision of a laptop or other computer if one is available for use for study at home.

### **Textbooks and other expenses**

Subject to an annual limit of \$100 per annum, Council will meet reimburse up to 25% of the cost of prescribed texts associated with the course and any incidental expenses directly related to the training.

## BOULIA SHIRE COUNCIL

### Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Delegations to CEO and CEO to Staff Review	<b>DOC REF:</b> Item CEO4
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 17/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**PURPOSE:**

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

**CONTENT:**

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

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

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

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

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

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

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

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

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

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

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

The proposed delegation from the Council to the CEO has not changed since its last review in 2019. The introduction of the role of the Administration Supervisor, has resulted in the register of delegations being updated to reflect a new delegation to this role.

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

**CONSULTATION:** Legislative database and other Local Authorities

**GOVERNANCE IMPLICATIONS:**

It is a legislative requirement to review Delegations to the CEO annually (Section 257 (5) Local Government Act 2009)

**RECOMMENDATION:**

1. That Council note in the Register of Delegations current delegations from the CEO to other staff and contractors.
2. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.

**ATTACHMENTS:**

- Register of Delegations – CEO to staff

Chief Executive Officer

Ms Lynn Moore



## Bouliia Shire Council - Summary of Purchasing Delegations and Limits

*(Effective until revoked)*

**\*\* Please note this document cannot be changed unless it is approved under resolution of Council \*\***

<i>Position</i>	<i>Current Occupant of Position</i>	<i>Delegation to Sign Orders &amp; Authorise Payments</i>	<i>Purpose</i>	<i>Other</i>	<i>EFFECTIVE from</i>
<b>Chief Executive Officer</b>	Lynn Moore	No Limit subject to Regulations	Any Lawful purpose	Subject to Council Policy	24/01/2018
<b>Director of Corporate Services</b>	Kaylene Sloman	Limit up to \$150,000	Restriction by CEO/Council/Policy	Subject to Council Policy	1/07/2020
<b>Director of Works and Operations</b>	Harin Karra	Limit up to \$150,000	Restriction by CEO/Council/Policy	Subject to Council Policy	15/05/2017
<b>Finance Manager</b>	Rahaul Bhargava	Limit up to \$50,000	For Corporate Service responsibilities and Payroll	Subject to Council Policy	27/07/2020
<b>Administration Supervisor</b>	Narelle Walker	Limit up to \$5,000	For Corporate Service responsibilities	Subject to Council Policy	29/03/2021
<b>Foreman, Road Maintenance and Utility Services</b>	Ronnie Callope	Limit up to \$70,000	For Works and Service responsibilities	Subject to Council Policy	22/02/2017
<b>Foreman, Roads Maintenance and Construction</b>	Jim Newman	Limit up to \$70,000	For Works and Service responsibilities	Subject to Council Policy	22/02/2017
<b>Community Services Manager</b>	Julie Woodhouse	Limit up to \$10,000	For Community Services Operations	Subject to Council Policy	22/02/2017
<b>Executive Assistant</b>	Nicole Tonkies	Limit up to \$5,000	For Accommodation, Travel, Meeting expenses, Office Supplies	Subject to Council Policy	22/02/2017
<b>Stores Officer</b>	Mari Gundersen	Limit up to \$5,000	For Stores and Materials	Subject to Council Policy	22/02/2017
<b>Contract Works Overseer</b>	(Consultant)	Limit up to \$70,000	For Flood Damage Restoration Works	Subject to Council Policy	22/02/2017
<b>Remote Mechanical Services</b>	Grant Jensen	Limit up to \$5,000	For parts and mechanical services	Subject to Council Policy	22/02/2017

**Review - 26th March 2021- Add Administration Supervisor.  
No other changes.**

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Nomination of Deputy and Acting Mayor for 2021	<b>DOC REF:</b> Item CEO5
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 17/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 8: Proactive and responsible leadership

8.2: Strong representation

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

**PURPOSE:**

To formalise the Councillor change of role of the Deputy Mayor for 2021, following Councillor Neilson's suggestion at the 18<sup>th</sup> December Ordinary Meeting of Council.

**CONTENT:**

Following the elected representatives having taken the Declaration of Office in April 2020, Council's first duty was to elect a Deputy Mayor and Acting Mayor in the absence of both the Mayor and the Deputy Mayor.

In accordance with this requirement, the following resolution of Council (resolution number 2020/PE4.1) was made on the 20<sup>th</sup> April 2020:

1. *That in accordance with section 175 of the Local Government Act 2009 appointment of the role of Deputy Mayor be in accordance with the following schedule:*

2020 (one year term)                      Councillor Sam Beauchamp

2021 (one year term)                      Councillor Jack Neilson

2022 (one year term)                      Councillor Sam Beauchamp

2023 (one year term)                      Councillor Jack Neilson

2. *That at this point in time no Acting Mayor is nominated.*

At the 18<sup>th</sup> December 2020 Ordinary Meeting of Council, Councillor Neilson addressed the Council in regards to his pending term as Deputy Mayor and suggested that due to his other commitments, it would be in the best interest of the Council if Councillor Beauchamp continued with the Deputy Mayor role in 2021. All Councillors were in agreement with Councillor Neilson's suggestion.

This report seeks formalisation of Council's decision for Councillor Beauchamp to continue the Deputy Mayor role for the 2021 term.

**GOVERNANCE IMPLICATIONS:** That the Council is duly represented.

**RECOMMENDATION:**

1. That in accordance with section 175 of the Local Government Act 2009 appointment of the role of Deputy Mayor be in accordance with the following schedule:

2021 (one year term)                      Councillor Sam Beauchamp

2022 (one year term)                      Councillor Sam Beauchamp

2023 (one year term)                      Councillor Jack Neilson

2. That at this point in time no Acting Mayor is nominated.

Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Director of Corporate Services February 2021 Report	<b>DOC REF:</b> Item DCS1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 11/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

**PURPOSE:**

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

**CONTENT:****Telephone System Upgrade**

Our current telephone system has not kept pace with the Council's needs and replacement parts are quite difficult to obtain. We have requested information on replacement options which will suit our needs into the future. An order has been issued for the upgrade to our current NEC telephone system to Advance Communications in Roma. In preparation we are working with the provider on our current telephone set up and ensuring all data is ready for a smooth transition for the upgrade.

**Budget 2021-22 Date Claimer**

Councillor Budget Workshop #2 10<sup>th</sup> May 2021

Budget Meeting 18<sup>th</sup> June 2021

**Reviewing Budget 2021-22**

Have trained the Finance Manager in the process of compiling the proposed 2020-21 Operational Budget for the first Councillor budget workshop for Boulia as this is his first budget for Council.

From this, have been in the process of reviewing the proposed budget and as part of this process is reviewing the average expenditure and income over the last 5 years of operational budgets. Further to this, any known predictions for 20/21 in conjunction with Council's planned works and made relevant adjustments. This process is ongoing until the 2<sup>nd</sup> Councillor workshop.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**DOCUMENTS TO BE TABLED:** Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Policy Review – Telecommunication Policy, Social Media Policy, Email and Internet Policy and Flag Flying Policy	<b>DOC REF:</b> Item DCS2
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate Services	<b>DATE:</b> 17/03/2021
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<b>CORPORATE PLAN REFERENCE:</b> Key Priority 5. Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council
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<b>PURPOSE:</b> Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with a review of the Telecommunication Policy and the Social Media Policy.
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<b>CONTENT:</b> A number of Council's policies are currently due for review. The content of each of these policies has been checked and some updates have been made and are presented to Council for consideration.  <u>Telecommunication Policy (Policy 125)</u> This policy aims to provide direction for the use of supplied and private mobile phones, landline phones, satellite phones and voice mail facilities by Boulia Shire Council for staff and Councillors. Suggested updates to this policy are only minor updates, mainly consisting of changes to staff roles that have occurred since the policy's last review. The revised policy version is attached for Council consideration with the proposed changes to the policies highlighted in yellow.  <u>Social Media Policy (Policy 144)</u> This policy is intended to help staff make appropriate decisions about the use of social media. Council's predominate social media channel is Facebook with the Council holding two Facebook accounts, the Boulia Shire Council Facebook page and the Min Min Encounter & Boulia Visitor Information Centre Facebook page. The increasing use of social media across the community has seen these Facebook pages become an effective and efficient tool for Council to help ensure the community receives updates about what is happening at Council and in the shire.  Upon review of the current policy, it was felt that more information was required to be added that would help guide staff delegated to act on Council's social media sites. Subsequently the policy has been rewritten with a greater focus on providing this guidance and is attached for Council review.  <u>Email and Internet Policy (Policy 112)</u> This policy aims to provide guidance to staff on the use of email and internet. Review of this policy found only minor updates to be required. A paragraph has been added to advise what to do when spam/hoax emails are received.  <u>Flag Flying Policy (Policy 135)</u> This policy provides Council staff with a guideline on the protocols surrounding flying of flags. Upon review of this policy, it was found that only minor updates were required namely the updating of staff roles that have occurred since the policy's last review.  It is recommended that the policies as presented be adopted.
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<b>CONSULTATION:</b> Nil
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<b>GOVERNANCE IMPLICATIONS:</b> The policy is consistent with the guidelines and legislation as issued.
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<b>RECOMMENDATION:</b> 1. That Policy 125 Telecommunication Policy, Policy 144 Social Media Policy, Policy 112 Email and Internet Policy and Policy 135 Flag Flying Policy as presented be adopted. 2. That a copy of the policies be loaded into the Councillor Hub.
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<b>ATTACHMENTS:</b> Policy 125, Policy 144, Policy 112 and Policy 135
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Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Telecommunication Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	125
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	2016 version 1, 2018 version 1
<b>Keyword Classification:</b>	Telecommunication
<b>Summary:</b>	This policy aims to provide direction for the use of supplied & private mobile phones, landline phones, satellite phones and voice mail facilities by Boulia Shire Council for staff and Councillors.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision</b>	Every three years unless impacted by legislation or as required.
<b>Revision date:</b>	March 2024
<b>Date revoked</b>	n/a
<b>Related documents:</b>	Policy 129 Councillor Code of Conduct Policy 146 Code of Conduct
<b>Responsible Section</b>	<del>Administration</del> – Corporate Services
<b>Responsible Officer</b>	<del>Senior</del> Administration Supervisor Officer
<b>Legislation</b>	Local Government Act 2009

## Policy Statement

The purpose of this policy is to provide direction for the use of supplied & private mobile phones, landline phones, satellite phones and voice mail facilities by Boulia Shire Council for staff and Councillors.

Boulia Shire Council appreciates that there are circumstances in which employees need to make and receive personal phone calls during working hours. This Policy sets out the circumstances under which employees may make and receive personal phone calls at work, and the limits of acceptable usage.

This Policy applies to employees, agents and contractors (including temporary contractors) of Boulia Shire Council, collectively referred to in this Policy as "workplace participants".

### 1. REASONABLE USE OF COUNCILS' TELECOMMUNICATIONS FACILITIES

- 1.1 The Boulia Shire Council's telecommunications facilities are provided for the conduct of its activities. Any use of Council's telecommunications facilities for the conduct of any other business for the financial gain of any other party is expressly prohibited.
- 1.2 All personal telephone calls should be kept as short as possible in the interests of minimising disruption to work. The Council reserves the right to recover costs associated with personal use.
- 1.3 Only local outgoing personal telephone calls are permitted unless the specific permission of your immediate supervisor is obtained and payment must be made for the call directly after.
- 1.4 Telecommunication facilities are not to be used in any way that offends the law or as a device for delivery of offensive or objectionable communications. Offences of this nature may result in dismissal.
- 1.5 Telecommunication facilities are not to be used to access 'charge-for' services or the like.
- 1.6 Personal phone calls should be made where possible in a workplace participant's designated break time.
- 1.7 If a workplace participant is on a personal phone call and a client or customer is waiting, the personal call should be terminated immediately and can be resumed, if urgent, at a later time.
- 1.8 International calls must not be made by a workplace participant without the permission of the Department Manager. Permission will only be granted in extenuating circumstances.
- 1.9 Under no circumstances may workplace participants use Boulia Shire Council's telephones to conduct any business activities, other than for Boulia Shire Council's benefit.
- 1.10 Workplace participants must limit their personal calls to matters which, as a

matter of urgency, must be dealt with during working hours and defer other calls to time outside work hours or to break times.

## **2. CONDITIONS OF USE - COUNCIL PROVIDED MOBILE AND SATELLITE TELEPHONES**

- 2.1 An employee may be eligible to have a mobile or satellite phone if, in the view of Boulia Shire Council, it is deemed necessary for the appropriate performance of their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.
- 2.2 Alternatively, Boulia Shire Council may reimburse an employee for the cost of work-related phone calls made from an employee's personal mobile phone where the employee is not provided with a Boulia Shire Council mobile phone.
- 2.3 A mobile or satellite phone provided by the Council remains the property of the Council at all times and any theft or loss must be reported immediately to your direct supervisor and **the Information Technology Department Director of Corporate Services.**
- 2.4 The mobile or satellite phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact Boulia Shire Council and its customers.
- 2.5 Employees must not use the mobile or satellite phone while operating a motor vehicle.
- 2.6 Employees who have been provided with a mobile phone with email and internet access must comply with Boulia Shire Council's policies dealing with email and internet access where relevant.
- 2.7 The replacement cost of the lost or stolen mobile or satellite phone is to be covered by the designated user where such loss or damage is deliberate, or the result of willful or careless negligence.
- 2.8 Mobile or satellite telephones should not be used for outgoing calls when a landline telephone is available.
- 2.9 If customers expect to find an employee on their Boulia Shire Council's mobile phone rather than on a regular fixed telephone in the office, then the Boulia Shire Council's mobile phone should be kept on, even when in the office.
- 2.10 The designated user is responsible for the cost of personal calls made from Council mobile or satellite phones where such use is other than a nominal amount. i.e. in excess of \$10 per month.
- 2.11 Minimal use of voicemail is recommended.
- 2.12 On the cessation of their employment with the Council, staff must return all Council mobile and satellite phone handsets including accessories (charger, case, in car charger etc) to their supervisor.

- 2.13 Obsolete, outdated or faulty handsets and/or accessories are to be handed in to the office to be disposed of in an environmentally friendly manner.
- 2.14 Use of mobile phones while overseas is prohibited unless authorised by the Chief Executive Officer.
- 2.15 Use of mobile and satellite phones is subject to the Reasonable Use of Telecommunications Facilities provided in Clause 1 of this policy.
- 2.16 Private Use
- a) A Boulia Shire Council mobile phone is provided predominantly for work purposes. Therefore, private usage of the mobile phone should be kept to a minimum.
  - b) If Boulia Shire Council believes an employee is using a Boulia Shire Council mobile phone irresponsibly or unreasonably, then the employee may have the phone removed or be requested to reimburse Boulia Shire Council for excessive personal calls.
  - c) In those circumstances, the employee's phone use will continue to be closely monitored until a more reasonable proportion of work-related versus private use is achieved.

### **3. OWNERSHIP**

- 3.1 All telecommunication facilities, and information collected as a result of usage of such devices, remain the property of the Council.
- 3.2 Any theft or loss of Council telecommunications facilities must be reported immediately to your supervisor.

### **4. MONITORING**

- 4.1 The use of Council telecommunication facilities will be treated as Council related. Authorised persons may examine records of telecommunication usage for operational, maintenance, compliance, auditing, security or investigative purposes.
- 4.2 The Council **will may** collect and utilise statistics based on telecommunication facilities provided and used by staff. These user profiles will be provided regularly to the Department Heads when collected.
- 4.3 Monitoring will not include listening to the content of calls where prohibited by applicable legislation.
- 4.4 Use of Council telecommunication facilities constitutes consent to monitoring in accordance with this policy.

### **5. ENQUIRIES, FAULTS, ACTIVATIONS & DISCONNECTIONS**



- 5.1 Any enquiries, faults, activations or disconnections regarding Council telecommunication facilities are to be reported to the ~~Senior Administration Supervisor. Officer (SAO).~~

## 6. BREACH OF POLICY

- 6.1 Violations of this policy may result in restriction of access to the Council's mobile phone service and/or disciplinary action under the Council's Code of Conduct policy.

## 7. PROVISION OF COUNCIL MOBILE PHONES

- 7.1 Council mobile phone purchases must be authorised by the Chief Executive Officer (CEO).
- 7.2 Council mobile phones will be one of the three standard phones (handsets) evaluated and approved by the ~~Administration Supervisor SAO~~. The CEO must approve any exceptions to this.
- 7.3 The provision of a mobile phone to a staff member must be authorised by the CEO ~~including Information Services, if required.~~
- 7.4 Council mobile phones are to be purchased through the Council's ~~Director of Corporate Services.~~
- 7.5 Council mobile phones will be connected via the Council's preferred carriers. Under no circumstances are staff authorised to connect their units to any other provider.
- 7.6 The Council's ~~SAO Administration Supervisor~~ will complete all connections. An account code, authorisation details and an authorised signature must accompany every request for a purchase.
- 7.7 Charges for the Council mobile phone service will be distributed to the appropriate cost centre by the ~~Administration Supervisor SAO~~. All account payments will be reviewed and approved by authorised officer prior to payment.

## 8. MANAGEMENT OF STAFF LANDLINE

- 8.1 Landline telephones where required by Council to be provided to an employee's house are to be approved by CEO and are to be managed through the ~~SAO Administration Supervisor~~.
- 8.2 If a landline is to be relocated, connected or disconnected it is to be arranged through the ~~SAO Administration Supervisor~~.
- 8.3 Restrictions on access to STD and international calls are to be decided by the CEO and arranged through the ~~SAO Administration Supervisor~~.
- 8.4 The Council does not provide a landline for contractors or builders on building projects.

- 8.5 Records are kept by the Council of all outgoing calls made from Council supplied phones.
- 8.6 Any obsolete, outdated or faulty handsets are to be handed to the ~~SAO~~ **Administration Supervisor** to be disposed of in an environmentally friendly manner.
- 8.7 The ~~CEO~~ **Finance Manager** will be provided with monthly bills for all landline connections for monitoring purposes.

## **9. MANAGEMENT OF VOICE MAIL DEVICES**

- 9.1 Voicemail is available to all staff and is to be arranged through the **SAO Administration Supervisor**.
- 9.2 An employee must activate the voicemail set up on their Boulia Shire Council phone so that calls diverted to voicemail when unanswered or busy. Missed calls should be reviewed in a timely manner (i.e. within 2 hours) and employees should ensure they clear their voicemail regularly. Voicemail set up on Boulia Shire Council's mobile phone should say "Hello, this is (name) of Boulia Shire Council. I am unable to take your call right now so please leave your name, number and a short message and I will return your call shortly". This message should be modified if an employee is on leave.

## **10. PERSONAL MOBILE PHONES IN WORKPLACE**

- 10.1 Personal mobile phones are permitted in the workplace subject to the following conditions:
1. They are primarily for work use or emergency contact
  2. Private Calls are to be kept to a minimum
  3. Phones must be on silent or turned off during meetings or when serving customers/front counter.
  4. Phones cannot be used to access the internet, Facebook etc during working hours

Employees who regularly use their personal mobile phones for private purposes during working hours, will be cautioned and where necessary disciplinary action will be taken.

## **11. WORKPLACE HEALTH AND SAFETY**

- 11.1 The use of mobile phones in certain parts of the workplace and in vehicles can create illegal or potentially unsafe situations. Supervisors and managers may issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential occupational health and safety risk. Staff are required to comply with such orders, directions and notices issued by supervisors or managers.



# BOULIA SHIRE COUNCIL

## Social Media Policy

Category:	Policy
Policy Number:	144
Document Version:	2
Obsolete Version:	20/02/2018
Keyword Classification:	Social Media
Summary:	This policy is intended to help staff make appropriate decisions about the use of social media such as blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn or Instagram
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	26 <sup>th</sup> March 2024
Date revoked:	n/a
Related documents:	Policy 112 Email and Internet Policy Policy 129 Councillor Code of Conduct Policy 146 Code of Conduct
Responsible Directorate:	Executive
Responsible Officer:	Administration Supervisor
Legislation:	

## **POLICY STATEMENT**

Bouliia Shire Council (Council) uses social media as a communication and community engagement tool.

This policy is intended to help staff make appropriate decisions about the use of social media, outline the standards required to be observed when using social media, the circumstances in which we will monitor use of social media and the action we will take in respect of breaches of this policy.

## **SCOPE OF THE POLICY**

Social media encompasses a wide range of digital spaces within which content can be posted, shared and commented on. It can consist of a variety of websites and applications such as Facebook, Twitter, LinkedIn, Instagram, blogs, wikis, podcasts, forums or message boards etc.

This policy applies to all staff, contractors and volunteers employed or engaged by Bouliia Shire Council and any individual who may at any time potentially be perceived as communicating on behalf of Council, including Councillors, committee members and other stakeholders. The policy is not intended to cover personal use of social media where the user publishes content in their own personal capacity and makes no reference to being associated with Bouliia Shire Council.

This policy does not form part of any contract of employment/engagement and it may be amended at any time.

The Chief Executive Officer (CEO) has overall responsibility for the effective operation of this policy. Questions regarding the content or application of this policy should be directed to the Administration Supervisor.

## **USING SOCIAL MEDIA SITES IN COUNCIL NAME**

Only delegated Staff that have been issued with the relevant authorisation to interact on Council social media sites can act on a Council social media account.

Staff delegated to post on social media websites as Council will:

- act in accordance with Council's Code of Conduct
- comply with relevant laws and regulations
- post and share in a manner that maintains the organisation brand, upholds our integrity, reputation and values and builds a positive and trusted online presence
- maintain records where required.

## **CONTENT ON OUR SOCIAL MEDIA SITES**

Council's social media sites are primarily intended for information distribution only. Any complaints, service requests etc should be directed for lodgment and further action to the Council office.

All content shall fall within the following parameters:

- be related to the works and services of Council,
- promote Council's tourism attractions,
- promote local events and workshops,
- be customer focused, with the needs of the user in mind,
- not promote a third party commercial business

Council acknowledges that comments posted on our social media sites by third parties cannot be completely controlled and may not always support and endorse Council. While Council respects the right of individuals to express their personal opinion, in order to keep with the intent of Council's social media sites and to promote a respectful and welcoming environment, bullying or degrading comments of any description or the use of profanity will not be tolerated on any Council social media site and comments of this nature will be removed from the page and/or may result in the person posting the comment being banned from Council's social media site.

Content that is removed from a Council social media site will be recorded and stored in Council's electronic record management system and will include information regarding:

- the post content,
- the Author's name,
- the date and time,
- the name of the Council's social media site from which the content was removed from,
- a screen shot of the content prior to removal.

The CEO is to be notified of all comments that are removed from social media sites.

Other comments that raise legal, privacy or political concerns, should be managed immediately in consultation with the CEO or appropriate Department Director.

Delegated staff that have the authority to reply to comments on social media sites shall exercise sound judgment and common sense when responding and not enter into or start arguments.

If delegated staff are unclear on the content of any post, comment or reply, they are to seek advice and approval from the CEO or appropriate Department Director.

## **PERSONAL USE OF SOCIAL MEDIA SITES DURING WORK TIME**

Council permits the incidental use of social media sites for personal use subject to certain conditions set out below. However, this is a privilege and not a right. It must neither be abused nor overused and Council reserves the right to withdraw their permission at any time at their entire discretion. The following conditions must be met for personal use to continue:

- use must be minimal and take place substantially out of normal working hours (that is, during lunch hours, before 8.15 am or after 5.00 pm),
- use must not interfere with business or office commitments,
- use must comply with the Email and Internet Policy, Employee Code of Conduct and Councillor Code of Conduct.

Any comment posted in a personal capacity should not be purported to be made on behalf of Bouliia Shire Council or in relation to Council's decision making.

Posts or comments by Councillors (including on a Councillor's personal social media platform) related to Council administration or business are considered public records.

### **MONITORING USE OF SOCIAL MEDIA WEBSITES**

Staff should be aware that any use of social media sites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under our Code of Conduct.

Council reserves the right to restrict or prevent access to certain social media sites if it considers personal use to be excessive. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

If staff notice:

- any use of social media by other members of staff in breach of this policy
- any content posted on social media about Council (whether complementary or critical)

they are requested to report it to Chief Executive Officer.

### **BREACH OF POLICY**

Breach of this policy may be dealt with under Council's code of conduct policies and, in serious cases, may be treated as gross misconduct leading to dismissal.

Misuse of social media sites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.



# BOULIA SHIRE COUNCIL

## EMAIL AND INTERNET POLICY

Category:	Policy
Policy Number:	Policy 112 – 2018 Version 2
Document Version:	1
Obsolete Version:	Policy 112 Email and internet policy 14/10/2009 30/06/2010 – 19/2/2018, 20/2/2018 – 24/2/2021 Res 2018/2.15
Keyword Classification:	Email Internet
Summary:	Bouliā Shire Council provides its staff with access to information and communication facilities to enhance their ability to perform their work. In particular, access to email and the internet is provided to enable networking and access to worldwide information resources. With that access comes responsibility and accountability.
Adoption Date:	26 <sup>th</sup> March 2021
Resolution:	
Due for Revision:	<del>January 2024</del> 3 yearly
Revision date:	26 <sup>th</sup> March 2024
Date Revoked:	N/A
Related documents:	Policy 146 Code of Conduct Policy 144 Social Media Policy
Responsible Section:	Corporate Services
Responsible Officer:	Senior Administration Supervisor Officer
Legislation:	

## **BACKGROUND**

Boulia Shire Council provides its staff with access to information and communication facilities to enhance their ability to perform their work. In particular, access to email and the internet is provided to enable networking and access to worldwide information resources. With that access comes responsibility and accountability.

All users are required to comply with all legislation, regulations and policies applicable to the use of these devices. Like all Council assets and services, computers, email and the internet, should be used in an efficient, lawful and ethical manner, as per the Code of Conduct.

## **OBJECTIVE**

To assist all users in the appropriate use of email and the internet and to ensure that the infrastructure is used efficiently and the operation of the system and the reputation and integrity of Boulia Shire Council is not jeopardised. It is imperative for users to understand and comply with this policy to reduce and eliminate potential risks and losses for Council.

## **POLICY**

Computer use in the workplace is now a standard practice and, in the ordinary performance of their tasks, employees are required to make use of increasingly sophisticated communication tools. The use of email facilities, Facebook and other electronic media outlets and the internet has significantly broadened employee access to alternative written communication channels in addition to information contained on the World Wide Web.

Users have a responsibility to use email and internet in a professional, ethical and lawful manner. All users are to use email and internet access as they would any other type of official Council communication tool. This implies that when email and internet facilities are used, the users must ensure that high standards of business communication ethics are adhered to. Users should therefore carefully consider the intended audience, tone, formality and format for all their communications.

Abuse of email or internet facilities for non-business related activities by employees may compromise the organisation and result in potentially enormous costs to Council. Examples of these costs would be excessive network bandwidth being utilised, lost productivity and potential exposure of the organisation to legal or other proceedings emanating from third parties as a result of inappropriate use of the facilities.

Access to the use of email and internet facilities is a privilege not a right. It can be withdrawn when the privilege is abused.

Council accepts no responsibility for any damage, direct or indirect, arising out of employee use of email or internet facilities.

## **PROCEDURE**

Managers must ensure that all users within Council have access to and understand the content of this policy. Each user must familiarise themselves with the content of this policy and if anything is unclear they should contact their Manager to discuss.

Staff will be requested to sign an Acknowledgment form to confirm that they understand the contents of this policy (Refer Appendix 1).



Boulia Shire Council recognises that entertainment is appropriate in circumstances that lead to significant benefits to the Shire. However, as a public body, Council must be accountable for any expenses in this area. As a general guide the 'Public Scrutiny' test should be applied. That is, if details of this expenditure were published in the local media how would it be perceived by the general public? In this regard, entertainment/hospitality expenditure must be:

- For official purposes.
- Reasonable and appropriate.
- Properly documented with the public purpose identified.
- Available for scrutiny by both internal and external audit.
- Approved through Council resolution or by the appropriate officer with the delegated authority to approve expenditure.
- Supported by appropriate tax invoices.

## ACCESS

All permanent, part time and casual employees will be permitted to use email and internet facilities owned by Council, where the use of such facilities assists them in performing their duties.

Access may also be granted to those employees or external users such as consultants and contractors employed on a specific contractual arrangement who require access for matters directly concerned with the business of Council. Approval to make use of these facilities is given by the appropriate **Manager, Director or CEO.**

## PRIVATE USE

While email and internet access is provided as a business tool to users, its reasonable and incidental use for personal purposes is acceptable. Employees may use such services for personal use provided that such use:

- Is consistent with professional conduct;
- Does not interfere with the responsibilities of the person and their work performance;
- Does not place undue demand on Council's email and internet resources;
- Is not used for personal financial gain or personal commercial purposes;
- Will not provide the user with personal privacy rights, subject to any provisions to the contrary under Australian law;
- Will not be used to obtain unauthorised access to electronic data of other parties (internal or external).

Emails should not be used to communicate any personal details about the user or any other individual about which there may be any sensitivity or whereby that person's reputation may be injured.

Council permits the use of the internet for non-business related reasons, provided that it in no way interferes with the employee's day to day work performance and, where possible, should be restricted to outside of working hours. If Council is of the reasonable opinion that it is necessary to cancel or suspend the service it reserves the right to do so.

## **VIOLATION**

Violation of this policy will be taken seriously and may result in the suspension or cancellation of the usage of electronic facilities and/or result in disciplinary action including possible termination of employment and civil or criminal liability depending on the circumstances.

### **UNACCEPTABLE USE INCLUDES, BUT IS NOT LIMITED TO:**

- The transmission of any email that is of such a nature that would harm the reputation of Council;
- The transmission of any email which is unethical, maybe perceived to be a conflict of interest, or contains confidential Council information sent to individuals unauthorised to receive such information;
- The transmission of any email which contains an employee's personal view/opinion relating to any matter affecting Council;
- Users allowing anyone else to send email using their accounts (the exception being Managers who give express authorisation to Personal Assistants or other support staff);
- The transmission of any material that is unlawful, obscene, threatening, abusive, defamatory or hateful, encourages conduct that would constitute a criminal offence, gives rise to liability, or otherwise violate any local or national law;
- Users using email for commercial solicitation or for conducting or pursuing their own business interests or those of another organisation;
- The use of email for the mass distribution of hoaxes, chain letters, or advertisements; or sending rude, obscene or harassing messages;
- Sending or distributing viruses or other material which can damage electronic information systems, knowingly or intentionally;
- **Using Excessive use of** Facebook and other such sites during normal working hours;
- Excessive personal use of Council's email within normal working hours.

## MONITORING OF USERS

Council reserves the right to monitor, audit, access and keep records of internet usage and email communications and data sent from, received by and stored upon the computer network (including emails which may be sent to or by employees internally within Council or externally). It may also monitor employee's use to ascertain compliance with regulatory practices and procedures relevant to the organisation, to prevent/detect crime such as fraud or corruption, and to ensure that employees do not breach this policy regarding the use of email or internet.

In the event of suspected abuse of email or internet facilities, the individual concerned will be advised of the nature of the suspected misuse, and their account will be monitored. Should the misuse continue, Council reserves the right to implement the staff disciplinary procedure. However in all cases of suspected misuse or actual misuse of electronic facilities, Council may exercise its right to withdraw or suspend access to any or all electronic facilities for a specified period or indefinitely.

## EMAIL USAGE

Inappropriate use of the email technology will be reviewed on a case-by-case basis and may lead to disciplinary action up to and including dismissal. For external users, it may lead to cancellation of the contractual arrangement.

## SPAM/HOAX EMAILS

Prior to opening of email messages, check if from a known source, particularly if there is an attachment.

If the sender is unknown or the email address looks unusual do not open the email or any attachments. Report the email to your Supervisor if available or contact Council's contracted IT support for assistance.

## INCORRECTLY DELIVERED EMAIL

Any message received, which is not intended for the recipient, must be immediately returned to the sender. All copies of the misdirected message should be deleted after it has been returned to the sender. An incorrectly addressed message should only be forwarded to the intended recipient if the identity of that recipient is known and certain. Employees encountering or receiving inappropriate material should immediately report it to their Manager.

## EMAIL ATTACHMENTS

Restrictions apply to the sending of attachments. Large attachments should be compressed where possible and users are requested to remove large attachments from their mailboxes. Large attachments relate to files that are greater than 4.5 25Mb.

The unnecessary use of large "personal" distribution lists must be avoided due to their impact on the network.

Software programs should never be attached to emails, as they are the intellectual property of Council or they are the copyright property of the software distributor.

Users must be aware of the risks associated with opening documents with macros,

postscript files and installing programs received via email.

## **INTERNET USAGE**

Excessive and inappropriate use of the internet is not permitted. This will be revised on a case-by-case basis and may lead to disciplinary action up to and including dismissal.

For external users, it may lead to cancellation of the contractual arrangement.

Employees encountering or receiving inappropriate material should immediately report it to their Manager.

## **UNACCEPTABLE USE INCLUDES, BUT IS NOT LIMITED TO:**

The accessing, downloading, uploading, sending, distributing or displaying of unacceptable or illegal content from the internet, including but not limited to content that:

- is used in connection with infringement of another person's intellectual property rights;
- may be seen as defamatory, fraudulent, insulting, disruptive, harassing, intimidating or offensive to other employees (including material concerning sex, sexual orientation, race, colour, national origin, religion, age, disability or any other characteristic protected by law), or harmful to Council's morale;
- is used in connection with any attempt to penetrate the computer network or security of Council, or other computer systems, or to gain unauthorised access to any other person's computer or email; and
- is pornographic, profane or obscene.
- Use of the internet for personal reasons to conduct any commercial business which is not the business of Council (this excludes personal internet banking);
- Use of instant messaging such as MSN;
- Destruction of, or damage to, equipment, software or data belonging to Council, LGAQ, LGAQNet, Resolute, PCS or other clients;
- Deliberate propagation of computer viruses;
- Use of the internet to advertise, sell or purchase illegal materials and or services;
- Soliciting, responding to or discussing any illegal actions over the internet;
- Unauthorised monitoring of electronic communications;
- Intentional unauthorised copying of copyright protected material or infringement of license agreements and other contracts;
- Violation of the privacy of individuals or entities that are creators, authors, users or subjects of the information resources.

## **COPYRIGHT**

Copyright exists on all kinds of materials available on the internet, including web pages, software, gopher files etc. and any emails which may contain copyright material. Employees are expected to respect and adhere to regulations regarding copyright and other intellectual property rights. In the absence of permission or waiver statements, it is advisable to obtain permission before downloading or printing.

## **CONFIDENTIAL INFORMATION**

While technological systems can be relied upon to assist in maintaining confidentiality, they cannot ensure confidentiality. As stated above, users should therefore carefully consider the intended audience, tone, formality and format for all communications.

## **RETENTION AND SECURITY OF MESSAGES**

Email messages and items stored on Council's computer system remains the property of Council. This includes items stored on desktop or notebook PCs. They may have the same legal effect as that of traditional hard copy documents.

Accordingly, all email messages should be treated as though others may later view them and these messages should be created with the same care that one would use in creating hard copy documents.

Email usage must be able to withstand public scrutiny. Users must comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.

Users need to be aware of policies regarding the retention of email or other records and any storage limits. Retention of paper copies of emails is expressly discouraged, unless the data needs to be recorded in a paper filing system.

EMAIL & INTERNET USAGE POLICY  
ACKNOWLEDGEMENT

I, \_\_\_\_\_ employed as  
\_\_\_\_\_ at Boulia Shire Council,  
acknowledge that I have read and understood the contents of the  
Email and Internet Usage Policy.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# BOULIA SHIRE COUNCIL

## Flag Flying Policy

Category:	Policy
Policy Number:	135
Document Version:	1
Obsolete Version:	2, 2018/2.15
Keyword Classification:	Flag Flying, Flag Protocol
Summary:	To provide Council staff with a guideline on the protocols surrounding flying of flags
Adoption Date:	26 <sup>th</sup> March 2021
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	26 <sup>th</sup> March 2024
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Administration
Responsible Officer:	Senior Administration Supervisor Officer
Legislation:	Department of the Prime Minister and Cabinet - Excerpt from the booklet Australian flags - Part 2: The protocols for the appropriate use and the flying of the flag Flags Act 1953

## PURPOSE

The objective of this policy is to provide Council staff with guidelines on the protocols surrounding the flying of flags so that staff members can carry out flag raising duties accordingly.

## WHEN FLAGS ARE FLOWN

Boulia Shire Council currently has two flag poles located at the Cenotaph outside the Shire Office building.

- The Australian National Flag and the Australian Aboriginal Flag is to be flown each working day.
- The Australian National Flag shall be flown closest to the Cenotaph

## FLAG RAISING AND DISPLAY

The following protocols should be adhered to when raising or displaying flags:

- Flags should be raised briskly and lowered with dignity. Flags should always be flown aloft and free, as close as possible to the top of the flag mast and the rope should be tightly secured.
- Flags should be raised no earlier than first light and lowered no later than dusk. The flying of a flag at night is only permitted if it is illuminated.
- Two flags should not be flown on the same flag pole.
- Flags should not be flown upside down, even as a signal of distress.
- Unless all flags are being raised simultaneously, the Australian National Flag should always be raised first and lowered last.
- The canton is the position of honour on the flag and should be in the uppermost left quarter as viewed by a person facing the flag. This applies whether the flag is displayed flat against a surface (horizontally or vertically), on a staff or flagpole or suspended vertically in the middle of the street. For example, when flying the Australian National Flag, the Union Jack should be seen in the top left quarter of the flag (even when being hung vertically although it may appear to be back to front).
- If the Australian National Flag is being displayed alone behind a speaker, it should be positioned on the right of the speaker as they face the audience.
- When flying the Australian National Flag with other (National) flags, all flags should be of the same size and raised on flag poles of the same height.
- When flying the Australian National Flag with other flags the order of the flags should follow the rules of precedence.



## FLYING THE FLAG AT HALF MAST

Flags are to be flown at half-mast

- As directed by the Australian Government
- As directed by the Mayor/CEO/DWO/DCS

To bring the flag to the half-mast position, the flag must first be raised to the top of the mast, then immediately lowered slowly to the half-mast position (this position is estimated by imagining another flag flying above the half-masted flag). The flag must be lowered to a position recognisably half-mast so that it does not simply appear to have slipped down from the top of the flagpole. When lowering the flag from a half-mast position, it should first be raised briefly to the top of the flag pole then lowered ceremoniously.

Flags should not be flown half-mast at night, even when illuminated. When flying the Australian National flag with other flags, all flags in the set should be flown at half-mast.

The following protocol is to be followed on Remembrance and ANZAC Day:

Remembrance Day (11<sup>th</sup> November)

On Remembrance Day, flags are flown at the top of the mast from 8 am, then at half-mast from 10.30 am to 11.02 am and then at the top of the mast again from 11.02 am.

ANZAC Day (25<sup>th</sup> April)

On ANZAC Day, flags are flown at half-mast until noon then at the top of the mast until close of business.

## RULES OF PRECEDENCE

In Australia, the Australian National Flag takes precedence over all other flags where more than one flag is being flown. When flown in the company of other flags the rules of precedence are:

1. Australian National Flag
2. National Flag of other nations
3. State and Territory Flags
4. Other Flags prescribed by the 'Flags Act 1953' including the Australian Aboriginal Flag and the Torres Strait Islander Flag; the Defence Ensigns (order of precedence for the Defence Ensigns is the Australian Defence Force Ensign, the Australian White Ensign, the Royal Australian Air Force Ensign)
5. Other Ensigns and pennants (i.e. local government flags; Commonwealth, State and Territory agencies; non-government organisations)

Flags should be flown in the above order. In the absence of a flag/s higher in the order, the next flag is flown in accordance with its position in the rules of precedence (for example, the Australian Aboriginal Flag can follow the Australian National Flag if there is no other National Flag or State/Territory Flag to be flown). The order of precedence may be varied on Commonwealth occasions; Aboriginal or Torres Strait Island occasions for their peoples and military occasions.

## FLAG HANDLING AND APPEARANCE

- Flags should not be allowed to fall or lie on the ground
- Flags should be folded in half then quarters when being removed from the flagpoles each evening.
- The Australian National Flag should not be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes, barriers or the space between the floor and the ground level on a dais or platform.
- Flags should not be flown when in a damaged, faded or dilapidated condition. When the condition of a flag is no longer suitable, it should be destroyed privately and in a dignified manner.

For further information and explanations on flag flying protocols, staff should refer to the Department of the Prime Minister and Cabinet's Excerpt from the booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag.

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Finance Manager February 2021 Report	<b>DOC REF:</b> Item FM1
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<b>REPORT BY:</b>	Rahaul Bhargava Finance Manager	<b>DATE:</b> 09/03/2021
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<p><b>CORPORATE PLAN REFERENCE:</b>            Key Priority 5: Robust Governance            5.2: Accountability                5.2.1 Ensure Council's financial activities are monitored and well managed            5.4: Sustainability                5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>
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<p><b>PURPOSE:</b> Financial Summary as at 28<sup>th</sup> February 2021.</p>
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**Cash Position:**

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

	28 <sup>th</sup> February 2021	31 <sup>st</sup> January 2021
Cash at Hand	19,854,017	20,822,851
Net Cash Equivalent (Debtors-Creditors)	398,718	504,123
<b>Total</b>	<b>\$20,252,735</b>	<b>\$21,326,974</b>

**Income**

- Total revenues to 28 February 2021 are \$9,880,112. This equates to approx. 71% of this year's budget.

**Expenditure**

- Operating expenses to 28 February 2021 are \$8,072,875. This equates to approx. 49% of this year's budget.

**Liquidity**

• CBA		\$ 26,689
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 4,153,599	
QTC 0.69%	\$ 15,672,429	
		<b>\$19,826,028</b>
<b>Total</b>		<b>\$19,854,017</b>

## Additional Information on Cash Position

Cash Balance as at 28<sup>th</sup> February 2021 19,854,017

The following items need to be backed by cash:

Reserves 30 <sup>th</sup> June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	1,135,906
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	6,643,032
Operating Results for 2020/2021	540,461
Less Capital Expenditure 2020/2021	(8,217,853)
	<b>11,854,477</b>

Uncommitted Cash 28<sup>th</sup> February 2021 **\$7,999,540**

## Aged Debtors 28<sup>th</sup> February 2021

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	10,321.18	1,455.00	771.20	8,009.40	(4,788.47)	15,768.31

## 90+ Days Outstanding

Council has significantly reduced its outstanding debtor balance from \$273,672.44 in January to \$15,768.31 as at 28<sup>th</sup> February 2021. This is primarily due to major private works debtors being paid.

Of the \$15,768.31 this month, amounts greater than 90+ days total \$10,321.18.

\$6,603.06 have been referred to Council's external Collection Agency.

\$3,543.12 are under a payment arrangement, balance outstanding is being followed up by Manager.

## Rates 28<sup>th</sup> February 2021

Total Outstanding **\$193,900.94**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 29,056.59	\$37,681.27	\$28,068.88	\$ 27,179.76	-\$ 32,584.23	\$ 89,402.27
Rural	-	-	\$ 2,237.13	\$132,421.78	-\$ 40,653.10	\$ 94,005.81
Mining	-	-	\$ 5,230.50	\$ 5,645.01	-\$ 382.65	\$ 10,492.86
	<b>\$ 29,056.59</b>	<b>\$37,681.27</b>	<b>\$35,536.51</b>	<b>\$165,246.55</b>	<b>-\$ 73,619.98</b>	<b>\$ 193,900.94</b>

## CREDITORS 28<sup>th</sup> February 2021

**\$ 2,897.87**

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 28 February 2021**

*2020/21 Actual*

<b>Income</b>	
<b>Revenue</b>	
<b>Recurrent Revenue</b>	
Net rate and utility charges	689,041
Fees and charges	383,396
Rental income	156,155
Interest received	78,327
Sales - contract and recoverable works	2,441,521
Other Income	162,244
Grants, subsidies, contributions and donations	1,935,731
<b>Total Recurrent Revenue</b>	5,846,415
<b>Capital Revenue</b>	
Grants, subsidies, contributions and donations	6,713,941
<b>Total Capital Revenue</b>	6,713,941
<b>Total Revenue</b>	12,560,356
<b>Total Income</b>	12,560,356
<b>Expenses</b>	
<b>Recurrent Expenses</b>	
Employee benefits	(2,208,779)
Materials & Services	(3,075,425)
Finance Costs	(21,749)
Depreciation	-
<b>Total Recurrent Expenses</b>	(5,305,953)
<b>Total Expenses</b>	(5,305,953)
<b>Net Result Attributable to Council</b>	7,254,403

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 28 February 2021**

*2020 / 21 Actual*

<b>Current Assets</b>	
Cash and cash equivalents	19,854,017
Trade and other receivables	433,020
Inventories	326,141
<b>Total Current Assets</b>	20,613,178
<b>Non-current Assets</b>	
Property, plant and equipment	192,603,425
<b>Total Non-current Assets</b>	192,603,425
<b>TOTAL ASSETS</b>	213,216,603
<b>Current Liabilities</b>	
Trade and other payables	(34,302)
Borrowings	(28,581)
Provisions	(1,222,190)
Contract Liabilities	(4,618,501)
<b>Total Current Liabilities</b>	(5,903,574)
<b>Non-current Liabilities</b>	
Borrowings	(1,009,222)
Provisions	(182,464)
<b>Total Non-current Liabilities</b>	(1,191,686)
<b>TOTAL LIABILITIES</b>	(7,095,260)
<b>NET COMMUNITY ASSETS</b>	<b>206,121,343</b>
<b>Community Equity</b>	
Asset revaluation reserve	110,690,860
Retained surplus	95,430,483
<b>TOTAL COMMUNITY EQUITY</b>	<b>206,121,343</b>

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 28 February 2021**

*2020 / 21 Actual*

**Cash Flows from Operating activities:**

Receipts from customers	1,291,370
Payments to suppliers and employees	<u>(5,971,703)</u>
	<b>(4,680,333)</b>
Interest received	78,328
Rental income	156,155
Non-capital grants and contributions	4,338,061
Borrowing costs	<u>(21,749)</u>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(129,538)</b>

**Cash Flows from Investing activities:**

Payments for property, plant and equipment	<b>(8,217,853)</b>
Proceeds from sale of property, plant and equipment	70,909
Grants, subsidies, contributions and donations	<u>6,643,032</u>
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(1,503,912)</b>

**Cash Flows from Financing activities**

Repayment of borrowings	<u>(25,699)</u>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(25,699)</b>

<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<u><b>(1,659,149)</b></u>
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Cash and Cash Equivalents at beginning of Reporting period	21,513,166
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Cash and Cash Equivalents at end of Reporting period	<u><b>\$19,854,017</b></u>
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<b>CONSULTATION:</b> Kaylene Sloman
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<b>GOVERNANCE IMPLICATIONS:</b> Nil
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<b>RECOMMENDATION:</b> That the Finance Manager February 2021 Report be received for information.
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<b>DOCUMENTS TO BE TABLED:</b> Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report
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Reviewed by Director of Corporate Services	Mrs Kaylene Sloman
Approved by Chief Executive Officer	Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Community Services February 2021 Report	<b>DOC REF:</b> Item CSM1
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<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 01/03/2021
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### CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

### PURPOSE:

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

### CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available (includes 2 pensioner units which need refurb)	3
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	1
Formal applications for rental for March	0
Enquiries re housing availability for March	0

### Housing:

From the 9<sup>th</sup> to the 12<sup>th</sup> March, an asset valuer will be doing house inspections for the future maintenance planning of the houses and units belonging to Council.

### Tourism:

Anglo American are donating a cabinet with fossils (trilobites) found during their explorations.

As Heritage Week is in May it has been decided to hold a community open day on the 21<sup>st</sup> May to welcome Anglo American as an important sponsor of the Heritage Complex. This will be combined with the delayed opening of the film room at the complex.

The morning will be open to the whole community so morning tea will be served.





**Pictured Above:** Xystridura trilobite similar to what is being donated.

There were five submissions sent to Diamantina Council giving quotes for producing a combined three shire television commercial. Once all shires are agreed on which company to use this will go ahead.

A famil occurred this month with tourism officers from the other two Western Shires and they were very impressed with what we had to offer.

**Grants in February:**

1. An application has been submitted for **\$5,000** to the Dept of Justice and Attorney General to get the anti-domestic violence message across to the public, we will get 25,000 disposable eco friendly coffee cups and have a message printed on them. These will be distributed amongst the three coffee shops in Boulia if successful.
2. A grant of **\$75,000** from Queensland Health has been earmarked for programs designed to improve the mental health and wellbeing of community residents, this will continue until 2023.
3. An application was submitted to the Community Drought Support Program 20-21 for drought declared towns. As Boulia is in the S category we will get **\$200,000**. **\$160,000** of this is for financial hardships and **\$40,000** is designed for local events. All monies must be spent locally to assist families, individuals and businesses affected by the ongoing drought. *See grant register*

**Community:**

We are still trying to expend funding from 2019 on programs for this year as originally applied for in the submissions. Some grants still to be finalised are:

- Queensland Week grant for Queensland Day in June, this will be live music and games in the park.
- A circus coming to town, which we could not get, so in August we will have an extravaganza evening in the hall with rock music tribute to David Bowie which combines circus acts with music on stage.
- Workshops are ongoing from TRAIC funding, the first one will be a horse shoeing program which has 26 interested names already, date to be advised.

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

- Grant Funding Register – Approved items
- Grant Funding Register – Pending items

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	on exhaustion of funds	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of employment, Small Business and training	\$ 15,000					\$ 15,000		
National Australia Day Council with assistance of Commonwealth Government	NADC	\$ 1,000	\$ -	\$ 1,000	\$ 1,000		\$ 1,000		Yes
First Five Forever Program (Yearly)	State Library of Queensland	\$ 1,000					\$ 1,000		
<b>TOTAL AMOUNT OF FUNDING APPROVED:</b>					<b>\$ 5,710,742</b>				

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Learning the smart way	First 5 Forever Innovation Micro Grant 2020-21 - Round 2	\$ 5,000	\$ -	0	\$ 5,000	9/03/2021	CSM	audio/visual items for the Library
Forever Remembered	Saluting their Service	\$ 39,117	\$ 3,324	0	\$ 42,441	11/02/2021	CSM	peace memorial shelter
Investing in Qld women	Dept Justice and Attorney General	\$ 5,000	\$ 787		\$ 5,787	5/03/2021	CSM	disposable coffeee cups with domestic violence message on them
Mental Health and Wellbeing	Dept Of Qld Health	\$ 75,000	\$ -		\$ 75,000	12/03/2021	CSM	outreach programs and rodeo event
Drought Support Program	Dept Communities	\$ 200,000	\$ -		\$ 200,000	26/02/2021	CSM	financial hardship/events
Boullia Residential Estate	National Housing Infrastructure Facility	\$ 1,267,557		\$ 316,890	\$ 1,584,447	no closing date	CEO	An application has been made to National Housing Infrastructure Facility for 80% grant and 20% loan
Total Amount of Funding applied for		\$ 2,073,409						

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26th March 2021

<b>TITLE:</b>	Min Min Encounter February 2021 Report	<b>DOC REF:</b> Item F
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<b>REPORT BY:</b>	Roni Harris Tourism Officer	<b>DATE:</b> 04/03/2021
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### CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

### 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 2021	\$2,192.35
MME Visitor Stats for February 2021	94
MME Show Stats for February 2021	34
BHC Stats for February 2021	0 (CLOSED)

Social Media Statistics for February 2021:

Page	Page Likes	Reached	Shares
Boulia Shire Council	2,087	37,959	816
Min Min Encounter	1201	5371	429

### REPORT ON ACTIVITIES HELD FOR FEBRUARY 2021

February was another quiet month although we saw a trickle of visitors including those passing through to the Northern Territory and Western Australia since the border restrictions have eased due to an improved COVID-19 situation.

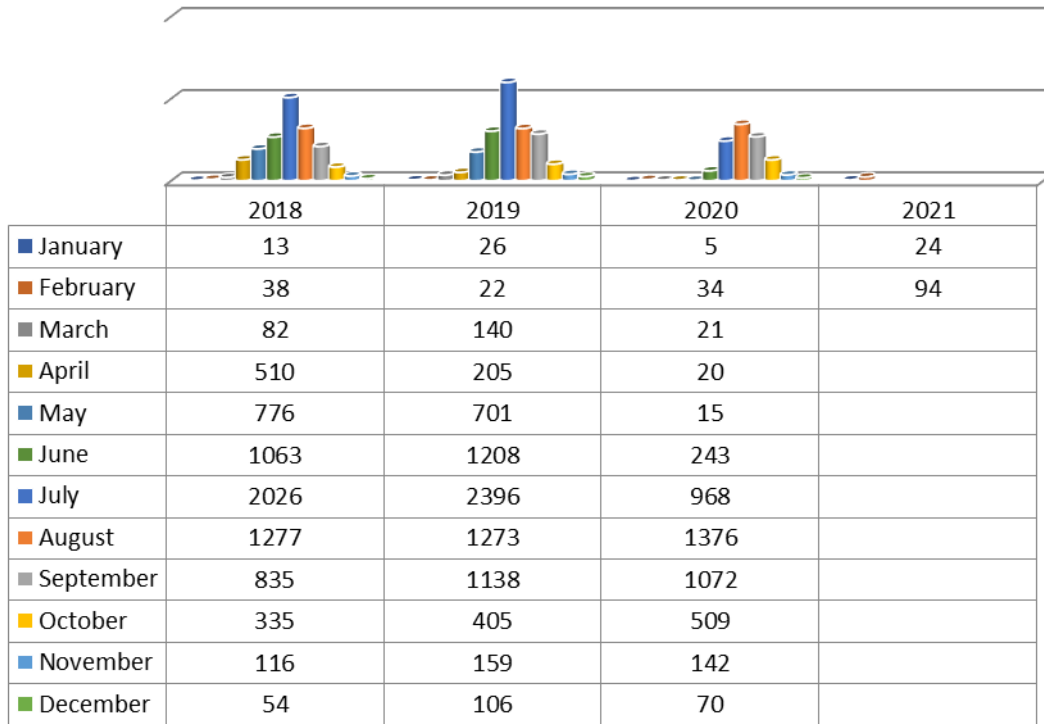
The first Min Min Encounter Show for 2021 was for the 3 new Boulia School teachers who were most impressed.

We have been taking a number calls regarding the Easter Events of Rodeo, Campdraft and Races as well as enquiries about the proposed July Camel Races.

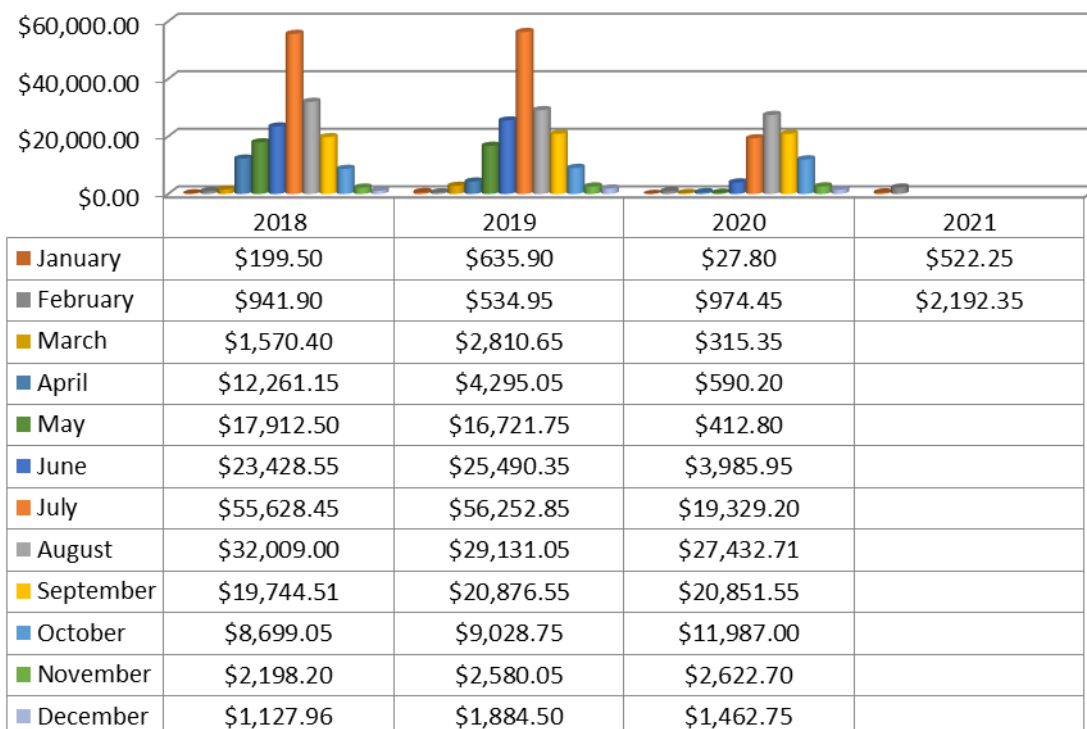
A Tourism Famil is scheduled for 5<sup>th</sup> & 6<sup>th</sup> March when we will be welcoming representatives from Diamantina and Barcoo Shire Councils. This will be an excellent opportunity to establish a good relationship with our near neighbours and encourage them to direct travellers to our region. We look forward to showcasing our amazing facilities and unique area.

The Boulia Heritage Complex has been closed this month and we look forward to the re-opening in March.

## Min Min Encounter Visitor Numbers



## Min Min Encounter & BHC Tickets & Merchandise Sales



**RECOMMENDATION:**

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Library February 2021 Report	<b>DOC REF:</b> Item G
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<b>REPORT BY:</b>	Tarsha Shaw	<b>DATE:</b> 12/03/2021
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

### **PURPOSE:**

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

### **CONTENT:**

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

<b>ACTIVITY</b>	<b>CUSTOMER VOLUME - per month</b>
Library visitors	78
Wi Fi	2
Number of new members - local	0
Tourist Member	0

### **LIBRARY ACTIVITIES**

This month we have been holding our First 5 Forever program twice a week. We have a few regulars that now attend.

We ordered journals for the local kids funded by TRAIC Queensland Government, I was able to go up and deliver these and got some photos.

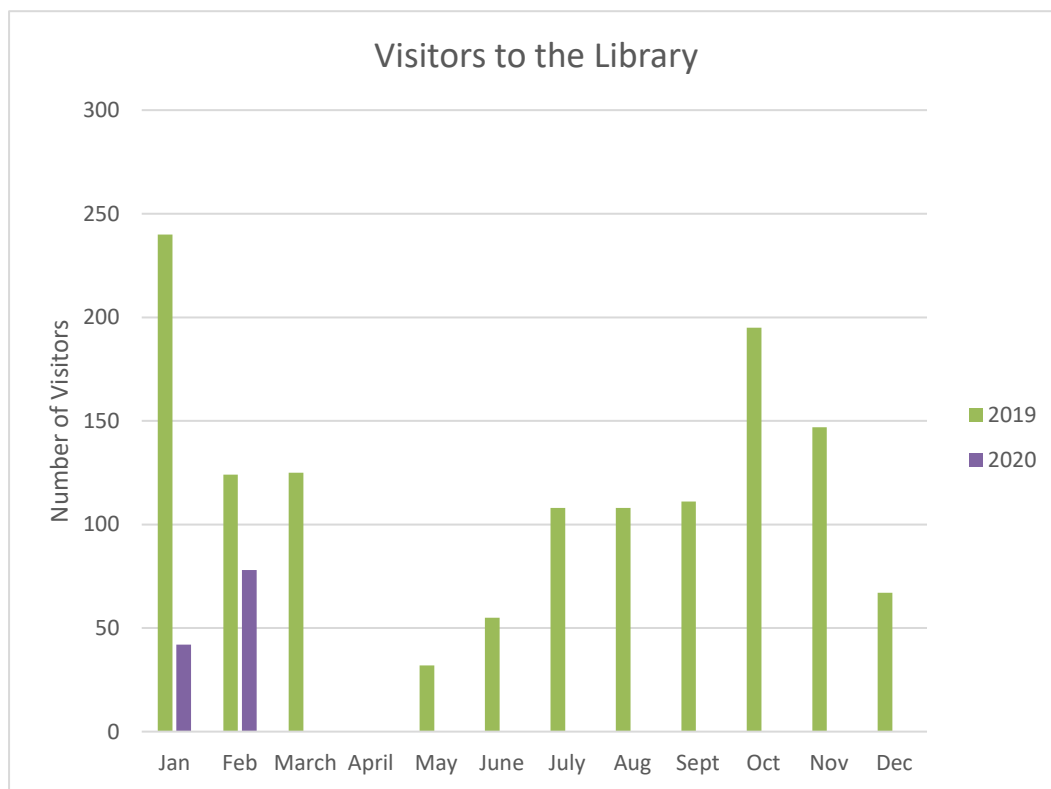
We had 2 students enter the Summer Reading Club program, they have received a certificate of achievement.

I got into a Library Leadership Program so I have been attending zoom training and completing workshops.

Next month we will be starting to sort out the Easter school holiday program. We will also be getting ANZAC Day sorted out.

I have been in contact with the school in regards to Library visits starting back up again.

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



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

**RECOMMENDATION:**

That Council receive the Library February 2021 report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

## BOULIA SHIRE COUNCIL

### Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Boulia Sports and Aquatic Centre February 2021 Report	<b>DOC REF:</b> Item H
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<b>REPORT BY:</b>	Natarsha Shaw Sports Centre Attendant	<b>DATE:</b> 12/03/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

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

**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: 9 After Hours: 30
• Pool	After Hours: 6
• Squash	0
• Casual entry usage	122
• Kids usage	331
• Membership usage	41
• Merchandise sales	\$72.00
• Admission	\$31.50
• Refreshment sales	\$83.50

**Activities held this month:**

- ✚ Afterschool Sports every Thursday - this is a joint program with Jan Norton and Michael and Kelli.
- ✚ Ali McKelvie returned and did some more swimming lessons. We hope to get her back regularly as the community really enjoys her coming.
- ✚ The School has started School swimming lessons every Monday and Tuesday.
- ✚ We have had a few different tradesmen around doing last minute jobs on the refurbishment.
- ✚ The squash courts have had a facelift with one of them being used to run a Magic floor program that we will hopefully have up and running in the next few weeks.

Patron number statistics for February will be included in next month's report.

**RECOMMENDATION:**

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

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



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 26<sup>th</sup> March 2021

<b>TITLE:</b>	Work Health and Safety February 2021 Report	<b>DOC REF:</b> Item WHS1
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<b>REPORT BY:</b>	Brett Hyde Work Health and Safety Advisor	<b>DATE:</b> 11/03/2021
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<p><b>CORPORATE PLAN REFERENCES:</b>          Key Priority 7: Valuing our greatest asset – people          7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices          7.2.4 Provide a safe, healthy working environment and be proactive in all Work Health and Safety matters</p>
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<p><b>PURPOSE:</b>          To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.</p>
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LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> <li>• Ongoing monitoring with contractors projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls.</li> <li>• Continually populating the audit criteria with the required evidence.</li> </ul>
Toolbox talks/ Presentations	<ul style="list-style-type: none"> <li>• Ongoing Weekly Toolbox talks/presentations are held with Council Works Depot workforce.</li> <li>• Ongoing monthly Toolbox meetings/presentations with Administration/Office staff.</li> <li>• Additional presentation information sessions presented to all divisions triggered by WHSQ alerts, Vehicle/Plant updates, changes in industry compliances.</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>• Ongoing cross section of staff doing online training through the GO1 software portal.</li> <li>• Receive ongoing Alert updates from Workplace Health &amp; Safety Queensland.</li> <li>• Ongoing education through Toolbox presentations to Council employees: Eg: 2021 Start-up Presentation to all BSC Staff, Getting back to Basics, Accident &amp; Incident reporting procedure, All staff present at January 2021 Start-up did the BSC Induction and issued completed card valid for 3 years.</li> <li>• Provide WHSQ Updates and Alerts to Directors and Supervisors; Tractor fatality, Working at heights on a forklift, Falling Building materials, Shredding Machines.</li> <li>• Some staff did their First-Aid certification through the RAPAD RTO.</li> <li>• Some Works Depot employees have started their Traffic Control certification.</li> </ul>
Assistance to Staff/ Contractors on paperwork for compliance audit	<ul style="list-style-type: none"> <li>• Working with administration in reviewing the BSC Drug &amp; Alcohol Procedure, current.</li> <li>• CEO and WHSA create a quick reference guide for reporting Incidents and Accidents that doubles as a hand-out/reference guide. This also to be laminated and put with first-aid kits in vehicles, plant and equipment for reference.</li> <li>• Review and provide input to the “BSC Volunteer” form.</li> <li>• Review and provide input to the “Pool Buddy” form.</li> <li>• Sort information and advise staff on current Workplace Health and Safety in relation to their work areas and queries they have.</li> </ul>

Near Misses, Incidents and issues	<ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazard – 1</li> <li>• Damage – 2</li> <li>• Incident – 1</li> </ul>
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Category	Description	Site	Outcome
Hazard	Steel rebar on edge of concrete pathway is a trip/catch hazard.	Stonehouse	To be repaired and/or concreting section prior to tourist season.
Damage	Pad Roller was used in vibration mode at Works Depot yard and destroyed part of the park up area.	Works Depot	Repair works have commenced. Asphalt will be done in conjunction with staff training with new equipment.

Damage	Flooding of Council staff member's residence due to burst water hose in bathroom.	Council Housing	Employee housed to another Council dwelling. Now awaiting insurance assessor report.
Incident	Employee injured - Stick broke off in left foot of employee after getting out of the river from swimming.	Near waterway off Diamantina Road	Employee received medical treatment and cleared by medico. Returned to full duties.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> <li>• BSC "Back to Work 2021" Presentation, inductions, AED demonstration and safety updates for commencement of the 2021 year delivered to staff.</li> <li>• 46 BSC Inductions from January to 11 March 2021 January had 33 face to face inductions February had 4 face to face inductions and 3 online inductions March to date 4 face to face inductions and 2 online inductions</li> <li>• Random Breath Testing (BAC) was conducted with both BSC Employees and Contractors. A total of 41 persons have been tested to date.</li> <li>• Develop and implement a "Incident/Accident" reporting guide to direct BSC employees the steps to follow for acting, reporting and compliance.</li> <li>• Completed Evacuation plans for Council Admin Building – 5 versions required.</li> <li>• Completed Evacuation plans for Post Office and Pitta Pitta Building – 7 versions required.</li> <li>• 45 BSC First-Aid kits for vehicles, plant and equipment have been reviewed, stocked including a Snake Bite Kit and returned to service.</li> <li>• Continually updating Noise Level Monitoring spreadsheet register for Council facility and work areas.</li> <li>• Evacuation Assembly Point signage erected at the Steam Engine for the Post Office and BSC Hall locations.</li> <li>• Evacuation Assembly Point signage erected on Herbert Street opposite the Works Depot as the muster point for the Works Depot location.</li> <li>• Continue monitor of the Boulia Shire Council Hazard Risk Register (this is a live document).</li> <li>• Design a range of Toolbox presentations for Council Admin/Office/Tourism staff to be held on a monthly basis or more frequent as needed.</li> <li>• Design a range of Toolbox presentations for Council Works/Field staff held on a weekly basis.</li> </ul>
Works in Progress	<ul style="list-style-type: none"> <li>• Review the BSC Drug and Alcohol procedures.</li> <li>• Review and combine the BSC Drug and Alcohol Policy with Fitness for Work.</li> <li>• Research and implement Fatigue Management documentation governed by National Heavy Vehicle Licencing Queensland for BSC.</li> <li>• Design and implement a set of plant and equipment competency forms for Corrections Work Camp personnel to utilise a select group of plant and equipment.</li> <li>• Weekly consultation with CEO to discuss current and future WHS items concerning the Shire.</li> <li>• Weekly consultation with Director for Works and Supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>• Regularly monitor the Boulia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required.</li> <li>• Development of future toolbox presentation with some that encompass mini questionnaires/tests on various topics for both BSC and contractor groups.</li> <li>• Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification.</li> <li>• Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements.</li> <li>• Outdoor "No Smoking" signs to be erected around designated Council buildings, Parks and Facilities.</li> </ul>
WHS Alerts and Updates	<ul style="list-style-type: none"> <li>• Adopt various alerts/updates into weekly Toolbox talks and training.</li> <li>• Review WHS Queensland website and Alert board.</li> <li>• Receive WHS alerts from Workplace Australia</li> <li>• Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health &amp; Safety alerts, updates and changes within the industry.</li> </ul>
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• Provide the Incident and Accident reporting guide to be put in all vehicles and plant.</li> <li>• Ongoing Updating of evacuation plans for Council facilities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing).</li> <li>• Submission of the Boulia Shire Council's Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards (ongoing).</li> <li>• Create Toolbox presentation to use iAuditor, inspection templates, reporting.</li> <li>• Where possible, create media content for the Channel Country Chatter publication.</li> </ul>
Training Required	<ul style="list-style-type: none"> <li>• Scheduled for 19<sup>th</sup> March, staff from all departments will attend a seminar about musculo-skeletal health conducted by John Miller of Miller Health in Canberra.</li> <li>• Review opportunities where E-Learning and face-to-face course are offered to the shire.</li> <li>• Consult with Supervisors where competencies or extra training maybe required and future toolbox topics.</li> <li>• Ongoing Chemwatch software familiarisation, access and training to staff.</li> <li>• Familiarisation of Safe Work Method Statements (SWMS).</li> <li>• Familiarisation of Safe Operating Procedures (SOP's).</li> <li>• Some staff to undergo Snake Catching training around April, to be confirmed.</li> </ul>

**Special note:**

Thank you to Nicole Tonkies for her ongoing assistance with the Drug & Alcohol Procedure. Also her assistance with breath alcohol testing.

Job well done to Joseph Kim for his design and format assistance with updating of the evacuation plans for Boulia Shire Council administration building and the Post Office.

**RECOMMENDATION:**

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

Reviewed and approved by Chief Executive Officer

Ms Lynn Moore