

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 24 March 2023



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



TELEPHONE: (07) 4746 3188
FACSIMILE: (07) 4746 3136

EMAIL: admin@boulia.qld.gov.au
ABN: 20 492 088 398

BOULIA SHIRE COUNCIL

21st March 2023

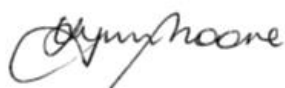
NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 24 March 2023** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1 Meeting Opening with the Acknowledgement of Traditional Owners	6
2 Present	6
3 Apologies / Leave of Absence	6
4 Declaration of Interests	6
5 Mayoral Minutes	6
6 Notice of Motion	6
7 Request to Address Council in a Public Forum	7
8 Petitions	7
9 Deputations.....	7
10 Confirmation of Minutes from Previous Meetings	9
11 Reports	21
11.1 Works and Operations	21
11.1.1 Director of Works and Operations February 2023 Report	21
11.1.2 Foreman Roads Maintenance and Construction Report February 2023	23
11.1.3 Foreman Road Maintenance and Utility Services Report for February 2023	24
11.1.4 QRA Flood Damage Works Department February 2023 Report	27
11.1.5 Engineering Service Report - Newsbrief for February 2023	29
11.2 Office of the Chief Executive	33
11.2.1 Chief Executives Report for February 2023	33
11.2.2 Action List Update February 2023	35
11.2.3 Workplace Health and Safety - WHSA/RRTW Report for February 2023	41
11.3 Corporate Services	44
11.3.1 Director of Corporate Services February 2023 Report	44
11.3.2 Financial Report for February 2023	46
11.3.3 Comparison of Local Government Asset Management Maturity	50
11.4 Community Services	51
11.4.1 Community Services Report for February 2023.....	51
11.4.2 Min Min Encounter & Boulia Heritage Centre Report – February 2023	53
12 Late Reports	55

13 Closed Session.....	55
14 General Business	55



Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Ms Karen Haer (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

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

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

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

9 Deputations

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

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

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

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

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 24 February 2023
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9:03 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Ms Karen Haer (Executive Assistant)

3 Apologies / Leave of Absence

There were no apologies to be noted for this meeting.

4 Declaration of Interests

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

There were no requests to petition the Council.

9 Deputations

There were no deputations to Council.

Unconfirmed

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Beauchamp

Seconded: Cr Edgar

That the minutes of the Ordinary Meeting held on 20th January, 2023 be accepted.

Resolution No.: 2023/2.1

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations January 2023 Report	DOC REF: 11.1.1
---------------	--	---------------------------

PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/2.2

Carried

TITLE:	QRA Flood Damage Works Department January 2023 Report	DOC REF: 11.1.2
---------------	---	---------------------------

PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Neilson

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

Resolution No.: 2023/2.3

Carried

TITLE:	Foreman Roads Maintenance and Construction Report January 2023	DOC REF: 11.1.3
---------------	--	---------------------------

PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/2.4

Carried

TITLE:	Engineering Service Report - Newsbrief for January 2023	DOC REF: 11.1.4
---------------	---	---------------------------

PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Norton

That the Engineering Services Report – Newsbrief for January 2023 be received for information.

Resolution No.: 2023/2.5

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report for January 2023	DOC REF: 11.1.5
---------------	---	---------------------------

PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

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

Resolution No.: 2023/2.6

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for January 2023	DOC REF: 11.2.1
---------------	--	---------------------------

PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Britton

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

Resolution No.: 2023/2.7

Carried

TITLE:	Action List Update January 2023	DOC REF: 11.2.2
---------------	---------------------------------	---------------------------

PURPOSE:

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2023/2.8

Carried

TITLE:	Policy review - Best practice meeting standing orders (Policy 148)	DOC REF: 11.2.3
---------------	--	---------------------------

PURPOSE:

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with reviews to the Standing Orders for Council Meetings Policy.

Moved: Cr Norton

Seconded: Cr Britton

That Best Practice Meeting Standing Orders Policy (Policy 148) as presented be adopted.

Resolution No.: 2023/2.9

Carried

TITLE:	LGW Safety Audit Results	DOC REF: 11.2.4
---------------	--------------------------	---------------------------

PURPOSE:

To inform Council of progressions in regards to the LGW – Safety Audit.

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2023/2.10

Carried

TITLE:	Councillor conferences and training opportunities	DOC REF: 11.2.5
---------------	---	---------------------------

PURPOSE:

To advise councillors of the upcoming opportunities for engagement with other councils in advocacy forums and conferences and training opportunities offered by various Queensland departments.

Moved: Cr Britton

Seconded: Cr Neilson

- That the report with current meetings, conference and training requirements be accepted. This document will form the basis of future training and conference attendance to be approved by council and updated monthly.
- That councillors confirm their ability to attend nominated meetings/conference/training.

Resolution No.: 2023/2.11

Carried

11.3 Corporate Services

TITLE:	Director of Corporate Services January 2023 Report	DOC REF: 11.3.1
---------------	--	---------------------------

PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Neilson

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

Resolution No.: 2023/2.12

Carried

TITLE:	Financial Report for January 2023	DOC REF: 11.3.2
---------------	-----------------------------------	---------------------------

PURPOSE:

Financial Summary as at 31st January 2023.

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2023/2.13

Carried

TITLE:	Audit & Risk Management Committee Report	DOC REF: 11.3.3
---------------	--	---------------------------

PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held on 17 January 2023.

Moved: Cr Britton

Seconded: Cr Norton

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

Resolution No.: 2023/2.14

Carried

TITLE:	Updated Banking Signatories	DOC REF: 11.3.4
---------------	-----------------------------	---------------------------

PURPOSE:

To update changes to banking signatories for appointment of Finance Manager.

Moved: Cr Edgar

Seconded: Cr Neilson

That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.

That the Director of Corporate Services action the changes to signatories and electronic devices for the change in Finance Manager position.

CHEQUE SIGNATORIES

PRIMARY ACCOUNT SIGNATORY: Type 'A'

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Ajay Agwan
- Director of Corporate Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- **Finance Manager – Marie Chan – remove Mark Willis**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

ELECTRONIC FUND TRANSFERS:

PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'

- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Ajay Agwan
- Director of Corporate Services - Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- **Finance Manager – Marie Chan – remove Mark Willis**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

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

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

Resolution No.: 2023/2.15

Carried

TITLE:	Budget Review Operational and Capital Budgets as at 31st December 2022	DOC REF: 11.3.5
---------------	--	---------------------------

PURPOSE:

To provide a Budget Review to 31st December 2022 based on trends to date.

Moved: Cr Edgar

Seconded: Cr Neilson

That the Budget Review to 31st December 2022 as presented to Council be received and that the revised budget variations as shown be adopted.

Resolution No.: 2023/2.16

Carried

TITLE:	Write off of Stores Stock	DOC REF: 11.3.6
---------------	---------------------------	---------------------------

PURPOSE: To advise Council of the write off of stores stock that has aged and deteriorated.

Moved: Cr Britton

Seconded: Cr Beauchamp

That approval be granted for the write off of \$11,593.26 of Stores Electrical stock/inventory as listed.

Resolution No.: 2023/2.17

Carried

11.4 Community Services

TITLE:	Community Services Report for January 2023	DOC REF: 11.4.1
---------------	--	---------------------------

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

Moved: Cr Norton

Seconded: Cr Britton

That Community Services January 2023 report be received for information.

Resolution No.: 2023/2.18

Carried

TITLE:	Report on Volunteer recognition for Australia Day	DOC REF: 11.4.2
---------------	---	---------------------------

PURPOSE: To inform Council on the inclusion of an acknowledgment for volunteers in the Australia Day ceremonies in the future.
--

Moved: Cr Britton

Seconded: Cr Norton

That Council add the acknowledgment to volunteers as a formal part of the Australia Day Award Ceremony with the delivery of Certificates of appreciation to the volunteer groups.

Resolution No.: 2023/2.19

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

CLOSED MEETING AT 11.59 am

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

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

Resolution No.: 2023/2.20

Carried

OUT OF CLOSED SESSION AT 12:05 pm

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2023/2.21

Carried

The following recommendations were resolved from the closed session: 2023/2.22, 2023/2.23, 2023/2.24.

TITLE:	Recommendation and Action Report - T2022-23.5 Supply and Installation of Boulia Sewer Pump Station 1	DOC REF: 14.1.1
---------------	--	---------------------------

PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.5 Pump Station 1 Refurbishment.

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

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

Moved: Cr Neilson

Seconded: Cr Beauchamp

That for T2022-23.5 Pump Station 1 Refurbishment, four (4) tenders were received. Complex Civil Infrastructure Services Pty Ltd have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to Complex Civil Infrastructure Services Pty Ltd.

Resolution No.: 2023/2.22

Carried

TITLE:	Action Report - Assessment of T2022-23.8 Design. Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System Water Infrastructure Upgrade	DOC REF: 14.1.2
---------------	---	---------------------------

PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.8 Design, Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System.

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

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

Moved: Cr Norton

Seconded: Cr Edgar

That for T2022-23.8 Design, Supply, Delivery, Installation and Commissioning a Sodium Hypochlorite Generation and Dosing System, four (4) tenders were received. One of the tenderers offered a complying and non-complying tender offer. TRILITY Solutions Australia Pty Ltd have been assessed against a weighted criteria as the most suitable tenderer. It is recommended that the contract be awarded to TRILITY Solutions Australia.

Resolution No.: 2023/2.23

Carried

TITLE:	Action Report - Assessment of T2022-23.7 Panel of Providers Materials	DOC REF: 14.1.3
---------------	---	---------------------------

PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.7 Panel of Providers.

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

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

Moved: Cr Britton

Seconded: Cr Neilson

That for T2022-23.7 Panel of Providers, twelve (12) tenders were received. All responses have been recorded in the assessment spreadsheet. The usefulness of the responses varies. For instance, the bitumen pricing excludes delivery and 'All Services' such as sweeping, spreading and rolling which is necessary to have the product installed.

It is recommended that all submissions for the Quarry and Miscellaneous categories be

accepted with a letter to each supplier stating they have been accepted on the panel of providers. The acceptance letter shall also state that this does not indicate any guarantee of future materials purchase.

Further that the responses received for the bitumen schedule are advised that 'All Services' bitumen works will be tendered separately as required in the future.

Resolution No.: 2023/2.24

Carried

14 General Business

Creek and Crossing Signs: Recommendation for Cr Sam Beauchamp to GPS the Creek and Crossing Signs - Boulia to Mount Isa with assistance by the Council. And new signs to have the GPS co-ordinates. Council to investigate barcode tracking for signs. - Mayor Rick Britton

Widening of Road: Council to talk to Cloncurry TMR RE: Widening the hilly section between Mount Guide and Mount Isa. - Mayor Rick Britton

Federal Budget Submission Requests 2023 - 2024: CEO Lynn Moore discussed submitting the following:

1. New council building \$10m
2. Development of residential estate \$5m
3. Upgrade to water treatment at Boulia and Urandangi \$1.5m

15 Meeting Closure

The Mayor closed the meeting at 12:47 pm.

16 Confirmed

Minutes to be confirmed at the next Ordinary Meeting of Council

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations February 2023 Report	DOC REF: 11.1.1
REPORT BY:	Ajay Agwan Director of Works and Operations	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT: Projects

Truck Bay

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

Current Status: Telstra cables are in transport. The contractor will mobilise to site as soon the cables are received. Actual construction to start early April after Telstra relocation is finalised.

Slashers Creek Concrete Works- Phase 1

Project Scope: Concrete Margins and Floodway on Slashers Creek

Current Status: Work has been awarded to NQES Pty Ltd and work will begin as soon as flooding subsides.

Industrial Estate Services Installation

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

Current Status: The MI road crossing is now complete. Sewer line installation in progress.

New Staff Housing Project

Project Scope: Installation of new staff houses at Pituri Street

Current Status: Post tender negotiations with successful bidder is now complete.

Construction of 4 units only is feasible in available budget. Report will be tabled in this council meeting for approval.

Salt Water Chlorinator

Project Scope: Installation of a Saltwater Chlorinator at the Boulia Water Treatment Plant

Current Status: Contact agreement is in progress. Actual work like to start in mid -April.

Pump Station Upgrade

Project Scope: Installation of a new sewerage pump station adjacent to the existing structure

Current Status: Contract agreement is in progress. Actual work likely to start in mid-April.

CONSULTATION:

Chief Executive Officer as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction Report February 2023	DOC REF: 11.1.2
---------------	--	---------------------------

REPORT BY:	Jimmy Newman Roads and Construction Foreman	DATE: 21/03/2023
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT: Current and upcoming projects are as follows:

- Monitored flooded roads and reported back to DWO to assist with up-to-date Road Reports
- Repaired Flood Damage on the Winton Road
- Repaired Flood Damage at Bengaeacca Crossing
- Repaired Flood Damage at Bedourie Road



CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Road Maintenance and Utility Services Report for February 2023	DOC REF: 11.1.3
---------------	---	---------------------------

REPORT BY:	Ron Callope Road Maintenance & Utility Services Foreman	DATE: 21/03/2023
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Race Course:

Arena and grounds	General maintenance of the grounds has continued by the Racecourse Caretaker. The new ground tank has been installed and is up and running as desired.
-------------------	---

Town water testing and Depot maintenance:

Chlorine level testing	Plant is running to desired chlorine levels within town. We currently have one bore off due to low water usage at the moment, caused by the cooler weather and rain events.
------------------------	---

Town Entrances:

Three Mile Campground	All tourist we have had are keeping the area in a tidy condition. Gardens have been looking great due to the constant rain, and have been maintained by our parks and gardens crew.
-----------------------	--

Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order. We are currently working on upgrading the entrances to town. Recent rain has the town looking great, however mowing & whipper snipping have increased immensely.
---	--

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 2023:</p> <ul style="list-style-type: none"> - 1st February – Robinson Park, Post Office - 2nd February – Melrose - 6th February – Stonehouse, Herbert St - 7th February – Post Office, School Safety Park - 8th February – Robinson Park - 9th February – Medium Strips, Sports Centre - 13th February – Melrose, Council Depot - 14th February – Min Min Encounter, Town Entrances - 15th February – Medium Strips, School Safety Park - 16th February – Sports Centre, Council Depot - 17th February – Health Clinic, Karen’s Yard (Private Works) - 20th February – Pensioner Units, Council Depot, Moonah St - 21st February – Main Office, Vacant Housing, Cindy’s Yard (Private Works), Templeton St - 22 February – Robinson Park, Medium Strips, School - 23rd February - May and Norene Dunne’s Yards (Private Works), Mulligan St, Burke St - 27th February – Post Office, Boulia Hall, Burke St, Wills St - 28th February - Main Office, Pituri St, Burke St
-------------------------	---

RMPC/Works crew:

RMPC signage is still an ongoing project.

Concrete batching is an ongoing interruption to RMPC Works.

RMPC crew have been working alongside the Road Construction crew to complete emergent works and flood damage.

Urandangi:

Urandangi	<p>Regular Council services continued over the month of February where possible (mowing, whipper snipping and rubbish collection etc.). Due to recent flood events certain duties were unable to be performed at times.</p> <p>The Urandangi town man is in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road with regular servicing twice weekly.</p> <p>Chlorine testing has been conducted on a weekly basis. The new control box has arrived and is waiting on settlement tests to be able to be installed. We are currently using the generator and a larger pump which is also helping flush silt out of the bore hole. This is ongoing.</p>
-----------	---

**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/LifeFlight Rescue	0
Avgas/Jet Refuelling	A1 Total 15 – 15 self-fuelled through Compac.

Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	0

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department February 2023 Report	DOC REF: 11.1.4
REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Dec/March 2023 Emergent Works

- BSC and also GBA had completed the final photos for all roads that are within our Shire with Exception of Donohue Hwy & Cravens Peak Road
- BSC have experienced heavy rains in late Feb/March and that meant we will have to start over again once we can access roads and do another Pick up of all roads for our submission to QRA.
- I have since then had a meeting in our office with the CEO & also our Area Manager from QRA and have explained our current situation, they are aware that BSC will be taking photos for Flood Damage and we believe there will be additional works required to reinstate our roads.
- I have also held talks with QRA in regards to Urandangi and they are waiting for our report once we can gain access to the town.
- BSC did have minor crews out around Urandangi carrying out a safety grade of the roads but these crews have been returned to Boulia until water levels reduce.
- **QRA April/May 2022 (REPA EVENT)**
- Crews have not been able to start this work due to heavy rain, we are hoping to mobilise in the next 2-3 weeks to various sites.
- **Springvale Road RRUPP Ch10.00 to Ch21.00 W285153B-WIP Re-sheet Road.**
- Harris crew has spread and final trimmed imported gravel from Ch10.00 to Ch14.700
- Haulage Team has also delivered Road-base material from Ch14.700 to Ch17.250
 - Both A & B Team are now mixing and spreading this material, only have another 3.750km to complete this work once gravel has been delivered to site.

CONSULTATION:

GBA as project officers on NDRRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within NDRRA guidelines and budget allocations.

RECOMMENDATION:

That the NDRRA Flood Damage Works Department February 2023 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Engineering Service Report - Newsbrief for February 2023	DOC REF: 11.1.5
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

21 st Feb – 23 rd Feb Nathan Raasch	<ul style="list-style-type: none"> Working from Depot – General Duties Flood Damage Pickup
7 th March – 14 th March Nathan Raasch	<ul style="list-style-type: none"> Working from Depot – General Duties Bengeacca Margin and Rock Protection inspections Flood Damage Pickup Slashers Creek and Coorabulka Road Structures Prestart meeting with NQES Pituri Street Duplex Post Tender Clarification Meeting with Beep Beep
13 th March Stuart Bourne	<ul style="list-style-type: none"> Pituri Street Duplex Post Tender Clarification Meeting with Beep Beep

2. Flood Damage Works

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

Submission BoSC.0006.1819 Severe Tropical Cyclone Trevor

Council’s final claim identified total expenditure of \$11,743,408.55 (excl GST). Based on the supporting information provided to QRA, expenditure of \$11,725,522.96 (excl GST) was assessed as eligible and \$17,885.59 was assessed as ineligible under DRFA.

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

This event will be for Emergent works and REPA. Data collection complete. Submission has been approved by QRA for a total value of \$2,445,193.96. Works Completed, Acquittal complete, waiting on approval.

Activated for the 'Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022'. This event will be for Emergency works and REPA. Data collection is complete. Submission has been approved by QRA for a total value of \$1,750,892.06. Works to start in March 2023 depending on flood water levels.

January 2023 Flooding to be activated once event has been confirmed by QRA. Damage pick had commenced, however, due to recent rain, all roads needed to be picked up again due weather, pick up has commenced again. Emergent works started.

3. Other

Donohue Highway: Outback Way Funding Package 3

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

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

4. Industrial Subdivision

All earth works completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ has commenced on site. Sewer line crossing Mt Isa highway has been completed.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Donohue Project Priorities (ID 453108) [11.1.5.1 - 1 page]
2. Flood Damage Events - Detailed Summary (ID 452866) (ID 453107) [11.1.5.2 - 1 page]

Reviewed by Director of Works and Operations	Mr Ajay Agwan
Approved by Chief Executive Officer	Ms Lynn Moore

Donohue Highway Projects - Prioritisation

Chainage from Bouliia - Dajarra Rd Intersection	Length (km)	Location	Scope of Work	Justification	Priority
0 - 11km	11.0		10mm Reseal (16/17 FY)		
Bengeacca crossing			Widening/ reconstruction. Design in progress, CH cleared refer to report 210108	Very narrow floodway	2021 / 2022 Preconstruction works \$100k, 2022 / 2023 Construction \$1.4m.
11 - 23.4km	12.4		10mm Reseal (15/16 FY)		
23.4 - 25.5km	2.1		Resealed 2020		
25.5 - 36.0km	10.5		Seal (14/15 FY) Resealed 2020		Completed as part of Section 1 Outback Way - FY 2014/2015
36.0 - 46.0	10.0	Telstra Tower Area/Badalia	10mm Reseal (14/15 FY) Resealed 2019		
46.0 - 49.67	3.7	Badalia/Herbert Downs Border	Seal Top Coat (15/16 FY)		Top Coat Seal Completed as part of Section 2 Outback Way - FY 2015/2016
49.67 - 53.53km	3.9	Realigned Section	Seal (15/16 FY)		As part of Outback Way remaining funding section 2 (\$1.5m) 2015/2016 amalgamated with \$2m from 16/17 FY Funding
53.53 - 60.90km	7.4	Realigned Section	Seal (16/17 FY) Sealed in Oct-16		As part of Outback Way \$2m for 16/17 FY Funding
60.90 - 62.00 km	1.1		Seal (16/17 FY) Sealed in Jun-17		
62.00 - 65.00 Km	3.0		Seal (17/18 FY) Sealed in April-18		
65.00 - 70.3	5.3		To be complete 18/19 (Design Stage 3)		
70.3 - 87.75	17.5	Herbert Downs	Resealed April 2018		
87.75 - 97.6	9.8		18/19 (Design Stage 3)		
97.6 - 103.66	6.06	Burnt out car	Reseal (16/17 FY) Completed October		
103.66 - 111.1	7.4		Seal (16/17 FY)		
111.1 - 114.46	3.36		Completed Dec 19		
114.46 - 114.7	0.24	Georgina River Crossing (Structure Approaches)	Planned reconstruction (16/17 FY)		Pave and Seal as part of the Bridge Renewal Programme
114.7 - 116.45	1.75		Sealed Dec 2020		
116.45 - 122.4	5.95	Glenormiston	Resealed (14/15 FY)		
122.4-134.5	12.1	PPR 4	Stage 8 Design Complete DWG 200111-1. CH cleared refer report 190087 Oct 2021	PPR4: A: 122.4-126.4 -> \$2m B: 126.4-130.4 -> \$2m C: 130.4-134.5 -> \$2m PPR5: A: 134.5-138.5 -> \$2m B: 138.5-142.5 -> \$2m C: 142.5-146.5 -> \$2m PPR6: A: 146.5-150.5 -> \$2m B: 150.5-154.5 -> \$2m C: 154.5-157 -> \$2m PPR7: A: 157-161 -> \$2m B: 161-165 -> \$2m C: 165-167.57 -> \$2m	\$6m
134.5 - 146.5	12.0	PPR 5		\$6m	
146.5 - 157	10.5	PPR 6		\$6m	
157 - 167.57	10.57	PPR 7		\$6m	
167.57 - 170.5	3.1	Piturie Creek	Reseal FY 16/17		
170.5 - 182.5	12.0	PPR 1	Stage 7 Design Complete DWG 190162-1. CH cleared refer report 190087 Oct 2021	A: 170.5-174.5 -> \$1.95m B: 174.5-178.5 -> \$1.95m C: 178.5-182.5 -> \$2m PPR2: A: 182.5-186.5 -> \$2m B: 186.5-190.5 -> \$2m C: 190.5-194.5 -> \$2m	\$6m
182.5 - 194.5	12.0	PPR 2		\$6m	
194.5 - 198.71	4.2	PPR 3		188 - 198.71 High Maintenance section a considerable distance from Bouliia resulting in high repair costs PPR3: A: 194.5-197 -> \$2m B: 197-198.71 -> \$1.2m	\$3m
198.71 - 200.635	1.9	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
200.635 - 202.65	2.0	Kelleys Creek	Reseal FY 15/16		
202.65 - 206.455	3.8	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
206.455 - 211.6	5.1		New Pave and Seal complete 2020/2021 Aug 27th 2020		
211.6 - 220.3	8.7		Sealed July 2021		
220.3-223.5	3.2	PPR 3	Stage 5 Design Complete DWG 170105-3, CH Cleared BWW refer report 170105 Aug 2020	C: 220.3-221 -> \$0.8m D: 221-223.5 -> \$2m	\$3m
223.5 - 226.5	3.0	Emergency Airstrip	Sealed FY 15/16		
226.5 - 232.1	5.6	The Ridges	Seal Rehab FY 15/16		
232.1 - 233	0.9	The Ridges	Sealed FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
233 - 238.6	5.6	The Ridges	Completed Dec 2020		
Total Unsealed	76.6	Kms			
Total Sealed	162.1	Kms		Total to seal remainder	\$37.5m
Total Length	238.7	Kms			

Boulia Shire Council

Flood Damage Events - Detailed Summary (16/3/2023)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - waiting on QRA approval
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved Works starting March Betterment submission Lodged
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged
January 2023 Heavy Rainfall result of ex-tropical cyclone Ellie	Jan-23	CDO				Data Collection has commenced - waiting for flood waters to recede for further data collection. Pick up has commenced to re run roads after recent rain
	Jan-23	REPA				
	Jan-23	Emergency Works				

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for February 2023	DOC REF: 11.2.1
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Donohue Highway – Commonwealth Government Funding

Package 3 PPR1 (A/B) for \$3.9m. The agreement between TMR and Boulia has now been signed in readiness for the release of funding. Previously suggested milestones for the project are now unachievable due to the extended rain /flooding events which began in Dec, prohibiting access to the Donohue Highway.

NBN – Rollout to commence March 2023

The initial process of rolling out the NBN to Boulia Township will begin on 16th March with planning for community consultation events and information sessions to be arranged by NBN. Land Access and Stakeholder engagement meetings will be discussed and the introduction to the delivery partner Ventia will occur on this date.

Marmanya Land transfer

Valuation has been completed and final versions of the Transfer document have been delivered to the Solicitors and this is almost the final stage – just waiting for the transfer to be registered. Then council will be able to complete the official handover of the property to the Marmanya Community Aboriginal Corporation shortly thereafter.

Sales Permits for gravel – Native Title and the Futures Act.

This matter is on-going at present.

Background: *The council has been advised that the sales permits we are currently using to support the delivery of rural roads in our shire will expire in December 2023. Of the 105 gravel pits currently in use, which have been cleared under Cultural heritage clearance, only four, which are on privately owned 'freehold' land, will continue. This has been raised as a major issue with both the Outback Regional Roads Group and through LGAQ via Barcoo who had an existing issue from last year. Other western councils will be greatly affected, and we will work through the process to resolve. Noting that no new legislation has come into effect simply a change in the interpretation of existing legislation.*

RAPAD meeting 27th Feb 2023 –attended by Mayor Rick Britton, CEO Lynn Moore

Presentations and discussions were held on the following topics:

Regional Universities; Country Universities Centre (CUC) - options for remote learning hubs to be set up in each town in the future. (Long term)

Digital Plans (NBN); WQAC and RAPAD are providing feedback on digital infrastructure across the shires.

Water for Economic development: Development of water resources – dams, weirs, water security. Current water allocation in Regional water plans, planned future supply, water management schemes. Priority is affordable water and security of water supply.

Fuel supply across the region: Council purchasing power for council use. Many things to look at here including the potential to grow a monopoly which is to be avoided.

LGAQ update: reviews on Bio-Security changes, W4Q, TIDS, and Olympics. Changes to WH&S Psychosocial mental health, Stock Route Bill passed last week-maps to be completed in the next few months. Drought fund extending the scope to include drought/flood.

Quarries - Sales Permit requirement – covered above.

TIDS funding: from 2016 funding has remained static but the costs have increased for the delivery of road maintenance etc by 22%.

CWRPMG Pest and weeds: Sticky Florestina (currently not a weed of national significance) is posing a problem as slashing or grading is simply spreading the problem along the road corridor. Boom spray is the best options and works well also for Parthenium.

Flood cameras: Assets for flood damage – maintenance program to be set up.

Bio-security plans required for each council. DCQ have a field team at present with a 98% kill rate for Prickly Acacia. Much of the work carried out by drone. Advice on Rubber Vine control and Snake Cactus. Control methods for African Swine fever,

Domestic animal control: Threatening behaviour from both animals and owners. Ipswich City Council has developed a handbook that will be helpful for the region's Local Laws Officers.

Positions Vacant:

DWO Technical Officer	Second round unsuccessful - An employment agency has been engaged to locate suitable applicants.
Sports Centre /part-time	No applications received.
Plant Operator/Labourer	New advert to be place after 8/3/2023

Positions filled:

RMPC /Leading Hand	Position filled with local existing employee.
--------------------	---

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS:

Nil

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

TITLE:	Action List Update February 2023	DOC REF: 11.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Insignificant

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CEO Action List - March 2023 V 2 [11.2.2.1 - 5 pages]

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

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 26th March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/CSM Remove after installation	18-1-2023 - Still waiting on TMR approval 10/11/2022 – TMR confirmation of location requested. 13/10/22 Signs have arrived -depot staff to arrange installation. Location on town entry sports. 17-3-2023- TMR to conduct speed limit review in Boulia including 40Km road train sign. They are waiting for flood water to subside
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Boulia)	DWO	CEO- 16/3 – pick up of scope done by Jim Newman, funding approval docs yet to be received from TMR 18-1-2023 – Waiting on TMR approval and funding 10/11/2022 – road marking has been completed. RMPC to increase gravel footprint. 13/10/2022 Waiting on TMR approval- possible RMPC project no separate funding., 17-3-2023-The 93F Waverly Ck 'Give Way' area upgrade is currently with TMR awaiting completion of scoping. Once project is scoped and quantities confirmed, a schedule will be provided to Boulia Shire Council for pricing. Estimate schedule will be provided to Council mid-April
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	DWO	18-1-2023 - No response to tender advert- will source elsewhere. 12/12/2022 No response from tender request – will contact individuals privately. 13/10/2022 Report received. Under investigation, short term and long-term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues. Sam to be involved in project. 17-3-2023- Tim has sent the report to an AC technician . Awaiting response
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required	DWO	20-2-2023- Not yet completed due to recent flooding, shortage of manpower and constant lawn mowing etc


Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
		21/10/2022 – It was asked if we could please investigate the Disabled Parking option for Post Office: <ul style="list-style-type: none"> - Requires line marking - Line marking for caravans in Main Street - Parking in Wills Street - Caravan Parking in Pituri Street 		18-1-2023 - Will be completed by end of the month. 17-3-2023- The P&G crew are busy in lawn mowing and other works . likely to be completed end of April 2023
Friday 19 th August 2022				
19/08/2022		Diamantina Street guttering – investigate	DWO	18/1/2023 - have been included in TIDS scope 12/12/2022 potential TIDS funding usage. 12/09/2022 Under investigation- would need to be done in conjunction with town re-seals. 17-3-2023- Completed
19/08/2022		Washdown Bay double gantry – what is the current status	DWO	18/1/2023 - still waiting on DabFab to install - advised a further 3-4 weeks required 23/12/2022 Should be finished in January 2023 12/09/2022 DabFab has been issued a PO. 17-3-2023- Still waiting on DabFab to complete the works
19/08/2022		Cost of NBN line from town to Rodeo Grounds – look into costing	DCS	15/2/2023 – will provide when they visit in March. 6/12/2022 Re-emailed, waiting on quote. 8/11/2022 Waiting on quotation from nbn provider.
Friday 16 th September 2022				
16/09/2022	2022/09.10	Resolve that Council investigate implementing a systematic inspection for dog registration in Bouliia town area.	RLPO	10/11/2022 Under review by RLPO-delayed
Friday 21 st October 2022				
21/10/2022		Meeting to be held regarding Urandangi and Racecourse Reserve Bore. Potential Silt/Bore Clean.	DWO	CEO- 16/3/23 - flood event – Urandangi will be a priority to get working. 18/1/2023 - Under consideration 10/11/2022 - Meeting has not been organised yet. Likely to happen within next two weeks.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
		16/12/22 - In regards to the Urandangi Bore, existing bore to be blown out so that it can still be used for road works in the area.		20-2-2023- Will be looked into after flooding issue
21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	10/11/2022 ...The request has been sent to TMR. Awaiting response
21/10/2022		Cr Beauchamp: MME Aircon – organise to get the urgent things done before Summer. Then Sam to talk to Ajay about organising a refrigeration mechanic.	DWO	10/11/2022 ...Discussed with Tim. Report has been sent to him. PO will be issued once we receive the quote. Tender for rest of the works is under review
Friday 18th November 2022				
18.11.2022	2022/11.20	That Council advise on the type of artworks if required on Outback Way and the replacement of Tropic of Capricorn signage/sculpture.	CSM	15/2/23 Waiting for council confirmation on what is required. 12/12/2022 not to commence until 2023.
Friday 16th December 2022				
16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing issue of the toilets at the Waverly rest stop on the Mount Isa Road still being unclean (including broken door, blockages). As this is a TMR controlled rest stop, it was suggested that Council approach TMR to suggest that a local contractor be considered to be appointed to ensure the cleanliness of these toilets is maintained. As the Dajarra rest stop toilets would be passed when going to Waverly, it was further suggested that Council could also approach Cloncurry Shire about the same cleaning subcontractor servicing the Dajarra rest stop on the same run to take advantage of potential costs savings. It is to be noted that Councillor Edgar declared a Prescribed Conflict of Interest should this suggestion be carried out as he is engaged as a local cleaning contractor.	DWO /CEO	10/03/2023 CEO – spoke to CEO of Cloncurry – they have a contractor who does the Dajarra toilets and would be keen to take this up. They will send through a proposal. 20.02.2023 – DWO - Still waiting on response from Cloncurry 23/12/2022 DWO – to investigate the Cloncurry cleaning connection, then advise CEO of outcome CEO- will await advices from DWO progress before negotiating an offer of extension to our existing contractor to take over the site.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
16.12.2022	General Business	<p>Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.</p> <p>For action by DWO, options and costings</p> <p>CSM: Council to consider applying a cover (further clarification reqd)</p>	<p>DWO-primary CSM-Info DCS- Budget</p>	<p>20.02.2023 - Not yet investigated due to ongoing important issues</p> <p>23/12/2022 – DWO to commences investigation and provide options and costings.</p>
16.12.2022	General Business	<p>Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working panels on now, which buildings could we add solar panels onto?</p> <div style="text-align: center;">  Ergon Energy - Boulia Shire Council </div>	DWO	<p>20.02.2023 - Not yet investigated due to current ongoing important issues.</p> <p>23/12/2022 DWO to Investigate the current solar systems, Min Min, Poo & Depot</p> <p>16.12.2022 – Presentation by Ergon</p>
16.12.2022	General Business	<p>Purchase of a stabilizer machine - Given the pending road works schedule and the potential for further rehab works on the Boulia to Winton Road, Council to put together a business case on purchasing a stabilizer for road works.</p>	DWO	<p>18-1-2023 With Donohue Package approved now, this can be a viable option. Operator will still be the ongoing issue.</p>

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the 'visioning' project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.

19/06/2020	Julie/DWO	Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.	
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Boullia. 7/12/2021 to be reviewed during the 'visioning project' 20/01/2022	
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds		15/2/23 No costings to date, but looking into funding. 24/11/22 idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guide posts/labour and plant. Indigenous story signs to be developed with locals. 9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project. 7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta
07/03/2023	Cr Edgar	Cr Edgard supplied some photos of Shade Structures		
Date	Agreed by majority	Suggestion	Staff Member/ Dept	

TITLE:	Workplace Health and Safety - WHSA/RRTW Report for February 2023	DOC REF: 11.2.3
---------------	--	---------------------------

REPORT BY:	Cindy Reimers Workplace Health and Safety Officer	DATE: 21/03/2023
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team – Our People

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of progressions and or issues of concerning regarding WH&S.

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in Magiq and Pulse. • TMR Traffic Management Registration Certification will be accepted for another 3 years. • WHSA attended the LGW Safety Conference.
Toolbox talks / Presentations	<ul style="list-style-type: none"> • Toolbox talks/presentations to council staff to continue fortnightly. • Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and areas identified within the work place. • Topics generated from field observations and/or staff feedback. (Safe work Practices).
Compliance and Education	<ul style="list-style-type: none"> • When applicable, provide staff with pertinent information from WHSQ and other safety alert systems. • Present WHS actions/issues to ManEx meetings weekly. • Ongoing education through toolbox presentations to council employees. • Update registers where applicable – move current paper-based register to electronic copies. • Develop and generate SOP and SWMS documents as required following identified gaps. • Constant monitoring of iAuditor to check on completed of scheduled tasks. • Worksite safety inspections conducted regularly to identify and, if necessary, rectify and gaps. • Regular random drug and alcohol testing has commenced.

Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor • Schedule regular alerts and inspections in iAuditor for relevant staff to perform. • On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance. • Continue to develop iAuditor templates to assist staff with their compliance requirements. • Conducted training of new employees in the use of iAuditor. • Completed required compliance documentation for all staff on commencement of new projects and works. 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 0 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> • Face-to-face Inductions: 0 • Online Inductions: 3 • Completed LGW Audit. • Learning systems and updating tasks for completion. • Commence toolbox talks with office staff monthly. • WHSA attended the LGW Safety Conference (information report will be provided at a later date). • WHSA fast track training for Cert IV Training & Assessment (which will enable WHSA to conduct any training that she holds a qualification in). 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Bouliia Shire Council Hazard Risk Register and update as required. • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks. • Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite. • Safety Rail Equipment for batching plant has arrived, waiting for installation to be completed. 		
WHS Alerts and Updates	<ul style="list-style-type: none"> • Adopt various alerts/updates into regular toolbox talks and training. • Review WHSQ website and alert board where relevant. • Receive WHS alerts from Workplace Australia. 		

Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Ongoing updating of emergency plans for Council facilities as issues arise. • Continue to develop templates in iAuditor to assist staff with meeting compliance requirements. • Assist staff with training needs. • Assist staff and/or contractors with WHS issues where either required or identified. • Continue to develop templates in iAuditor to assist staff with meeting compliance requirements. • Continue to update the Safe-Plan safety system to the LGW Suite. • Adam Stevenson will be visiting in April to focus on phase 2 of the LGW Suite release and to advise council on best way to address the Conformance with recommendations from the recent Safety Audit.
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. (Unable to be completed due to flooding, recommence when roads are open). • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. • First Aid & CPR delayed again due to flooding, updated info will be sent once roads are open.

CONSULTATION:
NIL

GOVERNANCE IMPLICATIONS:
NIL

RECOMMENDATION:
That the Workplace Health and Safety for February 2023 report be received for information.

ATTACHMENTS: Nil

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

11.3 Corporate Services

TITLE:	Director of Corporate Services February 2023 Report	DOC REF: 11.3.1
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

NexGEN / Vendor Panel / Local Buy

This is a site hosted by LGAQ to assist Local Government Council's in Queensland with a site to conduct procurement covering both quotes and tenders.

We will have 2 Officers from Local Buy visiting to cover the training and an overview of where to with NexGen ecosystem. Due to wet weather this training was done online with Staff.

Building Security Systems

Council has engaged Ruswin to implement a new Security System in our Council buildings that currently have security pads. It was identified that we have 5 buildings with security systems and as part of that, we had 3 different systems.

Implementation has been completed and system is working after a few minor glitches.

2023/2024 Budget

Work has commenced on the upcoming Budget; Councillor workshops have been planned and invites sent out.

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

Staff and Management are currently submitting budget applications for future works, this doesn't mean it will be approved, it is an opportunity to bring together everyone's ideas on either improving a service or introducing something new.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	Financial Report for February 2023	DOC REF: 11.3.2
REPORT BY:	Marie Chan Finance Manager	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 28th February 2023

CONTENT:

Cash Position

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

	28 th Feb-23	31 st Jan-23
Cash at Hand	16,679,571	17,166,242
Net Cash Equivalent (Debtors – Creditors)	1,958,672	528,178
Total	18,638,243	17,694,420

Income

Total revenues to 28th February 2023 are \$14,430,185. This equates to approx. 95% of this year's budget.

Expenditure

Operating expenses to 28th February 2023 are \$10,080,861. This equates to approx. 57% of this year's budget.

Liquidity

CBA		\$ 192,397
Floats		\$ 1,150
Investments		
CBA At Call 2.45%	\$ 5,228,847	
QTC 2.33%	<u>\$11,257,177</u>	<u>\$16,486,024</u>
Total		\$16,679,571

Additional Information on Cash Position:

Cash Balance as at 28 th February 2023	16,679,571
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	4,530,869

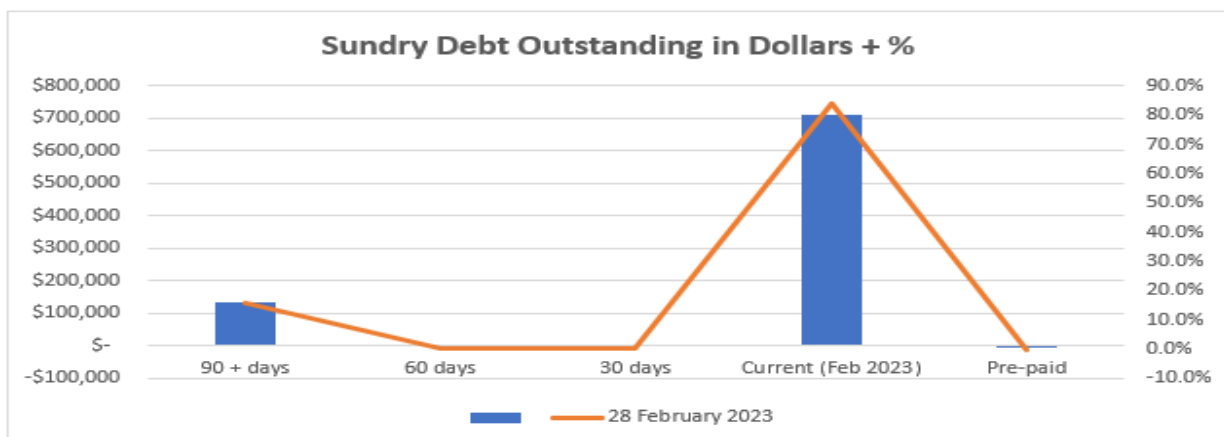
Less Depreciation accrued	
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,434,604
Grant Funding (paid in Advance)	
Working Capital Cash	1,500,000
Capital Grants	3,337,588
Operating Result for 2022/2023	1,011,736
Less Capital Expenditure 2022/2023	(7,127,170)
	7,016,178
Cash unallocated as at 28 th February 2023	9,663,393

Aged Debtors 28th February 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	132,965	2,212	1,764	712,135	(520)	848,556

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$132,965, of which, 95% were received in the early new month of March 2023. \$5,260.00 have been referred to Council's external Collection Agency. The balance either have a payment arrangement in place or are in discussions with Senior Finance Officer to Director of Corporate Services. Current debtor is primarily Main Road for RMPC contract amounting \$681,182.



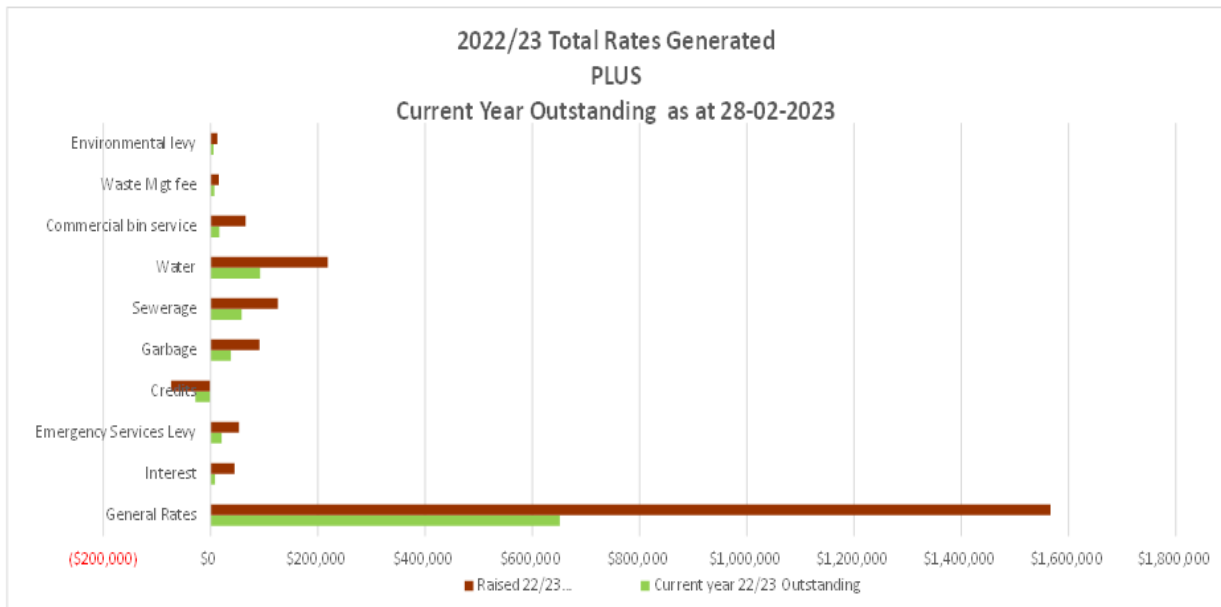
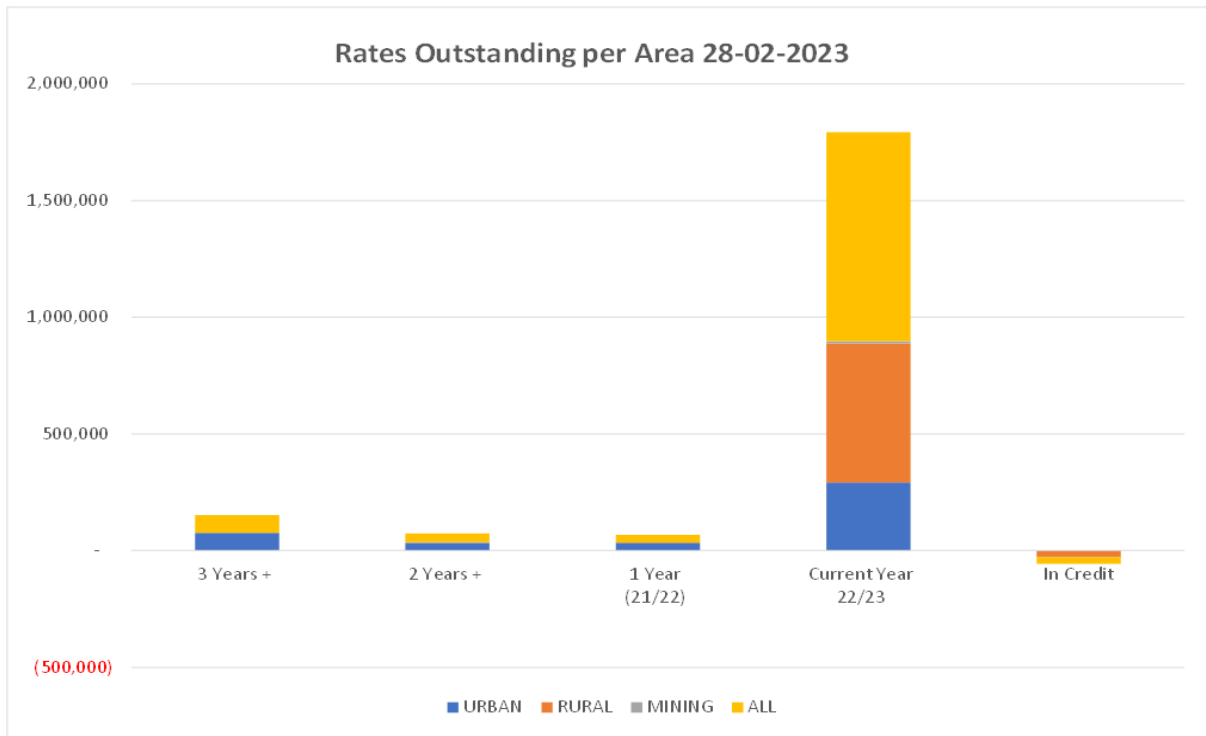
Creditors 28th February 2023

Total amount waiting for payment, not yet due **\$45,526**

Rates 28th February 2023

Total Outstanding **\$1,014,786**

RATES	3 Years +	2 Years +	1 Year (21/22)	Current Year 22/23	In Credit	Total Outstanding
URBAN	76,233	30,065	33,552	291,671	(699)	430,823
RURAL	-	-	81	596,118	(28,115)	568,084
MINING	-	6,831	-	9,048	(0)	15,879
ALL	76,233	36,897	33,633	896,837	(28,815)	1,014,786



CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Revenue Expenses Feb-23 [11.3.2.1 - 2 pages]
2. CONFIDENTIAL REDACTED - FS Income Statement Feb-23 [11.3.2.2 - 1 page]
3. CONFIDENTIAL REDACTED - FS Balance Sheet Feb-23 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - FS Cash Flow Statement Feb-23 [11.3.2.4 - 1 page]

5. CONFIDENTIAL REDACTED - G- 2022 LRCI Progression Table- Phase 3
\$1,136,912 ends 30 th June 23 as at 28-02-23 [**11.3.2.5** - 1 page]
6. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667
28-02-2023 [**11.3.2.6** - 1 page]
7. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090
as at 28-02-2023 [**11.3.2.7** - 1 page]
8. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 28-02-2023 [**11.3.2.8** - 1
page]
9. CONFIDENTIAL REDACTED - Capital Budget Update as at 28-02-23 [**11.3.2.9** - 3
pages]
10. CONFIDENTIAL REDACTED - Flood Damage Report 28-02-2023 [**11.3.2.10** - 6
pages]

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

TITLE:	Comparison of Local Government Asset Management Maturity	DOC REF: 11.3.3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.4: Implement good practice in managing and maintaining our assets

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To report to Council on results of Queensland Audit Office report findings.

CONTENT:

Queensland Audit Office sent out a Survey to all 77 Councils in Queensland to form a comparison on Asset Management Maturity across all local governments.

Boulia Shire Council has been benchmarked against other remote Councils in Queensland, as well all Councils and the findings have been graphed and explained in detail.

This report confirms Boulia Shire Council is heading in the right direction for our Asset Management, there is still work to be done to improve our processes and management. This report will assist the Executive team to revise areas that need more work and will keep our Asset Management Plans living documents that are being used.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Comparison of Local Government Asset Management Maturity report be received for information purposes.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Improving asset management in LG - Benchmark report Boulia Shire Council [11.3.3.1 - 24 pages]

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

11.4 Community Services

TITLE:	Community Services Report for February 2023	DOC REF: 11.4.1
---------------	---	---------------------------

REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 21/03/2023
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

One unit and one house are being kept for replacement employees.

A meeting with Kerry Parker from the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships was attended in February. Kerry imparted information on funding availability and an update on the department's programmes.

Interviews were done during the month for 4 new casuals for the Community Services department:

- 2 for Library
- 1 for Heritage complex
- 1 for sports centre

Our new tourism officer will be attending the Brisbane 4x4 trade show, the first show in three years for Boulia. Unfortunately, due to roads being closed 2 tourism workshops which were to be held in Charleville and Blackall were cancelled.

The Boulia Why Leave Town gift cards have started to be distributed again from my office. So far, another \$11,000 worth of cards have been issued at the time of writing this report.

Grant submissions:

1. Gambling community benefit fund for **\$76,595** to update the jail house as a tourism experience. (*This was withdrawn due to a mistake made by the Gambling Fund*)
2. Dept of Tourism, Innovation and Sport for **\$112,281** towards 2 electric inverter heat pumps.

Sports:

We have engaged an employee in a casual capacity to work 9 hours a week at the sports centre who will be mainly responsible for upkeep of those inside areas utilised by the public and to deliver some children's activities, either sports or crafts. This has been a large success due to the employees' efforts in organising a space for this to happen in.

Visitor numbers not conclusive as officer was still setting up, but the school is there for 2 sessions a week in hall and has had a great response within school time sports afternoon and their combined Thursday after school sports session organised by family community support and Jan.

Visitor numbers supplied by the new lessee for the pool are: 92 children – school swim classes and 96 recreational users.

Library:

The First Five forever children and parents did Valentine's Day crafts and the library partnered with the primary school to do a community clean up morning.

Visitor figures: 146 persons attending library.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That Community Services February 2023 report be received for information.

ATTACHMENTS: Nil

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

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – February 2023	DOC REF: 11.4.2
REPORT BY:	Karen Savage Tourism Officer	DATE: 21/03/2023

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: February 2023

Sales – tickets/merchandise	\$267.95
MME total Visitor Stats	10
MME Tickets	4 (\$140)
BHC Tickets	0
COMBO Tickets	0
Rezdy Online Bookings during the month (no payment taken)	0

Social Media Statistics for February 2023:

Social media pages	Reached
TripAdvisor Review	2
Google Business Profile	385 (-30%)

REPORT ON ACTIVITIES HELD FOR FEBRUARY

Visitor Statistic Reporting:

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

Just re-opened after the summer break, plenty of rain recently so many roads cut due to flooding leading to very few visitors to the town. This gave an opportunity to do some minor repairs, for example improving the synchronisation of mannequins, speech and doors. Mannequin number one (verandah) also had speakers replaced due to an intermittent fault.

Upgrade to the information board next to the desk planned making it more interactive with a map of the channel country allowing for touch screen pages with information about various local sites/events. Purchase order has been actioned.

Group Bookings:

No group bookings were received for this month.

Social Media

Explore Queensland Network: n/a

Merchandise:

New merchandise explored and ordered. Polo shirts in various colours will be available. New range of plush toys have arrived. New orders placed for existing suppliers.

Bouliia Heritage Centre:

New flag has arrived for the pathway for the centre to be identifiable for those walking and traffic heading towards the centre.

The Heritage Centre will have separate pages in the new interactive notice board allowing for greater information which will hopefully increase visits this year.

General:

Many travellers aren't aware there are two centres, hopefully the new interactive notice board will encourage more visits to the Heritage Centre

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That the Min Min Encounter & Bouliia Heritage Centre Report – February 2023 be received for information.

ATTACHMENTS: Nil

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

12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

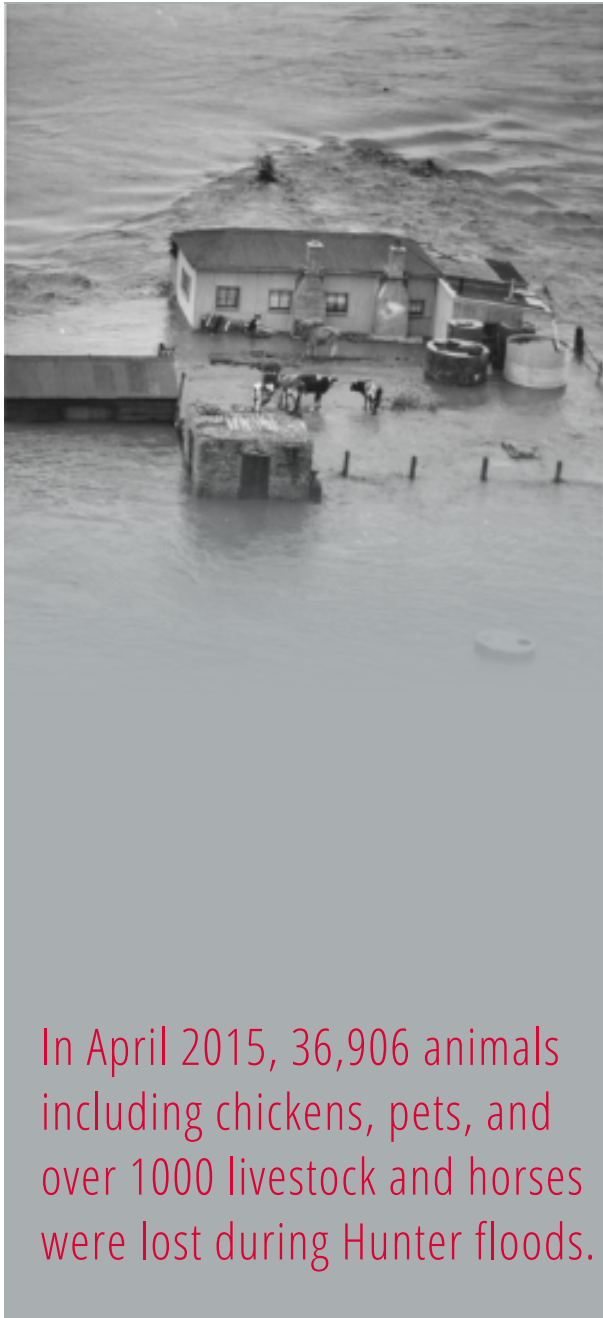
1. Ergon, attending this meeting to answer some questions raised by Council, from their initial presentation back on 16th December, 2022 to Council. - CEO Lynn Moore.
2. Flood Ready Booklet – email was sent to Councillors to advise that a copy of this booklet had been published on The Big Tin Can, for Councillors to read over and to discuss at this council meeting.

IS YOUR PROPERTY FLOOD READY?

A guide to making your property flood ready



FARM FLOOD READINESS KIT



In April 2015, 36,906 animals including chickens, pets, and over 1000 livestock and horses were lost during Hunter floods.



WHY DO YOU NEED A FLOOD PLAN?

- You are not guaranteed financial or farm assistance when floods occur.
- You need to know what to do and when to do it to reduce damage and losses.
- Every flood is different. You need to plan for all risks and possible impacts.
- If you are prepared you will recover much quicker and be able to get back to business.
- The damage and losses caused by floods can be very high. It costs a lot of money and takes a long time to clean up your property, repair fences and feed livestock.
- It is cheaper to plan ahead and be prepared than pay the costs of repairs or lose income and production time.
- Can you afford not to have a flood plan?



The estimated agricultural damage from the NSW floods between May–September 2016

\$828,000,000

45 Local Government areas affected, some areas reported 50 – 70% damage against gross value agricultural production





ARE YOU FLOOD READY?

Having a flood plan can help prevent damage and losses on your farm:

- Dead livestock
- Destroyed equipment
- Debris and waste
- Loss of access to property
- Erosion
- Blocked drains
- Damaged fences



Be prepared

Ensure your property has:

- Clear laneways
- High ground with access to fodder and water
- Tools for clearing damage
- Appropriate storage
- Stored fodder
- Appropriate land management systems





When you live on a floodplain having a flood plan just makes good farming sense.

Planning will not only protect your home, property and business. You also have an obligation to protect your livestock and pets from drowning.

Your flood plan doesn't have to be complicated. In fact, it needs to be as easy and straightforward as possible so that if you are away someone else can implement it on your behalf. Below are some examples of risks and actions that might be included in a flood plan.



Use the flood readiness checklist to help you identify the risks and hazards on your property and develop an action list.

WHERE TO GET INFORMATION ABOUT FLOODS AND WARNINGS

QLD SES: 132 500



www.qld.gov.au/emergency-services/response/ses

QLD SES – for information on what is happening and what to do.



www.bom.gov.au

Bureau of Meteorology – for information on rainfall, weather radar, river heights and flood predictions.



ABC Radio – for ongoing flood messages and information. More info can be found at www.abc.net.au/radio/listen/

FloodCheck Queensland

This flood FloodCheck interactive map gives access to a wide range of flood information and data developed as part of Queensland Flood Mapping Program.

www.floodcheck.information.qld.gov.au



EMERGENCY ALERT. WARNED. BE INFORMED.

You may receive a voice message sent to your landline and a text message to your mobile phone if there is an imminent threat. The message will tell you what is happening and what you need to do.

Emergency Alert Channel

DO NOT BLOCK +61 444 444 444

www.emergencyalert.gov.au

Doesn't exist in Qld: SES FloodSafe This app can assist you in becoming better prepared for floods, with local flood information, history and events, as well as information on what to do just before, during and after the flood.



Emergency Plus (APP)

helping people to call the right number at the right time, anywhere in Australia. The app uses a mobile phone's GPS functionality so callers can provide emergency call-takers with their location information as determined by their smart phone. 'Emergency+' also includes SES and Police Assistance Line numbers as options, so non-emergency calls are made to the most appropriate number.



131940 - QLD provides up to the minute news of incidents and conditions that affect your journey in Brisbane and Regional QLD.

www.qldtraffic.qld.gov.au

What do Bureau of Meteorology warnings mean?

Severe Weather Warning

A general warning to expect unusual conditions which may include:

- Gale force winds and gusts
- Heavy rainfall with potential for flash flooding
- Abnormally high tides

Severe Thunderstorm Warning

A general warning to expect unusual thunderstorms which may include:

- Large hail
- Lightning
- Damaging wind gusts
- Heavy rainfall with potential for flash flooding

Flood Watch

There is a potential for a flood to occur

- You need to enact your flood plan

Flood Warning

A flood is expected or already occurring

- You need to have everything secured and safe

Always call 000 in life threatening situations 5

WHAT TO DO WHEN THERE IS A FLOOD

Flood Watch

- Move livestock and horses to higher ground on or off property and make sure they have access to clean water and food
- Ensure all animals are in a safe area where they cannot be trapped by rising floodwater
- Remove pumps from waterways
- Move equipment where possible –tractors, farming equipment, utes and other vehicles
- Secure moveable objects such as shipping containers and bale feeders
- Remove debris from paddocks – irrigation pipes, timber, scrap, metal, tools etc
- Store all chemicals securely and out of potential floodwater level
- Check that your emergency kit is ready – include portable radio, torch, batteries, first aid kit, food and water for five days
- Make sure you have essential documents at hand – emergency contact list, legal documents and accounting records.
- Check on neighbours where possible

Flood Warning

- Always stay up to date with emergency warnings and other public messages so you know if things are likely to change and what to do
- Stay in touch with nominated contacts
- Seal areas around the home and other farm buildings to keep out water and vermin
- Lock storage sheds and sandbag where necessary
- to prevent water entering
- Keep pets safe and out of floodwater
- Send staff and visitors home
- Be prepared in the event you have to evacuate
- If you plan to leave, leave early

Evacuation Warning

- Act Early
- Be prepared to evacuate with your pets and emergency kit
- Stay up to date with emergency warnings and public messages

Never Enter Flood Water



WHAT TO DO AFTER A FLOOD

Livestock and horses

If you have livestock or horses you will need to make sure they are safe and well and still have access to fodder and water.

- Notify **Local Land Services** **** NOTE: Not sure if in Qld **** if any stock are missing.
- If any of your livestock or horses are injured contact your veterinarian.

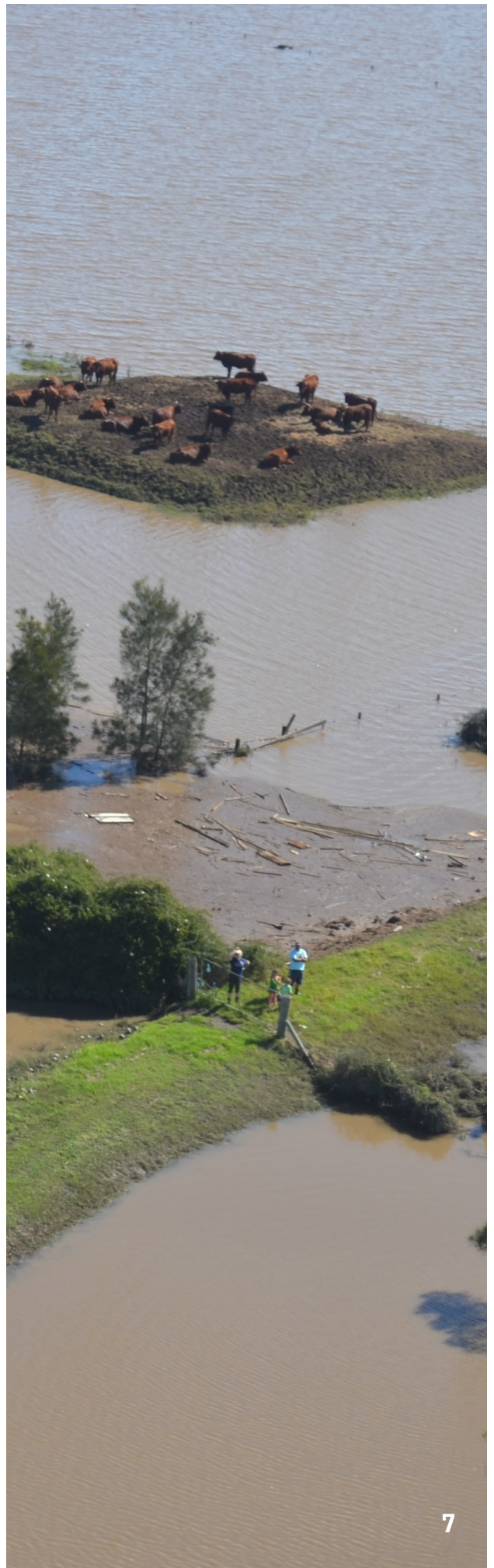
Carcasses

- Keep records of any animal loss.
- You need to dispose of carcasses quickly. You can do this by composting on site or burial.
- Information about disposing of carcasses can be provided by Local Land Services.
- The **NSW DPI (check who for Qld)** also has guidelines for disposal of deceased stock available online.

Cleaning up

Floodwaters can be contaminated by sewage, chemicals or other waste which can cause illness and infection. When cleaning up:

- Always wear protective clothing including gloves, boots and eye goggles.
- Follow the safety instructions on the labels of any disinfectants or products you use.
- Watch out for snakes and spiders.
- Wash your hands thoroughly and maintain hygiene.
- Watch out for sharp objects.
- Do not move anything unless it is safe to do so.
- Contact your local council about disposal of large items.
- Photograph any damage for insurance purposes.
- QLD health also has information on cleaning up after a flood available online.



WHAT TO DO FROM HERE



Ensure your property is flood ready

Contact **Local Land Services (Who should this be?)** for a Farm Flood Readiness Kit. The user-friendly kit is designed to assist farmers to make their property flood ready and to develop a flood plan.

1 Complete the Flood readiness checklist

- identify the risks and hazards on your property and develop an action list to make your property flood ready

2 Develop your Flood plan - identify what needs to be done when a flood is coming

3 Share it - identify who will put your flood plan in place if you're away

**** What to put here? ***** To request a copy of the Farm Flood Readiness Kit please contact your nearest Local Land Services office

1300 795 299

Local Land Services

www.lls.nsw.gov.au

We help secure the future of agriculture and the environment for NSW communities

1. FLOOD READINESS CHECKLIST

Identify the risks and hazards on your property

How flood ready are you?

Complete this flood readiness checklist to find out. Compile the list of actions you need to carry out on the blank page provided.

LIVESTOCK AND HORSES	
Risk: My livestock and horses can be injured or drown	
Solution: I have access to high ground for my livestock and horses	
<input type="checkbox"/>	I have high ground available that can cater for all livestock
<input type="checkbox"/>	I have separate stables or access to portable yards for my horses which are located on high ground
<input type="checkbox"/>	I have identified alternative site(s) that are available for my livestock and horses, and the landowner has agreed to allow me access when a flood is likely
<input type="checkbox"/>	The access to my high ground is clear of debris and easy to get to. My high ground has access to fresh water supply for at least 3 days
<input type="checkbox"/>	My high ground has fodder available or sufficient fodder is stored on site for at least 5 days
<input type="checkbox"/>	My livestock and horses have used the high ground/ stables previously and are familiar with the area
<input type="checkbox"/>	My high ground has shading and/or a windrow
Solution: I have alternative arrangements to move stock	
<input type="checkbox"/>	I have a livestock carrier or arrangements with another livestock carrier to move my livestock when a flood is likely
<input type="checkbox"/>	I have a horse float or arrangements for access to a horse float to move my horses when a flood is likely
<input type="checkbox"/>	The roads, bridges and muster routes to the property are useable in severe weather
<input type="checkbox"/>	The time required to move livestock/horses off my property to other locations is known
<input type="checkbox"/>	I will consider selling my stock
Solution: I am aware of the different needs of my livestock and horses	
<input type="checkbox"/>	I know the temperament of my livestock and horses and whether they need to be separated from other animals
<input type="checkbox"/>	I keep a record so I know if any of my livestock/ horses need extra care e.g. pregnant, vaccinations, medical treatment
<input type="checkbox"/>	I store my vet medicines and treatment plans where I can get them quickly in an emergency
<input type="checkbox"/>	I have an alternative cooling source for medicines that will need to be refrigerated e.g. 12 volt fridge
Solution: I can provide emergency first aid for my livestock and horses	
<input type="checkbox"/>	I know how to provide basic first aid to my livestock
<input type="checkbox"/>	I have a livestock first aid kit e.g. bandages, saline solution, cool pack, antibacterial solution
<input type="checkbox"/>	I have contact details for my vet
<input type="checkbox"/>	I have transport available for carrying injured horses if needed
FENCES AND GATES	
Risk: I could lose fencing.	
Solution: My fences are in the most appropriate location to allow flood waters to pass without damage	
<input type="checkbox"/>	My fencing is made from appropriate and sturdy materials
<input type="checkbox"/>	My fencing has no gaps or breaks and is in good repair
<input type="checkbox"/>	My fencing is free of debris and weeds
<input type="checkbox"/>	My gates are secure and can easily be opened when needed

- My neighbour (or other emergency nominee) have the keys/codes to my gates.
- In flood times my gates are unlocked to allow access for emergency vehicles
- I have the tools and enough materials to do emergency repairs to my fences and gate.

OBJECTS THAT CAN BE WASHED OFF OR ONTO MY PROPERTY

Risk: Moving objects can cause injury and damage my property and fences

Solution: My property is clear of objects that can be moved by flood waters

- My property is free of waste and unused items that can cause hazards e.g., tractor parts, car bodies, bale feeders, piles of wire, old fence posts, tools, skip bins.
- The shipping containers on my property are secured so they will not be washed away by flood waters.
- My vehicles are parked in a secure place where they cannot be washed away by flood waters. e.g., Ute, tractor, car, caravan, trailer
- I can move my vehicles to a high area off my property if required.
- My farm tools and machinery are stored in a secure place where they cannot be washed away by flood waters.
- My round bales are stored in a secure area where they cannot be washed away by flood water.

Risk: Objects can be washed onto my property and cause damage or injure livestock

Solution: I know what could be washed onto my property and take action to prevent it

- I am aware of what the hazards are on the properties around mine that could be washed onto my property and cause damage.
- I have arrangements with my neighbours to take action to prevent livestock/horses being washed onto my property. e.g., unlock gates, cut fences.
- I monitor what is in the catchment that could wash onto my property and take action to have them maintained or removed e.g., noxious riparian weeds, car bodies.

CHEMICALS AND FUEL

Risk: Chemicals and fuel stores can be damaged or washed away by flood waters and leak

Solution: My chemicals and fuels will not be affected by flood waters

- I have removed all old and unnecessary chemicals, waste oil and fuel from my property.
- I have an inventory of all chemicals and fuel on my property.
- All chemicals and fuels are stored in a secure, lockable shed with adequate ventilation.
- All chemicals and fuel are stored off the ground.
- My fuel tanks are secured to the ground.
- The place where my chemicals and fuel are stored is waterproof or, I have sandbags available to prevent water from entering.

EMERGENCY INFORMATION AND FLOOD PLAN

Risk: If I don't know what to do when a flood is coming I put myself, my livestock and my property at risk of injury & damage

Solution: I know when a flood is likely and what to do

- I have a list of emergency contact numbers and sources of information about floods including on the radio and internet.
- I am part of a phone tree for passing on information to neighbours and other people in the community about what is happening.
- I understand what the warnings mean that are given by NSW SES and BoM.
- I know the local triggers that mean a flood is likely e.g., river heights, rain levels in other area.
- I have a flood plan and know what to do at different warning levels and triggers e.g., move pumps, start moving livestock.
- I have a nominated person to put my flood plan in place if I am away from my property and they have agreed to do this

PREPARE TO BE ISOLATED

Risk: My property can become isolated

Solution: I have enough supplies to last 5 days

- I have enough clean water for drinking to last 5 days.
- I have enough non-perishable food that doesn't need to be cooked or stored in a fridge for 5 days, or I have alternative cooking and cooling e.g., Gas, BBQ, 12volt fridge.
- I have a first aid kit and enough medicines for 5 days.
- I have all the contacts I need in an emergency e.g., written list, stored in phone. I have a battery-operated radio.
- I have alternative power sources for my electricity and my phone e.g., generator and fuel, solar power, two-way radio inverter.
- I have a torch and batteries or other source of lighting e.g., solar power lights. I have enough blankets and warm clothes stored in a dry area plus sandbags or alternative.
- I have enough food, water and all the things I need for my pets.
- I have a safety distress sheet or similar so I can alert people and emergency services that I need help e.g. V sheet.

PREPARE TO BE EVACUATED

Risk: I might be evacuated and have to stay somewhere else for a few days

Solution: I have a plan for what needs to be taken

- My legal and important documents (e.g., birth certificate, passport) are stored in a waterproof sleeve and kept in a place where I can quickly access them.
- My scripts are up to date and my medicines are stored in a place where I can quickly access them.
- I have an emergency bag which includes clothes, toiletries and medicines ready to take with me if I am evacuated.
- I have a secure waterproof place to store my important personal belongings e.g., photos, mementos.
- I have emergency contacts, devices (laptop, mobile phone) plus food and vaccination details for pets.

CLEAN UP AND REPAIRS AFTER THE FLOOD

Risk: If I don't know what to do after a flood I can't get things back to normal

Solution: I have a plan for what needs to be done after a flood

- I have enough tools and materials stored to fix essential fences and clear trees and branches that have fallen on my property.
- I have arrangements with my neighbours and other farmers to share tools and work together to fix things that are dangerous or unsafe.
- I have the appropriate cleaning products and protective clothing to clean up areas affected by contaminated water from septic tanks, chemical or fuels.
- I know what to do with livestock carcasses and who to contact if I need help.
- My livestock can be clearly identified if they are found off my property e.g. NLIS devise or tags.
- I have an inventory of all heavy machinery, vehicles and major equipment on my property.
- I have sufficient fodder stored if my pastures are damaged, unsafe or unable to be used by livestock
- I will consider selling my stock if I don't have sufficient fodder.

ENSURING MY BUSINESS CAN CONTINUE TO OPERATE

Risk: I am a Primary Producer and I can't continue production if I don't have all the things I need

Solution: I have alternatives for the essential services and things I need

- I have essential business documents stored in a safe, waterproof area and backups of electronic documents.
- I have a generator or alternative source of power.
- I have an alternative power source for my mobile phone, computer and other business equipment.
- I have enough essential materials and resources stored to keep my business running for 5 days.
- I have important supplier and distributor contacts available.
- I have a business continuity plan which identifies alternatives for what I will do if I cannot use my normal systems for transport, IT, supplies, storage and staff.

Flood readiness action plan

Make a list of any actions or tasks from the checklist that you need to undertake to make your property flood ready.

RISKS	ACTION STEPS / TASKS	RESOURCES	DATE OF COMPLETION	COMPLETED
	<i>What will be done?</i>	<i>What additional resources do you need?</i>	<i>When will you complete this task?</i>	<i>Tick this box once the task is completed</i>
LIVESTOCK AND HORSES				
FENCES AND GATES				
OBJECTS THAT CAN BE WASHED ONTO MY PROPERTY				
CHEMICALS AND FUEL				
EMERGENCY INFORMATION AND FLOOD PLAN				
PREPARE TO BE ISOLATED				
PREPARE TO BE EVACUATED				
CLEAN UP AND REPAIRS AFTER A FLOOD				
ENSURING MY BUSINESS CAN CONTINUE TO OPERATE				

2. FLOOD PLAN

Identify what needs to be done when a flood is coming

What will you do when it floods?

It is important that you are prepared in the event of a flood and have a flood plan developed for your farm. Your flood plan needs to include as much information as possible about all the actions that need to be done to respond quickly in the event of a flood. Remember to involve your nominee, neighbours and family as they will also need to be familiar with your flood plan if you are away or unable to put it in place yourself. This template is designed to help you develop your flood plan. Refer to the 'Is your property flood ready?' brochure for guidance.

Property name			
Property address			
GPS Long:	Lat:	PIC	Lot/DP

WHEN A FLOOD WATCH IS ANNOUNCED I WILL:

Stay up to date with what is happening (e.g radio, internet) by:

Make sure my livestock, horses and other animals have been moved to high ground and have access to food and clean water by:

Make sure my fences are secure and my gates can be opened by others by:

Relocate or secure equipment/objects (e.g. pumps, tractors, bale feeders) on my property by:

Secure my chemicals and fuels by:

Make sure my property and livestock are safe from movable objects or threats from other properties by:

WHEN A FLOOD WARNING IS ANNOUNCED I WILL:

Stay up to date with what is happening (e.g. radio, internet) by:

Keep in contact with neighbours and other landholders by:

Make sure I am prepared for being isolated or evacuated by:

MY DECISION TO EVACUATE WILL BE BASED ON:

I have nominated to inact my floodplan if I am away:

Nominee name:

Phone:

Address:

Three horizontal lines for writing the nominee's name, phone number, and address.

Make sure my livestock, horses and other animals can remain safe on high ground and well when I am away by:

Eleven horizontal lines for writing instructions for livestock safety.

Make sure people know I have left and where I will be staying, including my nominee(s) by:

Eight horizontal lines for writing instructions for notifying people.

If I stay I will need the following items, which I have packed together in a kit in an accessible location in my house or shed: a generator or alternative, radio and batteries, torch or alternative, first aid kit, emergency numbers, sandbags or alternative, and enough non-perishable food to last 5 days.

Item Location in house	

If I need to evacuate, I must take the following items with me, which I have packed in a water-proof container or bag: clothes and toiletries, medications, documents (legal, identification), photos, emergency contacts, food and vaccination details for pets, devices (laptop, mobile phone etc).

Item Location in house	

Family, friends and neighbors who need to know I am evacuating:

Name Contact

Name Contact

I will stay at.

Option1 It will take _____ minutes/hours to get there

Option 2 It will take _____ minutes/hours to get there

Other instructions:

Use this page to draw diagrams or maps or to write extra instructions if needed.

Use this page to draw diagrams or maps or to write extra instructions if needed.

3. FLOOD NOMINEE FORM

Identify who will put your flood plan in place if you're away

What if you are away when it floods?

Complete this form and give it to your nominee. You may also want to give your nominee a copy of your Flood Plan.

If you are not living on your property, or will be away when there is a flood watch or warning, who will be there to put your flood plan in place?

Make sure your property can be made flood safe even when you are away by:

- Nominating a person who will be responsible for putting your flood plan in place when you are away. Make sure they are willing to help, know what to do, where things are stored and how you can be contacted.
- Go through your flood plan with your nominee—on paper and in the paddock.

Important...

If you are going to be away from your property you need to have an emergency nominee who knows your flood plan and what to do. This could be a family member, farm manager or neighbour.

PROPERTY INFORMATION

Property owner's name

Phone

Mobile

Email

I have a detailed flood plan for the property listed below (complete a separate sheet for other properties you have).

Property name

Property address

Property Use

GPS

PIC (if applicable)

Lot/DP

Long: Lat:

I give permission to my flood nominee (below) to implement my flood plan. They have been given a copy of my detailed flood plan and are willing to assist.

Nominee Name

Phone

Mobile

Alternative Nominee (if available)

Phone

Mobile

SUMMARY OF FLOOD PLAN INSTRUCTIONS

LIVESTOCK AND ANIMALS

I agist livestock on my property

Owner's Name	Phone	Mobile
Alternative Nominee (if avail)	Phone	Mobile

Livestock and animals on my property

Type:	Number of each	Type:	Number of each
Type:	Number of each	Type:	Number of each
Type:	Number of each	Type:	Number of each
Type:	Number of each	Type:	Number of each

My high ground is located at:

My alternative high ground is located at:

The owner of the alternative property is:	Name	Contact
My transport carrier is:	Name	Contact

It will take approximately _____ (hrs) to move all my livestock.

Additional fodder is stored at:

A first aid kit is stored at:

Instructions for moving livestock and animals: eg At flood watch, open gates and make sure laneways are clear. Fill water trough. Move livestock to northern high ground. Have emergency fodder ready.

FENCES AND GATES

Nominee has been provided with the key/code for my gates if I am away:

Yes

Codes or instructions:

If necessary the following fences can be cut:

I have tools and material for emergency fence and gate repair stored at:

CHEMICALS AND OTHER MOVEABLE OBJECTS

I have the following chemicals and fuels on my property:

My chemicals are stored in:

My fuel is stored:

My sandbags are stored:

I have the following vehicles on my property:

My vehicles are stored:

I have the following heavy equipment on my property:

My heavy equipment is stored:

It will take approximately _____ (hrs) to move all my vehicles and heavy equipment.

Instructions for moving vehicles and heavy equipment:

Use this page to draw diagrams or maps or to write extra instructions if needed.

Use this page to draw diagrams or maps or to write extra instructions if needed.

Use this page to draw diagrams or maps or to write extra instructions if needed.

