

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Tuesday 12 March 2024



Photo by Donna Rankin

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

8th March 2024

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Tuesday 12 March 2024** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

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

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 23 February 2024
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9.01 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 (Acting Chief Executive Officer)
Mr Trent Marshall (Director of Works and Operations)
Mr Michael Pickering (Acting Director of Works and Operations)
Miss Pearl Pocock (Administration Officer)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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 petitions presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Norton

Seconded: Cr Beauchamp

That the minutes of the Ordinary Meeting held on 19th January 2024 be accepted subject to the following changes:

- a) Councillor Edgar is noted as an apology, not Councillor Neilson
- b) Councillor Neilson is noted as being present via telephone

Resolution No.: 2024/02.1

Carried

11 Reports

11.1 Works and Operations

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

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

Moved: *Cr Beauchamp*

Seconded: *Cr Norton*

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

Resolution No.: *2024/02.2*

Carried

Councillor Edgar left the meeting at 9.12 am and returned at 9.17 am.

TITLE:	Engineering Service Report – Newsbrief for January 2024	DOC REF: 11.1.2
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PURPOSE:

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

Moved: *Cr Neilson*

Seconded: *Cr Britton*

That the Engineering Services Report – Newsbrief for January 2024 be noted.

Resolution No.: *2024/02.3*

Carried

TITLE:	Foreman Roads, Utilities and Services Report January 2024	DOC REF: 11.1.3
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PURPOSE:

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

Moved: *Cr Norton*

Seconded: *Cr Britton*

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

Resolution No.: *2024/02.4*

Carried

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

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

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2024/02.5

Carried

TITLE:	Rural Lands Protection Officer December 2023/January 2024 Report	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Neilson

That the Rural Lands Protection Officers Report for January 2024 be received for information.

Resolution No.: 2024/02.6

Carried

11.2 Office of the Chief Executive

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

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

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2024/02.8

Carried

Mr Pickering left the meeting at 10.33 am.

Mr Marshall left the meeting at 10.34 am.

Meeting adjourned at 10.34 am for morning tea.

Meeting resumed at 11.01 am.

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

To present to Council an updated Action List.

Moved: Cr Britton

Seconded: Cr Norton

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

Resolution No.: 2024/02.9

Carried

TITLE:	Natural Disaster Risk Management Strategy and LDMG Risk Register Review	DOC REF: 11.2.3
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PURPOSE:

To propose to Council amendments to the Natural Disaster Risk Management Strategy 2024-2025 and request Council's review of the LDMG Risk Register.

Moved: Cr Britton

Seconded: Cr Neilson

1. That Council adopt the Natural Disaster Risk Management Strategy 2024-2025 version 6 amendment 1 document as presented.
2. That Council adopt the LDMG Risk Register 2024-2025 as presented.

Resolution No.: 2024/02.10

Carried

TITLE:	Bouliia Town Water Supply - investigations into future supply	DOC REF: 11.2.4
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PURPOSE:

To present to Council progressions made in investigations on the future water supply of the Bouliia township.

Moved: Cr Edgar

Seconded: Cr Britton

That Council receive the proposal (GWA reference PR23-33b) to further assess Non-GAB, Near-Town Groundwater Supply Options submitted by Ground & Water Australia Pty Ltd but hold making a decision on whether or not to approve or reject the proposal.

Resolution No.: 2024/02.11

Carried

TITLE:	Environmental Health Officer Staff Sharing Arrangement	DOC REF: 11.2.5
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PURPOSE:

To provide to Council an update on the engagement of a shared Environmental Health Officer.

Moved: Cr Britton

Seconded: Cr Beauchamp

That the Environmental Health Officer Staff Sharing Arrangement Report be received for information.

Resolution No.: 2024/02.12

Carried

TITLE:	Updates to Policy 151 - Model Meeting Procedures and Standing Orders Policy	DOC REF: 11.2.6
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PURPOSE:

To present to Council updates to policy 151 - Model Meeting Procedures and Standing Orders Policy.

Moved: Cr Edgar

Seconded: Cr Norton

That policy 151 - Model Meeting Procedures and Standing Orders Policy be adopted as presented.

Resolution No.: 2024/02.13

Carried

TITLE:	Minister approval granted for purchase of loader in Caretaker mode.	DOC REF: 11.2.7
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PURPOSE:

To advise Council of approval received to purchase plant (CAT Loader) during the caretaker period.

Moved: Cr Neilson

Seconded: Cr Edgar

1. That the 'Minister approval granted for purchase of loader' report be received for information.
2. That the Council ratify the decision to proceed with the purchase of the CAT C7.1 ACERT Loader while in Caretaker mode under the Ministers approval.
3. The Council authorise the CEO to do all things necessary to proceed with the normal process of purchasing the CAT C7.1 ACERT Loader.

Resolution No.: 2024/02.7

Carried

TITLE:	WHS Report	DOC REF: 11.2.8
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2024/02.14

Carried

11.3 Corporate Services

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

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

Moved: Cr Neilson

Seconded: Cr Norton

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

Resolution No.: 2024/02.15

Carried

TITLE:	Financial Report for January 2024	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 31st January 2024.

Moved: Cr Beauchamp

Seconded: Cr Britton

That the Financial Report for January 2024 be received for information.

Resolution No.: 2024/02.16

Carried

Ms Moore left the meeting at 11.55 am and returned at 12.03 am.

11.4 Community Services

TITLE:	Community Services Report January 2024	DOC REF: 11.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Britton

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

Resolution No.: 2024/02.17

Carried

12 Late Reports

There were no late reports presented to Council.

13 Closed Session

There were no closed session reports presented to Council.

14 General Business

Councillor Training - to be held on 30th April 2024. QCT will holding training from 8 am in the morning with Elected Member Update (EMU) Training to be held in the afternoon.

Councillor Norton - looking to hold **Mental Health First Aid course** with RFDS. Would be a free 2 day (weekend) course. Minimum of 8 participants needed. Councillor Norton is looking into this more. Details are to be confirmed.

15 Meeting Closure

The Mayor closed the meeting at 1.05 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 2024 Report	DOC REF: 11.1.1
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REPORT BY:	Trent Marshall Director of Works and Operations	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Director of Works & Operations activities

DWO carried out site inspections at:

- New build Duplexes at 58 Pituri St project. Kitchens have been delivered and have been installed. Slabs are being completed for the sheds. Completion April/May 2024.
- Council unit's renovations at 26 Pituri St project. The three units being worked on are complete, rotation of staff will occur, and the next two units have commenced. Completion expected April/May 2024.
- RMPC partial pickups for Boulia Shire Council. Schedule 1, 3, 4 & Schedule 5 works.

DWO attended the following meetings:

- PPR Donohue report meeting 5th of Feb 2024
- QRRTG Technical Committee meeting 7th of Feb 2024
- ManEx meeting 13th of Feb 2024
- DDMG meeting 15th of Feb 2024
- Stuart Bourne GBA meeting 22nd of Feb 2024
- Ordinary Council Meeting 23rd of Feb 2024
- Meeting with Henry the new DWO 27th of Feb 2024.

Staff Training:

- Sign up for Cert III Civil Adam Hog in Feb 2024
- Sign up Cert III Civil Derryn Daley in Feb 2024
- BSC Works Training Matrix under review. Rebecka Britton now reviewing systems for BSC.
- BSC Works Heat Stress training and safety discussions. BSC Works Heat Stress training and safety discussions every day during extreme heat days.

- Reflect training and ARO training is being investigated for our staff.



47 Degrees requires additional Safety heat stress awareness training, which has been provided to the Depot staff.

Drinking Water reports have been completed and submitted as required.

Quarterly water security survey completed and submitted.

Drinking Water inspection and review of procedures

Specialists have been bought in to inspect and review drinking water systems and procedures. Water usage is being monitored and investigating high usage issues when they occur. Drinking Water pumping systems have been inspected and reviewed Feb 2024. We are also closely monitoring all water usage, particularly roadworks [Bores & River extraction].

Boulia Shire Council Projects 2023

Project Scope: Build a shed and carport with electricals in place at 41 Pituri street. Now completed.

Current Status: Shed slab was poured, the shed has been erected and the power to the shed has been completed as requested for BSC housing for staff.



Donohue Hwy Project 2023

Project Scope: Building Road formation & sealing on Donohue Hwy. Currently on hold.

Current Status: Jim and his road crew have been testing new pits for gravel consistency, quality, and quantity for the next stage of Donohue. The CEO is working with DAF and representatives of local indigenous parties to define current pits available to supply needed materials for projects.



Donohue Hwy Seal Program data: ch:170.5-176km, ch:111.1-114.7km, ch:116.45-122.4km, [Emergency airstrip] ch223.5-226.5km, ch:226.5-178.5km, ch:206.45-211.5km.

93E Diamantina Development Road [Bouliia- Dajarra] Truck Stop project. Waiting for an electrician.

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

Current Status: Truck Stop Road works have been completed by BSC crews.

The lights have been marked out along with all services including Telstra. The solar lights have been purchased and the contractor is engaged to complete these works **[looking at March 2024]**.



Solar Lights are marked up and services have been identified by Telstra, Lights are ready to be put in.

New Staff Housing, 58 Pituri St duplexes project

Project Scope: Construction of 6 new housing units at 58 Pituri St. Estimated finish around April/May 2024 at this stage.

Current Status: Services are being installed, nearing lock up stage, fencing issues have been sorted. There are some slight variations due to design corrections to the carports. Concrete carports and shed bases are being completed. Limited staff is still an issue. Painting has started.



The building are near lockable stage.



Internal Cupboards have arrived and the shower bases are being put in. Services, internal works, roof and walls are being installed and painted.

Renovations of current staff housing at 26 Pituri St project.

Project Scope: To renovate the current staff housing, replacing floors, wet areas, toilets, showers, and laundry along with external concreting to ensure safety and compliance to current building codes.

Current Status: The first three units are complete with the fourth and fifth units now started, concrete driveways and the central common area are complete. The successful quote was for \$79,522. The pavers have been lifted and replaced where required creating a saving of \$90,000 instead of concreting the back areas. This work was completed by the correctional centre crew.



First three units are now complete. Fourth unit almost finished and the fifth unit is now started. All should be complete by April/May 2024.

Industrial Estate Project

Project Scope: Installation of Power, Water, Sewer, NBN to Industrial Estate, then seal roads.

Current Status: Michael Pickering to start driving the Industrial Estate work again; works were stopped while NBN reviewed the designs from GBA. Designs are now accepted, NBN and Ergon are now cleared to be completed. Easement has been identified and trenching work to start up again asap. Once all services are finished, the roads can be completed and sealed. Ergon have approved the surveyed easement and Pad site for the transformer. NBN and Ventia in town currently working.

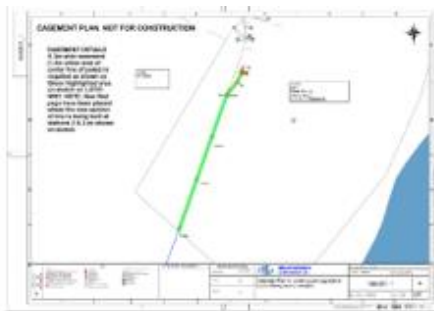


Service trenching by contractors and map showing easement/pad for Transformer and NBN design.

Boulia show grounds project.

Project Scope: To Move existing Easement to allow for the implementation of a transformer and new connects to the current structure, removing existing power pole & unsightly power lines.

Current Status: Easement for Ergon required before the removal of the old pole, new transformer works. The required survey for Ergon was completed on the 21st of October 2023, works were completed by Morcom Surveyors, compliance to Ergon Energy’s Conveyancing Officer’s direction. [Electrical easement (our ref: 1686921) LOT31 WI57 - Boulia Showgrounds complex]. The original plans were sent to Ergon by Tony; however, they need to be returned for sign off by the Boulia Shire Council CEO with a form 9 QLD title registry. A copy of the plans has been sent to Ergon conveyancing as required. New poles need to be sourced once Ergon accepts the survey plans and sign off.



Easement design requirements from Ergon. New Poles to be purchased.

Saltwater Chlorinator Project.

Project Scope: Installation of a Saltwater Chlorinator [NaOCI Generation & Dosing] at the Boulia Water Treatment Plant.

Current Status: Michael Pickering to complete this project. Work has been completed on the new site building, Trility Project manager and Engineer flew to Boulia, inspected the site, issues have been identified within the original scope of works and corrective actions have been put into place enabling the project to progress. Trility’s quote for a second dosing line has been accepted. Once the existing Chlorination unit is removed, it will be taken into the BSC depot yard to be refurbished as a funeral container for BSC. Works have been delayed to April/May 2024 to ensure Trility project team have adequate time to recruit appropriate



staff for the works.

Existing Chlorination facility on skids to be removed from site. [Not refurbishing at this stage].

Operational Inspections: Boulia Shire Council 2023

Boulia Shire airport Inspections are completed by JASKO: Minor issues are being addressed with contractors. Airport staff and management ARO training is being addressed by HR/Training.



Boulia Airport Power box was bolted down. [Lights and fittings have been ordered].

Urandangi Airport Inspected by JASKO: Minor issues being addressed with contractors and identified new windsock requirements. **On hold until flood waters recede.**



A 15m diameter darkened circle has not been provided around the pole. This circle needs to be installed so that a darkened background is provided below the white windsock when viewed from the air, thereby making it easier for a pilot to see. RMPC crew to complete asap.

Fire in the rubbish pit.

Insurance claim from accident:

A fire broke out at the rubbish tip causing severe damage to the 963Drott. The Insurance company has agreed to pay the sum of \$226,772.73, unsure of our excess at this stage. The Drott has been buried at the location.

The replacement machine agreed upon by the Council and the Plant Committee for the Rubbish tip is a 2019 Cat 930 K - IT Loader with numerous attachments [see below] and is the ideal replacement for the current ageing IT loader being utilised at present. Price: \$255,000



2019 | CAT | 930K | WHEEL LOADER

Price: \$255,000 AUD **Serial #:** P3K00678 **SMU / Hours:** 5,493 **Equipment Status:** Used **Certification:** Cat Certified
Used Customer Value Agreement (CVA) 24 MONTHS HD ADVANTAGE Protection 12 MONTHS 1500HRS EPP Rating:
Good City: BRISABNE State: Queensland Country: AU Available

Features: Air Conditioner; ARM MATERIAL HANDLING; Auto Lube; Auxiliary Hydraulics - 3rd Valve; Beacon; Bucket;
Coupler - Quick; Coupler Type - Hydraulic; Fire Extinguisher; Forks; Lighting; Mirrors; Product Link; Radio - AM FM
Radio; Regulatory Status - CAT_R120_R96_China_US Export; Ride Control; ROPS - Enclosed; Steering Type - Wheel;
Weight Monitoring System

New Rubbish tip signage is up as per legislative and Safety requirements.

A large sign showing the plan of the rubbish tip has been completed and the Safety sign defining Council requirements to utilise the Rubbish Tip have been put in place. New processes for the tip are being discussed to ensure the highest safety standards are adhered to.



New Safety sign for the TIP



New Directional Sign for the Tip

Rubbish Truck replacement has arrived 14th Dec 2023.

New Isuzu 300 Rubbish Truck is at the BSC Depot. [Awaiting parts] The new Isuzu FVD 165 Dual Control 165 300 was purchased by the engineering firm and the body was designed for the vehicle, then installed by Garwood International. Delivered 14th of Dec 2023 by Isuzu Townsville. Started in January, however a slight accident occurred, the truck will be back in action March/April 2024.



New Rubbish truck delivered as per the design scope given to Garwood International Engineering firm for Boulia Shire Council.

Flood awareness for the Boulia Shire



Boulia Road closed sign
February 2024 River rising



New Pump Station

Flooding February 2024

Bedourie Road pothole, [shifted margin] under repair 23E reconstruction works.





Bedourie Road February 2024



Bedourie Road February 2024



Boney Brim on the Bedourie Road February 2024



Bridge maximum height of the water February 2024

Change of DWO

Michael Pickering is the temporary DWO until Henry Mascarenhas returns in March 2024.

From Trent Marshall the departed DWO:

A heartfelt thankyou to the Mayor, Councillors and all the BSC Staff for making the last eight months a pleasure to manage the operational area of the Boulia Shire Council. Boulia is a wonderful community and I feel it is destined for greater things in the future, thank you for having me.

Kind regards
Trent Marshall

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Engineering Service Report – Newsbrief for January 2024	DOC REF: 11.1.2
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REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 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 projects by George Bourne & Associates on behalf of Council through an information update.

CONTENT:

1. Visits to the Shire

22 nd Feb Stu Bourne	Meetings/Outback Way
26 th – 28 th Feb Nathan Raasch	DTMR Roads Flood Damage (Boulia – Bedourie) Boulia Shire Roads Flood Damage Pituri Street Duplex Units Inspection
26 th – 29 th Feb Ryan McNamara	DTMR Roads Flood Damage (Boulia – Winton, Boulia – Mt Isa)

2. Flood Damage Works

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

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

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

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

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

Tropical Cyclone Kirrily, associated rainfall and flooding – Activation Lodged - Approved
GBA has completed damage pick up of the Western Roads. Evidence collection to be completed in the coming weeks.

5. Industrial Subdivision

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

6. Truck Pull Over

Solar Lighting marked out on site by Trent, yet to be installed. Line marking to be done with the Donohue Reseals late in May.

7. 58 Pituri Street Duplex Units

Design and Construction 85% complete, earthworks started for concrete driveways and carports. Photos taken on the 28th Feb 2024:

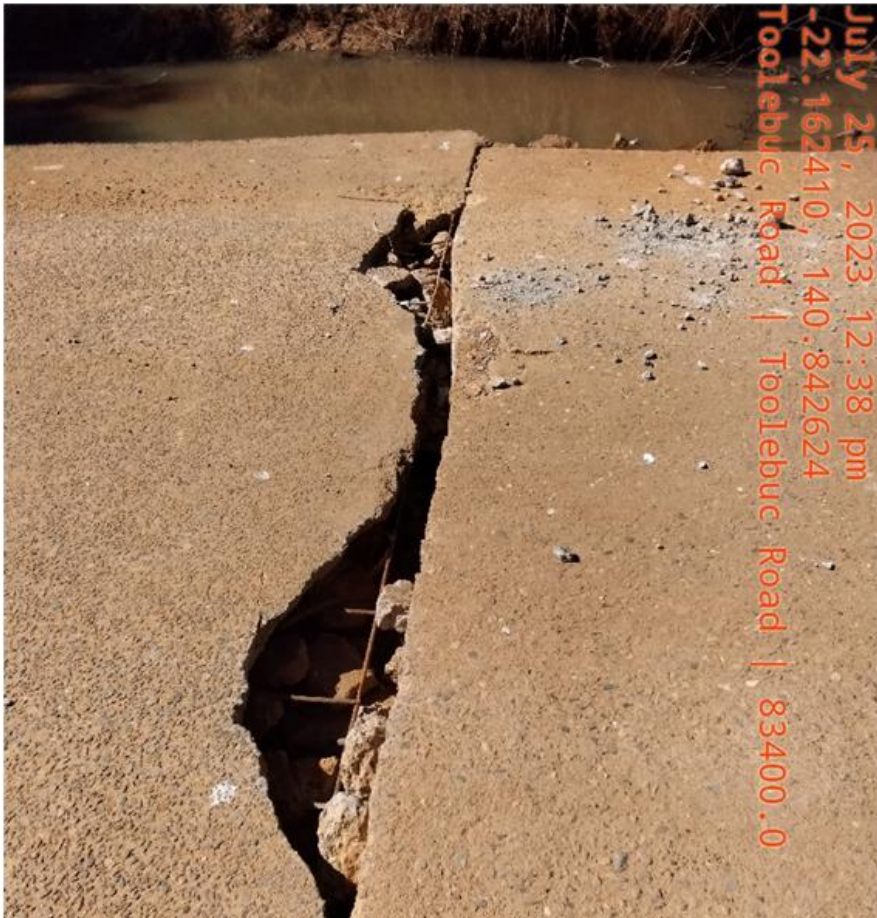




8. Toolebuc Floodway

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

Currently, water is undermining the structure, and the concrete floodway is in poor condition. Survey to be completed March/April with a detailed design to follow. Floodway to be submitted under betterment.



9. Springvale Intersection

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

Scope: Realignment and intersection upgrade.

Survey to be completed March/April with a detailed design to follow.

10. Wills Street Drainage

Culverts to be installed to assist in the drainage of Wills Street. Estimate has been completed. Existing design to be amended in the coming months.

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 February 2024 be noted.

ATTACHMENTS:

- 1. Flood Damage Events - Detailed Summary (ID 484656) [11.1.2.1 - 1 page]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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Boulia Shire Council

Flood Damage Events - Detailed Summary (04/03/2024)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashers Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved Urandangi Bore Emergency Works Submission - approved Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashers Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
South West Queensland Flooding 6-23 January 2024	Jan-24	Counter Disaster Operations				Activation Request Lodged in MARS - Approved Likely to be no REPA
	Jan-24	REPA				
Tropical Cyclone Kirrily, associated rainfall and flooding	Feb-24	Counter Disaster Operations				Activation Request Lodged in MARS - Approved Shire roads damage pick up commenced - 75% complete
	Feb-24	REPA				

TITLE:	Foreman Roads, Utilities and Services Report February 2024	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Foreman Roads, Utilities and Services	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Racecourse:

Arena and Grounds	General maintenance by the Caretaker of the Racecourse grounds is ongoing. Racecourse track has been graded, hoping to have the dirt settled by the next race event. Grounds are being prepped for the Easter Races at the end of March and coming along nicely.
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Town water testing and depot maintenance:

Chlorine level testing	The plant has continued running at full capacity and levels are currently sitting in our desired range.
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Town Entrances:

Three Mile Campground	In general, tourists using the site are keeping the area tidy. Now that flooding has receded, one wheelie bin has been returned and continued monitoring of the grounds for rubbish is still being undertaken. Mosquito Fogging is being performed regularly through the campground and along the river.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew. Planning for the proposed upgrade of both entrances to town is still ongoing.
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout February 2024:</p> <ul style="list-style-type: none"> • 1st of February – Medium Strips, Clinic, Herbert Street • 2nd February – Private Works Yard • 6th of February – Medium Strips, Sports Centre • 8th of February – Airport • 20th of February – Robinson Park • 21st of February – Robinson Park, Medium Strips, Pituri Street, Herbert Street • 22nd of February – Sports Centre, Council Depot, Pituri Street • 26th of February – Main Office, River Front • 27th of February – Post Office • 29th of February – Medium Strips
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RMPC/Works Crew:

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

Heavy Shoulder Grading on the Cloncurry section of the Boulia/Mount Isa Road has been done with assistance from the Road Crew.

RMPC Surface Correction and Edge Repair on the Bedourie Road has begun and will continue into March.

The crew have continued to maintain and service the Waverly Creek Rest Area through February. The contract for this location has now been filled.

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

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

Call outs – water	Nil
Call outs – sewer	Nil

Broken mains	Nil
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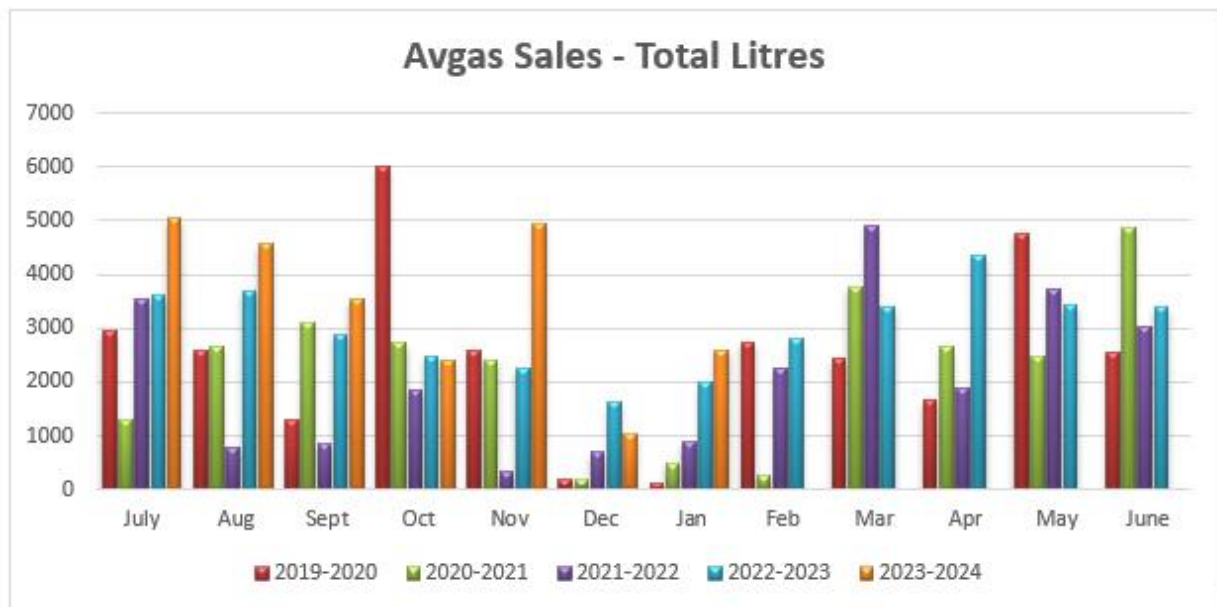
Urandangi Township

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

Boulia Airport activity:

Number of call outs: RFDS/LifeFlight Rescue	0
Avgas/Jet A1 Refuelling	Total 15 – 15 self-fuelled through Compac.

Road Report Closures Statistics:



Feb 2024	Boulia/Dajarra	Dajarra/Mt Isa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
Open	29	29	3	8	1
Closed	0	0	21	2	15
Restricted	0	0	5	19	13

Feb 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka
Open	0	0	0	0	0
Closed	1	1	23	29	28
Restricted	28	28	6	0	1

Feb 2024	Slashers Ck	Springvale	Selwyn
Open	0	0	0
Closed	29	29	29
Restricted	0	0	0

Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	0

CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Foreman Road Maintenance and Construction Report February 2024	DOC REF: 11.1.4
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REPORT BY:	Jimmy Newman Foreman Roads, Construction and Maintenance	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current and upcoming projects are as follows:

- **Donohue Highway:** The camp was set up in January in preparation for the next section of pave and seal. Commencement of work has been postponed due to recent wet weather and road closures.
- **Assisting RMPC Crew:** Remove two grids from Boulia/Dajarra Road, as well as Heavy Shoulder Grading on the Boulia/Dajarra Road - Cloncurry section.
- **Flood Damage:** Winton Road Shoulder Works



CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations/Project Manager	Michael Pickering
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department February 2024	DOC REF: 11.1.5
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 4/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

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

Mixed Crew

- The Mixed Crew (Roy Smith) commenced Flood Damage Full Restoration Work on Urandangi North Road (Part of QRA approved Western Submission no. BoSc.0028.2223.REC Dec 2022 - April 2023 Event, value \$3,839,088.82)
- North Urandangi Road has a Gravel Pavement length of 81.19 Km, with the above event causing major damage to 68 sections of pavement with an estimated repair bill of \$816,000.00. Program of repair work scheduled for completion Easter 2024.

Emergent Works Cyclone Kirrily Activation Late January/Early February 2024

- The following roads (eastern area) have been subjected to severe to heavy pavement damage with (3) crews from Harris Construction engaged in “emergent works” so as to ensure roads are made safe prior to road opening, difficult work - extremely demanding.
 - Selwyn Road
 - Elrose Road
 - Coorabulka Road
 - Springvale Road
 - Montague Rd
 - Warra Road
 - Slashes Road
 - Toolebuc Road
 - Pathungra Road
 - Toolebuc/Middleton Road
 - Fort Williams Road

The scheduled date for competition of “Emergent Works” is 19-3-2024.

Slashes Creek Road
Road damage encountered before emergent works
Cyclone Kirrily Jan-Feb 2024



Toolebuc Road
Cyclone Kirrily Jan-Feb 2024



Springvale Road
Cyclone Kirrily Jan-Feb 2024



Springvale Road
Road damage encountered before emergent works
Cyclone Kirrily Jan-Feb 2024



Future Works

- Western Submission no. BOSC.0028.2223.REC value of submission \$3,768,655.25

CONSULTATION:

GBA as project managers for Council QRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within QRA guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Rural Lands Protection Officer February 2024 Report	DOC REF: 11.1.6
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

The month of February was one spent fogging for mozzies and sandflies, animal control and checking lease paddocks and Town Common and some of the stock route water facilities. See attached Mozzie Fogging River/Town Procedure.

TOWN COMMON:

With there still being some good falls of rain over some parts of the Town Common feed is growing like mad and if we keep getting rain through Autum there will be good Winter feed.

LEASE PADDOCKS:

There have been some good falls of rain over some parts of two of the paddocks and some areas again in both paddocks have missed getting any rain.

The feed in 75% of Cooridgee Reserve has come back and is in some places over 2ft high while the areas that miss any good falls of rain, the feed has not recovered as well as the other areas.

The feed in 50% of the Butchers Paddock is good while the rest is just fair, again the rain in this paddock has been hit and miss.

The Old Rodeo Paddock has not had as good as rain falls as the other two paddocks so the feed there is fair.

PONY/CAMEL PADDOCKS:

Feed in these two paddocks is again only fair as they have not had the rain.

DOMESTIC ANIMALS:

February was a month of hardly any trouble with roaming dogs. One thing that happened was the humane destruction of the dog that was declared a Dangerous Dog in January. The dog in question was impounded as it was caught roaming the streets on its own. The dog's owner has not built the enclosure that was required by Local and State Government *Cats and Dogs Animal Management Act*. After talking to the dog's owner, the dog was surrendered by the owner to Council and once the paperwork was completed the dog was humanely destroyed.

CWRPM (TECHGROUP):

I have not heard of anything happening, this I think could because of the rain everyone has been getting to make it hard to plan to do any combined weed control.

WEED SPRAYING SHIRE ROADS:

I still have not been able to do any weed spraying along the shire roads due to the roads being closed from all the rain and flooding. Once things get back to normal, I will go out and do what spraying is needed.

RMPC:

No weed spraying has been carried out due to the rain and some of the roads being closed for extended periods of time. Once things get back to normal, I will be back out weed spraying.

GRAVEL/BURROW PITS:

I am still waiting for the water in most of the pits to dry up to see what % of the Parkinsonia Bushes will die from when I put Grasland Pellets around them, and if there was too much water I may need to go back and put out more pellets.

STOCK ROUTE:

I am waiting for the areas that have received good rain and the roads that are closed to open so I can do pasture and water facility inspections that the Department of Resources has asked for.

1080 BAITING:

I will be putting out the dates, times and places for the first round of 1080 Baiting to be carried out in April, towards the end of March.

In regard to the 1080 Baiting Survey, there has been a modest reply so far, I have received back 8 completed surveys. One thing that stands out in all the surveys is that if Council were to get the 1080 signs made for the entrances to the properties, all the properties that have completed the surveys would purchase them from Council. Attached to this report is a summary of the results.

I will still be reminding those properties that are still to fill in and return the surveys that even though they were to be in by the end of February they can still send them back.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Rural Lands Protection Officer's Report for February 2024 be received for information.

ATTACHMENTS:

- 1. Boulia Shire Council 1080 Baiting survey Results 2024 [11.1.6.1 - 2 pages]
- 2. Fogging Procedure [11.1.6.2 - 2 pages]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL 1080 BAITING SURVEY

Boulia Shire Council is committed to providing you, the Landholder, the help and resources to control Feral Animals e.g. Feral/Wild Dogs, Feral Pigs, Feral Cats and Foxes. To try and help us ensure you receive the support and resources most useful to you, we would appreciate you taking a moment to complete the following quick survey.

Please place a tick ✓ next to the answer you wish to select or enter your comments in the available fields.

Completed surveys can be returned to rpo@boulia.qld.gov.au or dropped into the Council Administration Office at 18 Herbert Street. Please return your completed survey by latest 29/2/2024.

Do you do Feral Animal Control?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, why?: | If no, why?: |
| <input checked="" type="checkbox"/> To protect my stock | <input type="checkbox"/> I don't have a feral animal problem |
| <input type="checkbox"/> As part of my General Biosecurity Obligation (GBO) | <input type="checkbox"/> I don't have the time or the manpower |
| <input type="checkbox"/> If I do it hopefully my neighbour will also bait | <input type="checkbox"/> My neighbour baits so I don't have to |
| <input checked="" type="checkbox"/> All the above | <input type="checkbox"/> All the above |

Comments:

For this question of the nine surveys that have so far been returned all nine said yes and of the nine, 8 ticked All the above and 1 ticked to protect my stock. a couple made comments and they were along the same lines of The Council Baiting Program is Critical to Feral Animal Control in the shire.

Quality of Service

Please rate the quality of the service and help you are receiving from Council:

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> 1
Very Disappointing | <input type="checkbox"/> 2
Disappointing | <input checked="" type="checkbox"/> 3
Okay | <input checked="" type="checkbox"/> 4
Great | <input checked="" type="checkbox"/> 5
Exceptional |
|--|---|---|--|--|

Comments:

For this question there were 2 for Okay, 5 for Great and 2 for Exceptional. Service was Extememly Helpful was one comment.

Please rate the quality of the service you received from the Council Officer doing the baiting:

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> 1
Very Disappointing | <input type="checkbox"/> 2
Disappointing | <input checked="" type="checkbox"/> 3
Okay | <input checked="" type="checkbox"/> 4
Great | <input checked="" type="checkbox"/> 5
Exceptional |
|--|---|---|--|--|

Comments:

For this question there were 2 for Okay, 3 for Great and 5 for Exceptional. Comment was very professional and helpful.

Was the Council Officer:

- | | | |
|-----------------------|---|-----------------------------|
| Courteous? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Informative? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Prompt and Efficient? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Comments:

For this question there was 8 for all three and one did not tick any of them the reason they gave for this is they didnt partake in any 1080 baiting in 2023.



BOULIA SHIRE COUNCIL 1080 BAITING SURVEY

Do you think that Boulia Shire Council is doing enough to help landholders to control feral animals in the Boulia Shire Area?

Yes No

If *No*, do you have some ideas that you think Boulia Shire Council could implement to help you control Feral Animals in the Boulia Shire Area?

Comments:

Are the dates, times and places where the Baiting Stations are situated convenient for you to be able to attend either the first or second round, or both rounds, of 1080 Baiting?

Yes No

If *Yes*, please indicate which rounds you attend:

First Round Second Round Both rounds

Comments:

If you answered NO what changes to the dates, times and places where the Baiting Station is set up in your area would you like made to them? *Please remember to take into consideration that the period from the end of October to the end of March is not conducive (advantageous/favourable) to baiting.*

Note: Council's RLPO is willing to come out at anytime (with some notice) to do a special baiting for you – Council's only request in these circumstances is that 100kg+ of meat is available to treat.

Comments:

Reflective 1080 Warning Signs

Reflective 1080 Warning Signs made from metal, would replace the old paper signs that are being used now when you bait. This means that you would only have to put signage up once at all of the main entrances to your property/properties and then only change the dates when you bait. By having these signs up permanently, it is letting anyone that comes onto your property know that you use 1080 baits to control feral animals.

If Council was to source these signs, would you be interested in purchasing them from Council? *The more signs Council orders, the cost per sign is less.*

Yes No

If yes, number of signs needed:

Thank you for taking the time to complete this survey. Your input will help Council deliver more efficient 1080 Baiting Programs for the control of feral animals.

There was one comment that came up more than once and that was about Aerial Baiting and Aerial Shooting some think Council should provide financial assistance for Aerial Shooting along major water ways, and others think council should pay for a plane for Aerial Baiting in the shire the same as other councils do

BOULIA SHIRE COUNCIL MOZZIE FOGGING RIVER/ TOWN PROCEDURE

EVENT	1st WAVE RESPONSE – Rivers and camping areas etc Fogging is subject to weather conditions.	WHO'S RESPONSIBLE
<p>Local Rain/Burke River Flooding- River Peaking and then River Receding</p>	<p>RLPO-Decide On and advise on when RIVER fogging activity to occur. This should occur as soon as the river starts to recede.</p> <ul style="list-style-type: none"> • Location, dates and times of when fogging is to be carried out Between Monday X/X/2024 to Friday X/X 2024 etc. • Mornings from 6am to 9am and • Nights from 6pm to 9pm • Twice daily fogging is subject to weather conditions 	<p>RLPO-</p> <ul style="list-style-type: none"> • To advice admin to do flyer on RIVER Fogging <p>Admin</p> <ul style="list-style-type: none"> • Prepare flyer from template • Load on Facebook / flyer around town / local email blast.
	<p>Procedure:</p> <p>Initial fogging to take place at the following area's Capewell Rd, Old Racecourse Rd, Racecourse, 3 Mile Camping Area and along the Burke River as close to the river as it is as safe to drive on town side of the river, river and Harris waterhole from bridge to end of town fence.</p> <ul style="list-style-type: none"> • Some of these areas may not be ACCESSIBLE after rain or if the river has come out of its banks as they are dirt tracks and will need to dry out first. <p>On the Caravan Park side of the river fogging will need to be carried out along River Rd, around the Sewerage Ponds and along the river from the bridge past the caravan park up to the white fence where the 2 branches of the river become one.</p> <p>Boggy when wet</p>	<p>RLPO</p> <p>Advise CEO/ DWO of planned activity in case of enquiries by residents.</p>

BOULIA SHIRE COUNCIL MOZZIE FOGGING RIVER/ TOWN PROCEDURE

EVENT	<p style="text-align: center;">2nd Wave Response – TOWN STREETS</p> <p style="text-align: center;">Fogging is subject to weather conditions.</p>	WHO'S RESPONSIBLE
<p style="text-align: center;">Local Rain/Burke River</p> <p>Flooding- River Peaking and then River Receding</p>	<p>RLPO- Decide on and advise on when to start TOWN fogging activity to occur. This should start within four days of the River fogging after the river starts to recede.</p> <ul style="list-style-type: none"> • Location, dates and times of when fogging is to be carried out Between Monday X/X/2024 to Friday X/X 2024 etc. • Mornings from 6am to 9am and • Nights from 6pm to 9pm • Twice daily fogging is subject to weather conditions 	<p>RLPO</p> <ul style="list-style-type: none"> • To advise admin to do the flyer on TOWN Fogging. <p>Admin</p> <ul style="list-style-type: none"> • Prepare Flyer from template • Load on Facebook / Flyer around town / local email blast.
	<p>Procedure:</p> <p>Initial fogging for all town streets, paying attention to the Boulia State School and the Town Park and areas in 1st Wave Response (River Fogging)</p> <p>First week of fogging.</p> <ul style="list-style-type: none"> • Mornings from 6am to 9am and Nights from 6pm to 9pm between Monday X/X/2024 to Friday X/X/2024 <p>Second week of fogging.</p> <ul style="list-style-type: none"> • Fogging is then only every morning and only on Monday, Wednesday and Friday Nights. 	<p>RLPO</p> <p>Advise CEO/ DWO of planned activity in case of enquiries by residents</p>

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report February 2024	DOC REF: 11.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Enterprise Bargaining Agreement

Councils Certified Agreement expired in June 2023. Negotiations with the Unions are continuing, and finalisation is expected before May 2024. The delay was caused by the ill health of the consultant which was liaising with the Unions and Council.

There has been no notification of the State Wage increase which is normally advised in October which affects all of our staff. When this is advised we will be completing backpays for the advised increase.

Grant - Boulia Shire Council Precinct - (1) Growing Our Regions funding

Still waiting for a response. Submitted in December – advisory start date from the program brief was May 2024.

Grant - Local Recovery and Resilience Grants (LRRG) - State Government Initiative - Monsoon Flood Event – Dec to April 2023

Projects have been submitted to the funding body:

- Urandangi flood assistance – completed
- Clinic culvert crossing – designs completed
- Support for flood warning infrastructure to compliment QFFFGR2 application - awaiting final quotations (supported by grant QFFFG).

Grant - Queensland Flooding Flexible Funding Grant - (QFFFG) QFFFGR2L017

Grant approved with first instalment received of \$80,000. Awaiting for the final estimation of costs to come from QTEQ. Potential locations will be Yappo Creek and Valley Creek (previously locally called Christmas Creek – NB: Christmas Creek is further south).

Water Resilience and Security - Town water security - (Artesian Bores)

Further action is on hold for the Hydrologist as we are currently looking for a complete review of what our options might look like into the future. Whole of life costing must be taken into consideration as this could be a significant issue if not researched in full.

Sales Permits for Gravel 201309014 – Native Title and the Futures Act

An interim Deed of Agreement has been received listing 36 pits (increase of 4 since last report) which have been approved subject to conditions listed in the agreement.

Enquiries have been made to the Department on the progress of the Interim Agreement required for the Council to continue with the Federal Grant money for the Donohue Highway. Two pits are specifically required to keep this project and our workforce in work. **Pituri 1 and Glen Ormiston 7** are the two pits in question. Unfortunately due to the recent flood events and the closing of the Donohue Highway the Wangkamahdla Group have been unable to perform inspections to approve those sites.

Gravel Pit Assistance for Neighbouring Shires

Two requests have been received from neighbouring Councils to access Toolebuc 3 and Warra 2 so they can complete flood damage work. A teams video conference meeting has been held with both Councils and the requirements to remove gravel have been clearly identified. An MOU with both Councils will be prepared. No costs are applicable to Diamantina but a cost of 0.86c per cubic mtr is applicable for Burke Shire as per instruction from DAF. Conditions for consent as Bouliia Shire is the Permittee:

- The road network to the pits are undamaged and repaired – like for like.
- Gravel is to be excavated and extracted from the culturally cleared areas only and existing stockpiles are not to be utilised.
- Restrictions as per the Site Based Management Plans are to be strictly adhered to.
- Load rites dockets for gravel removed to be provided.
- Signage installed for Pit name, Lat/Long details, and contact person.

Signage – Outback Way and Winton Intersection

- **OHDC (Longest Shortcut)** OHDC has onforward the high-resolution design to us, quote has been accepted and an order placed for the smaller size sign **3m x 2m** \$3,057.00 plus GST to be placed in the truck pull off bay.
- **Winton Intersection ('This way to Bouliia')** – 362klm.... This is being looked at in conjunction with Winton Shire.

Solar Farm – EnergyQ

Notifiable signage has been received and installed for public display by Ergon.

Federal Government Funding - Outback Highway - Donohue Highway

The third section application of the existing PPR1 section (C) document which is for a further \$2m has been completed. The second claim for re-imburement for payment milestone 2 for \$1,937,500 has now been paid.

Local Housing Action Plan - Future Housing Development - Social housing

Council identified 5 properties which may be potential opportunities for future housing. Of the five letters issued: two owners have expressed an interest and these have been onforwarded to the department. No further action is required by Council.

Positions Vacant:

Director Works and Operations	Position filled by Henry Mascarenhas who commenced 26 th February 2024
Executive Assistant	This position will be initially recruited locally.
Electrician	Although not a 'Council employee', this position is critical to the ongoing operations of Bouliia. Initial support has been secured through a Mt Isa organisation. EOI for the position, similar to the mechanic contract is to be distributed to gauge interest.
Works Manager	This position will be based at the Depot and support the DWO.

	Open until filled – two applications received.
Snr Administration Officer	Position filled. Officer commencing in May 2024. Relief staff member will be here in the interim.

Events / Conferences

Date	Activity	Attendees	Location
14 th April/18 th April	Special Mayors/ CEO Forum plus AICD training	Rick Britton Lynn Moore	Brisbane
2-18 th May 2024	Trip to America	Mayor	Fully funded by RAPAD
27 th May to 30 th May	RAPAD F2F plus Roads/Water/Pest	Rick Britton Lynn Moore	Blackall

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List Update February 2024	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CEO Ordinary Council Meeting Action List v1 [11.2.2.1 - 5 pages]

Chief Executive Officer	Ms Lynn Moore
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Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday, 27th August 2021					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek	DWO	29/2/2024 emailed TMR advising we are still waiting for designs. 2/1/2024 - Still waiting for scope of works from TMR. 29/8/23: TMR have money to do the designs as per Gavin Hill. 13/6/2023: TMR scoping a new section for Waverley creek – perhaps there is some more money around?
Friday, 16th December 2022					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	DWO-primary CSM-Info DCS- Budget	31/10/23: Planter boxes and seating to be installed by carpenter. 28/6/23: Contractor to schedule in off tourist season 2023. 30/5/23 Seating with attached planter boxes have been ordered for site, CSM
Friday, 21st April 2023					
3.	21/04/2023		Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS	15/2/2024 - Further flood events have prevented this from occurring. 20/11/2023: removal in early 2024.
Friday, 18th August 2023					
4.	18/08/2023		Walkway from Caravan Park, Concrete Path around gate, new gate to install with a safety latch, for wheelchair access.	DWO	15/2/2024 Gate has been made and is due to be installed end of February along with concrete pathway. 20/11/2023: Ron Callope has advised contractor to build the gate. 5/9/23: RUS to get contractor to get quotes for making of gate.
5.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by CSM. Council to get quotes, cost to dismantle one at Urandangi?	CSM	15/2/2024 No advice to date on grant. 16/11/23: Funding submission to sport and rec.

Friday, 22 nd September 2023					
6.	22/09/2023	<u>2023/9.26</u>	That in relation to the Town Beautification Concept brief presented to Council, Option A – Accept Sethius Art proposal for steel sculptures, be accepted and Council proceed with obtaining formal quotes.	CSM	Refer to line item 24/11/2023 20/10/2023: Quote proposal attached to CSM Monthly Information Report at the 20 th October Ordinary Meeting of Council: matter to be deferred to discuss in November Ordinary Council Meeting when all Councillors are present.
Friday, 20 th October 2023					
7.	20/10/2023	<u>2023/10.18</u>	That Council formally pass resolution in reference to: 1. Pursuant to Section 113 of the Animal Management (Cats & Dogs) Act 2008, to approve the systematic inspection program of all properties within the boundaries of Boulia Shire a. To be carried out from October 2023 to March 2024 b. For the primary purpose of achieving compliance with the registration and microchipping requirements of the Animal Management (Cats & Dogs) Act 2008; and, 2. Pursuant to Section 134 of the Local Government Act 2009, approving the systematic inspection program of all properties within the boundary of Boulia Shire a. To be carried out from October 2023 to March 2024	DWO/RLPO to advise	4/3/2024 Dates advised for April, once confirmed flyers to be sent out – 2 weeks prior to event. 15/2/2024: RLPO – group will be completing Longreach first. RLPO to confirm dates then we can issue notification to residents. 20/11/2023: RLPO confirmed he is waiting to hear further from the Department.
Friday, 24 th November 2023					
8.	24/11/2023		Plant Committee Meeting: Type of machinery for pit to be discussed.	DWO	Refer to line item 23/02/2024 - 2024/02.7 15/2/24: CEO – report to February Council meeting. 2/1/24: Will be held end of Jan or mid Feb dependant on availability.
Friday, 19 th January 2024					
9.	19/1/24	2024/01.10	2024 Boulia Camel Races Special Holiday - date change request.	CEO	01/03/2024 Approval received from the Department to change Camel Races Public Holiday to 15/7/24. 12/2/24: Formal request letter has been sent to the Department. Awaiting response.

10.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>Action: That Council authorise the CEO to advise the tender applicant of the Council's determined price for the sale of the blocks and if accepted negotiate and execute the sale of lots L404/B2671 and L405/B2671 situated on Mulligan Street, Boulia, subject to the following conditions of sale:</p> <p>(a) The blocks are to be amalgamated by the successful tenderer at their cost; and</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council.</p> <p>Action request from 23/2/24 Ordinary Meeting: Review on Easement to be completed – consider if Council should develop and possibly sell blocks. Divert water and develop road?</p>	CEO/DWO	<p>27/2/2024 Tony Morcom surveyor has been contacted to proceed with the easement survey for future land development.</p> <p>22/1/24: Letter sent to tender applicants</p>
11.	19/01/2024		Wash Bay Council requested payment options to be investigated.	DWO	15/2/2024: DWO to contact Winton Shire Council to review their facility.
12.	19/01/2024		Outback Way Funding BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	DWO	15/2/2024: DWO to discuss with Stuart from GBA on his next visit for future upgrades to the Longreach Channel.
13.	19/01/2024		<p>Boulia Household Water BSC to investigate and advise on:</p> <ol style="list-style-type: none"> 1. Installation of a third water-storage tank. 2. Cyclone separating system for debris. 3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage? 4. Water filters for each residence and business in the township. 5. 	DWO CEO	<p>5/3/2024 On hold with further work from hydrologist. Further contact to be made with Carbon and Water to investigate ALL potential solutions to this ongoing problem.</p> <p>15/2/2024: CEO – Further report to Council on investigation being completed by Hydrologist on potential water supplies with 10-20klm radius. Hold this item for consideration of all potential solutions for a better water supply to the town.</p>
14.	19/01/2024		BSC to confirm the location of two Boulia "Birthplace of Livestock Motorised Cattle Transport" signs.	CSM	15/2/2024 this item will be reviewed on the return of the CSM from Long Service Leave.

Friday, 23rd February 2024

15.	23/02/2024		CLlr Norton: requested Council address the excessive mozzies in the man-made water hole between Harris Yard and Burke River	DWO/RLPO	5/3/2024 Options to be brought to Council.
16.	23/02/2024		CLlr Norton: suggested Council consider pre fogging in waterways after water/rain events e.g. 4 days after	DWO/RLPO	5/3/2024 Template has been developed for process and actions after the rain event. 27/2/2024 CEO - proposed template is being developed along with the notification procedure
17.	23/02/2024		CLlr Norton: With Easter coming up consider slashing Isa Road (grading or slashing) to make it safer. Loader for bushes	DWO/RCM	5/3/2024 Re-allocation of funding from TMR to complete slashing has been negotiated. The logistics/ accommodation etc are being worked through.
18.	23/02/2024		CLlr Neilson: Touch base with the Clinic to obtain current information regarding clinic (e.g. Doctor days, how to make appointments) to be able to distribute to the community.	CEO/EA	5/3/2024 RFDS contacted CEO today. RFDS are having extra clinics to deal with ongoing treatment. Appts made direct to RFDS are temporary due to the lack of consistent receptionists. This will change in the future. I advised them to let us know and we will put out flyers etc. to advise the community. 27/2/2024 CEO and EA - contacted clinic and have been told that the RFDS will be in touch with us.
19.	23/02/2024		CLlr Beauchamp: Library plumbing issue – machine clearing sewer lines – should Council buy own water jetter	DWO/ Plant Committee	27/2/2024 Plant Committee will meet once the new DWO has settled in.
20.	23/02/2024	2024/02.10	1. That Council adopt the Natural Disaster Risk Management Strategy 2024-2025 version 6 amendment 1 document as presented. 2. That Council adopt the LDMG Risk Register 2024-2025 as presented.	EA	27/02/2024 Adopted documents uploaded to records system and displayed on Council website
21.	23/02/2024	2024/02.7	1. That the ‘Minister approval granted for purchase of loader’ report be received for information. 2. That the Council ratify the decision to proceed with the purchase of the CAT C7.1 ACERT Loader while in Caretaker mode under the Ministers approval. 3. The Council authorise the CEO to do all things necessary to proceed with the normal process of purchasing the CAT C7.1 ACERT Loader.	CEO	27/2/2024 Contract to purchase loader has been signed.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
1.	19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the ‘visioning’ project - new Council March 2024 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	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	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024
4.	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 Stakeholders: Pitta Pitta, Ventia, Workcamp	15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	Cllrs/CEO/EA	Future residential land sizing - consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the ‘visioning’ project - new Council - March 2024 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	Cllrs	Future Planning Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	15/2/2024: This is an option which needs to be considered by private individuals/organisations.
7.	22/09/2023	CEO	Heavy Duty Truck Bays and Mobile Towers Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	DWO	Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
9.	23/02/2024	CEO	Post Office/Community Hub : if Community Hub doesn’t go ahead, consider Post Office being moved or refurbished and getting a container for mail (e.g 10x7 foot)	

TITLE:	2024 Boulia Camel Races Special Holiday - approval of date change	DOC REF: 11.2.3
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 8/03/2024

CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development - A sustainable local economy
 3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities
 3.4.1: All opportunities used to increase the shires exposure to the tourism market
 3.4.2: Support Council operated businesses which are associated with tourists and benefit the wider community
 3.4.3: Support local groups in the development of tourism activities which will benefit the wider community
 3.4.4: Promote Boulia Shire and the RAPAD Region as a region for tourism and development opportunities

RISK MANAGEMENT:

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

PURPOSE:

To advise Council of the Minister’s approval for the change in date of the 2024 Boulia Camel Races special holiday.

CONTENT:

At the 19th January 2024 Ordinary Council Meeting, Council agreed to submitting a formal request to the Minister for Education, Minister for Industrial Relations and Minister for Racing to change the date of the Boulia Camel Races special holiday from Monday 22nd July 2024 to Monday the 15th July 2024.

Accordingly, this request was submitted and Council has now received notification that that the original date has been repealed and the new date has been approved. Attached to this report is the formal notification letter from the Office of Industrial Relations. The notification was also placed in the Queensland Government Gazette vol. 395, dated 1st March 2024.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Compliance with the *Holidays Act 1983*.

RECOMMENDATION:

That Council receive the 2024 Boulia Camel Races Special Holiday - approval of date change report for information.

ATTACHMENTS:

1. Approval letter to Boulia [11.2.3.1 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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Queensland
Government

Office of
Industrial Relations

Department of State
Development and
Infrastructure

1 March 2024

Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council
Via Email: execassist@boulia.qld.gov.au

Dear Ms Moore

I refer to the request for a change of date for special holidays for 2024.

Pursuant to Section 4 of the *Holidays Act 1983*, the Minister for State Development and Infrastructure and Minister for Industrial Relations has repealed:

- 22 July 2024 a holiday for the Shire of Boulia for the purpose of the Boulia Camel Races.

Pursuant to Section 4 of the *Holidays Act 1983*, the Minister for State Development and Infrastructure and Minister for Industrial Relations has appointed:

- 15 July 2024 a holiday for the Shire of Boulia for the purpose of the Boulia Camel Races

Please note that it is only special holidays appointed in respect of an annual agricultural, horticultural or industrial show (show holidays) which are public holidays. On a public holiday, employees will be entitled to refuse to work in reasonable circumstances without loss of pay and to be paid penalty rates for work performed.

A copy of the gazette can be accessed on the [Queensland Government's publications website](#), the special holiday notification commences on page 327 of the gazette.

Should you require further information, please contact Ms Patricia Faulkner, Acting/Senior Industrial Officer on telephone (07) 3406 9845.

Yours sincerely

Lauren Gribbin
A/Executive Director
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe 1300 362 128
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

TITLE:	Local Roads of Regional Significance - Statement of Intent Review	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 8/03/2024

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Possible (Likelihood) giving an overall assessment as **Low L-3**.

PURPOSE:

To present to Council a review the Statements of Intent (SOI) for Council's Local Roads of Regional Significance (LRRS).

CONTENT:

The SOI's outline important details for the LRRS's such as the 'Vision Standard', 'Function' etc. The Outback Regional Road and Transport Group (ORRTG) has requested that Council's review their SOI's to ensure they are up to date. The current listing of Boulia Shire LRRS:

- Donohue Highway (Boulia – Tobermory Rd)
- Coorabulka Rd
- Selwyn Rd
- Springvale Rd
- Toolebuc Rd
- Urandangi Border Rd
- Urandangi North Rd

is valid and requires no change except for the formal **addition of Headingly Road** which was added in 2023 but has not yet been endorsed by Council.

Attached to this report are the full set of SOI's, including Headingly Road, which have been reviewed and are attached for consideration.

CONSULTATION: George Bourne and Associates

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. That Council consider and endorse the Statements of Intent, attached to the Local Roads of Regional Significance - Statement of Intent Review Report.
2. That the new Statement of Intent be forwarded to the Outback Regional Road Transport Group

ATTACHMENTS:

1. Statement of Intent 2024 Boulia Shire Council [**11.2.4.1** - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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STATEMENT OF INTENT FOR LINK (Boulia – Tobermorey Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> Boulia - Tobermorey Road (238.6km)
Link Function	<ul style="list-style-type: none"> Interstate Route Qld/NT Provide access for major cattle stations Key tourism route to NT Part of the Outback Way transcontinental route
Link Vision	<ul style="list-style-type: none"> A safe sealed road with sealed opportunities for overtaking
Current Link Status	<ul style="list-style-type: none"> Half sealed/ half gravel
External Factors	<ul style="list-style-type: none"> Future federal funding will continue with pave and sealing works
Internal Factors	<ul style="list-style-type: none"> High priority for Council due to visitor numbers and potential opportunities Link to Northern Territory
Link Classification	<ul style="list-style-type: none"> Austroads Class 4
Configuration & Condition Standard	<ul style="list-style-type: none"> 6m seal on 8m pavement or 8m gravel
Gap Analysis	<p><u>Against vision</u></p> <ul style="list-style-type: none"> Unsealed sections restrict wet weather access Traffic volumes make the road unsafe when the gravel deteriorates
Scope of Works	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Seal remaining gravel sections Provide additional sealed overtaking opportunities <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Renew gravel sections as required
Development Strategy	<p><u>Vision:</u></p> <ul style="list-style-type: none"> To prioritize the upgrading of this route over a period of time in conjunction with the Outback Way
Projected Outcomes	A prioritized approach to upgrading sections of this link over time with the end result realizing the Link Vision.
Projected Performance in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> The remaining section is sealed with overtaking opportunities <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Renew gravel sections as required
Projected Investment in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> \$50m <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> \$10m
	Historic Exp = \$3m/year (Outback Way)

STATEMENT OF INTENT FOR LINK (Coorabulka Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> • Coorabulka – Diamantina boundary (74.4km)
Link Function	<ul style="list-style-type: none"> • Alternative (Flood) route for Diamantina Development Road • Provide access for major cattle stations
Link Vision	<ul style="list-style-type: none"> • Maintained good quality gravel road with appropriate drainage structures
Current Link Status	<ul style="list-style-type: none"> • Gravel road
External Factors	<ul style="list-style-type: none"> • Flooding of the Diamantina Development Road dramatically increases traffic numbers. On average this occurs for 2 weeks per year.
Internal Factors	<ul style="list-style-type: none"> • During some floods this is the only accessible route between Bedourie and Boulia
Link Classification	<ul style="list-style-type: none"> • Austroads Class 4
Configuration & Condition Standard	<ul style="list-style-type: none"> • 6m gravel, 8m formation
Gap Analysis	<u>Against vision:</u> <ul style="list-style-type: none"> • Dry weather road only • Construct all weather drainage structures • Renew gravel sections
Scope of Works	<u>Vision:</u> <ul style="list-style-type: none"> • Renew gravel where required • Review poor alignment • Install structures where required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> • Renew gravel where required
Development Strategy	<u>Vision:</u> <ul style="list-style-type: none"> • To adopt a fitness for purpose approach and maintain as required
Projected Outcomes	To maintain and renew gravel sections as required
Projected Performance in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> • Maintain and renew the gravel surface as required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> • Maintain and renew the gravel surface as required
Projected Investment in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> • \$4m <u>Short Term Priorities:</u> <ul style="list-style-type: none"> • \$500k
	Historic Exp = \$100k/year (Flood Damage only)

STATEMENT OF INTENT FOR LINK (Selwyn Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> Selwyn – Cloncurry Boundary (82.0km)
Link Function	<ul style="list-style-type: none"> Access to major cattle stations
Link Vision	<ul style="list-style-type: none"> Maintained good quality gravel on entire road with concrete flood ways where appropriate.
Current Link Status	<ul style="list-style-type: none"> Mostly gravel in varying condition. Limited drainage structures/ concrete floodways.
External Factors	<ul style="list-style-type: none"> Significant flood prone areas.
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock
Link Classification	<ul style="list-style-type: none"> Austroads 4
Configuration & Condition Standard	<ul style="list-style-type: none"> 8m paving in sections, 8m formation
Gap Analysis	<u>Against vision:</u> <ul style="list-style-type: none"> Dry weather road only
Scope of Works	<u>Vision:</u> <ul style="list-style-type: none"> Dozens of concrete floodway's required Gravel renewal and top-up required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> Renew gravel where required
Development Strategy	<u>Vision:</u> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required
Projected Outcomes	To maintain and renew gravel sections as required
Projected Performance in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> To maintain and renew gravel sections as required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> To maintain and renew gravel sections as required
Projected Investment in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> \$4m <u>Short Term Priorities:</u> <ul style="list-style-type: none"> \$500k
	Historic Exp = Approx \$100k/year (Flood Damage only)

STATEMENT OF INTENT FOR LINK (Springvale Road) Boulia Shire Council		
Link Description	<ul style="list-style-type: none"> Springvale – Diamantina Boundary (56.6km) 	
Link Function	<ul style="list-style-type: none"> Access to major cattle stations Access to Diamantina Lakes National Park. 	
Link Vision	<ul style="list-style-type: none"> Maintained gravel road with appropriate drainage structures. 	
Current Link Status	<ul style="list-style-type: none"> Mostly gravel Limited drainage structures/ concrete floodways. 	
External Factors	<ul style="list-style-type: none"> Vehicle numbers will increase as Diamantina Lakes National Park becomes more popular. National Parks are working to increase visitor numbers to this park. Significant flood prone areas.. 	
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock and tourism access 	
Link Classification	<ul style="list-style-type: none"> Austroads 4 	
Configuration & Condition Standard	<ul style="list-style-type: none"> 6m gravel, 8m formation Pave watercourses 	
Gap Analysis	<u>Against vision:</u> <ul style="list-style-type: none"> Dry weather road only Construct all weather drainage structures 	
Scope of Works	<u>Vision:</u> <ul style="list-style-type: none"> Gravel surface to remaining sections Appropriate drainage structures required Gravel renewal and top-up required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> Gravel surface to priority sections 	
Development Strategy	<u>Vision:</u> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required. 	
Projected Outcomes	<ul style="list-style-type: none"> To upgrade formation sections with gravel and maintain and renew existing gravel sections as required 	
Projected Performance in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> Gravel surface to remaining sections To maintain and renew gravel sections as required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> Gravel surface to remaining sections 	
Projected Investment in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> \$4m <u>Short Term Priorities:</u> <ul style="list-style-type: none"> \$500km 	Historic Exp = \$100k/year (Flood Damage only)

STATEMENT OF INTENT FOR LINK (Toolebuc Road) Boulia Shire Council		
Link Description	<ul style="list-style-type: none"> Toolebuc – Cloncurry Boundary (83.2km) 	
Link Function	<ul style="list-style-type: none"> Access to Cannington Mine Access to major cattle stations 	
Link Vision	<ul style="list-style-type: none"> Maintained gravel road with appropriate drainage structures 	
Current Link Status	<ul style="list-style-type: none"> Some gravel sections, some natural surface, some floodways are acceptable 	
External Factors	<ul style="list-style-type: none"> Southern access road to Cannington Mine 	
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock and mine access 	
Link Classification	<ul style="list-style-type: none"> Austroroads 4 	
Configuration & Condition Standard	<ul style="list-style-type: none"> 6m gravel in priority area, 8m formation 	
Gap Analysis	<u>Against vision:</u> <ul style="list-style-type: none"> Dry weather road only Construct all weather drainage structures 	
Scope of Works	<u>Vision:</u> <ul style="list-style-type: none"> Gravel surface to remaining sections Gravel to all floodway's Drainage structures required <u>Short Term Priorities:</u> <ul style="list-style-type: none"> Gravel surface to remaining sections 	
Development Strategy	<u>Vision:</u> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required. 	
Projected Outcomes	<ul style="list-style-type: none"> To upgrade formation sections with gravel and maintain and renew existing gravel sections as required 	
Projected Performance in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> Good quality gravel surface to 80% of this link Drainage structures to some of the priority areas <u>Short Term Priorities:</u> <ul style="list-style-type: none"> Gravel surface to priority areas 	
Projected Investment in 20 Years	<u>Vision:</u> <ul style="list-style-type: none"> \$4m <u>Short Term Priorities:</u> <ul style="list-style-type: none"> \$500k 	Historic Exp = \$100k/year (Flood Damage only)

STATEMENT OF INTENT FOR LINK (Urandangi Border Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> Urandangi – Northern Territory border (48.3km)
Link Function	<ul style="list-style-type: none"> Access to major cattle stations Access from Qld to NT
Link Vision	<ul style="list-style-type: none"> Maintained gravel road with appropriate drainage structures.
Current Link Status	<ul style="list-style-type: none"> Some gravel sections, some natural surface, some floodways are acceptable
External Factors	<ul style="list-style-type: none"> .
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock
Link Classification	<ul style="list-style-type: none"> Austrroads 4
Configuration & Condition Standard	<ul style="list-style-type: none"> 6m paving, 8m formation
Gap Analysis	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> Dry weather road only Construct all weather drainage structures
Scope of Works	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections Gravel to all floodway's Drainage structures required <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections
Development Strategy	<p><u>Vision:</u></p> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required.
Projected Outcomes	<ul style="list-style-type: none"> To upgrade formation sections with gravel and maintain and renew existing gravel sections as required
Projected Performance in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Good quality gravel surface to 80% of this link Drainage structures to some of the priority areas <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to priority areas
Projected Investment in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> \$4m <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> \$500k
	<p>Historic Exp = \$100k/year (Flood Damage only)</p>

STATEMENT OF INTENT FOR LINK (Urandangi North Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> Urandangi North – Urandangi township (92.5km)
Link Function	<ul style="list-style-type: none"> Primary access to Urandangi Access to major cattle stations
Link Vision	<ul style="list-style-type: none"> Maintained gravel road with appropriate drainage structures.
Current Link Status	<ul style="list-style-type: none"> Some gravel sections, some natural surface, some floodways are acceptable
External Factors	<ul style="list-style-type: none"> .Primary access to the town of Urandangi
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock
Link Classification	<ul style="list-style-type: none"> Austrroads 4
Configuration & Condition Standard	<ul style="list-style-type: none"> 8m paving, 8m formation
Gap Analysis	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> Dry weather road only Construct all weather drainage structures
Scope of Works	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections Gravel to all floodway's Drainage structures required <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections
Development Strategy	<p><u>Vision:</u></p> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required.
Projected Outcomes	<ul style="list-style-type: none"> To upgrade formation sections with gravel and maintain and renew existing gravel sections as required
Projected Performance in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Good quality gravel surface to 80% of this link Drainage structures to some of the priority areas <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to priority areas
Projected Investment in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> \$4m <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> \$1m
	<p>Historic Exp = \$200k/year (Flood Damage only)</p>

STATEMENT OF INTENT FOR LINK (Headingly Road) Boulia Shire Council	
Link Description	<ul style="list-style-type: none"> Urandangi – Camooweal (60.45km)
Link Function	<ul style="list-style-type: none"> Access to major cattle stations Access from Urandangi to Mt Isa locality
Link Vision	<ul style="list-style-type: none"> Maintained gravel road with appropriate drainage structures.
Current Link Status	<ul style="list-style-type: none"> Some gravel sections, some natural surface, some floodways are acceptable
External Factors	<ul style="list-style-type: none"> .
Internal Factors	<ul style="list-style-type: none"> This is an important access for the transport of stock and residents
Link Classification	<ul style="list-style-type: none"> Austrroads 4
Configuration & Condition Standard	<ul style="list-style-type: none"> 6m paving, 8m formation
Gap Analysis	<p><u>Against vision:</u></p> <ul style="list-style-type: none"> Dry weather road only Construct all weather drainage structures
Scope of Works	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections Gravel to all floodway's Drainage structures required <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to remaining sections
Development Strategy	<p><u>Vision:</u></p> <ul style="list-style-type: none"> To adopt a fitness for purpose approach and maintain as required.
Projected Outcomes	<ul style="list-style-type: none"> To upgrade formation sections with gravel and maintain and renew existing gravel sections as required
Projected Performance in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> Good quality gravel surface to 80% of this link Drainage structures to some of the priority areas <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> Gravel surface to priority areas
Projected Investment in 20 Years	<p><u>Vision:</u></p> <ul style="list-style-type: none"> \$4m <p><u>Short Term Priorities:</u></p> <ul style="list-style-type: none"> \$500k
	<p>Historic Exp = \$100k/year (Flood Damage only)</p>

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services February 2024 Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

[Insurance Claims](#)

1. Lightning Storm Damage 27th January 2022 PRO034450

Council Depot was hit with lightning, damage was done to Connectivity from Depot to Water Tower and to Administration building plus a number of computers were damaged. 5 CCTV cameras were replaced as well as 3 printers/copiers. *Final submission for this damage has now been submitted to LGMS, total claim request \$87,131.79.* Morgan is working on this.

2. Burnt Track Loader at Dump - MO0067977

Lodged claim, sent off CCTV footage to assessors, report received, offer of payout given, awaiting payment of \$226,772.73 (excl. of GST). *Awaiting payment from QBE.*

3. Windscreen Claim MO P600 442BZ2 MO0070823

Lodged claim, awaiting finalisation, invoice was submitted with claim application. Claim has been finalised, payment was received by Council for \$600 on the 22/02/2024.

4. P128 Garbage Truck Damage 15/01/2024 MO0070727

Lodged claim, waiting on quotes to submit to Insurance for approval. Assessment completed, works underway, agreed to repairs of \$18,546.76, Council will pay the \$500 excess fee. Scott is sourcing parts now.

Regional University Hub for Boulia

Awaiting updates from RAPAD. No update received.

SurePact

Intensive training conducted virtually to our core group, Lynn Moore, Nicole Tonkies, Nessa Swann and myself over a 2-week period, 7 workshops.

Internal workshops to assist with our implementation and to produce an inhouse directory for Staff to use when creating new projects to ensure consistency in the data were also held.

Kristen Stephens and Georgie Craft from SurePact based in Brisbane, will be onsite 14th and 15th February to train Council Staff in the new system.

Training was held and was successful, Staff are eager to use the system.

Budget 2024/2025

Work has started on the next Budget for 2024/2025 financial year. Operational budgets will shortly be under review whilst the Capital budget is being put together. 26th April 2024 will be our first Councillor workshop on the budget.

2023/2024 End of Financial Year

Work is underway on the skeleton financial statements for our external auditor to review. Planning and timelines are being put in place both internally and externally with the Draft External Audit Plan being worked on by PKF Auditors.

Meetings

I have attended the following meetings during February:

- Interviews for Senior Administration Officer
- Quality Industries – Tim Edgar, schedule of works and priorities
- SurePact – Georgie Craft – training 2 days
- LGFP – Committee Meeting, teams.
- ReadyTech (was IT Vision),
 - Angelo Nardi, Account Manager, management meeting
 - Licensing & Compliance Module update, online
 - Eva Christensen, Power BI upgrade discussion
 - Financials (Altus) Module update, online
 - Customer Experience Module update, online
 - Business Intelligence Module update, online
 - Ready Buy Module update, online
 - Rapid Delivery, Navigating the path to successful upgrades
- David Lloyd, PKF, External Auditor working on External audit plan for 2024
- Peter Catterson, Altius, discussing plan for 2024 Financial Statements assistance
- SurePact – PDAG Meeting, teams
- Performance Review meetings with Lynette Taylor, Carol Smith, Dannileah Stewart
- Probationary Reviews with Graeme Gillam, Nerrissa Draper
- Mid-Probationary Review with Casey Smith
- Telecommunications Upgrade, Advance Communications Jacques and Young Enterprises, Matt Young, discussion on implementation and impacts
- Queensland Audit Office, 2024 Audit Update
- Interview for Casual Administration Officer

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	Boulia Golf Club Rates	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To advise Council of the request to waiver the rates relating to the Boulia Golf Club.

CONTENT:

The Boulia Golf Club is a not-for-profit association that runs the Golf Club for its members as well as the Community and travelling tourists.

During the year they hold a number of charitable events to raise funds for local and the wider community.

The Club members continually work hard at maintaining the Golf Course as well as the associated Club House.

Rate Assessment A244, Lot 8 Boulia Bedourie Road, Boulia, Council issues a Rate notice with charges for General Rate, Garbage services, Emergency Service and Environmental levy.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

1. That all rates payable (general rates plus all services and the Emergency Services Levy) by the Boulia Golf Club Inc (Assessment A244) for the 2024/25 financial year, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility.
2. That the DCS write to the Golf Club and advise them of the outcome.
3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2024/2025 financial years. Notation to be made in the rates system for future records.

ATTACHMENTS:

1. Letter - Request for Assistance 2024 Rates [11.3.2.1 - 1 page]

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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Boulia Golf Club
Kennedy Developmental Road
Boulia Qld 4829
ABN 80 916 636 404

21st February 2024

Ms Lynn Moore
Chief Executive Officer
Boulia Shire Council
18 Herbert Street
Boulia Qld 4829

Dear Ms Moore,

Re: Boulia Golf Club Rates 2024

We are writing to request in-kind assistance to waive the fees for our 2024/2025 rates. We are a non-profit organisation, who relies heavily on volunteers to keep our small club running. With very limited volunteers, any help that Council may be able to provide to ensure our small club can keep running, is very much appreciated! Thank you for your consideration into our request and thank you for your continued support of the Boulia Golf Club over the years.

Kind regards,
Meg Burns
Secretary
Boulia Golf Club



TITLE:	Policy Reviews - 112, 118, 131	DOC REF: 11.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate & Financial Services	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

RISK MANAGEMENT:

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

PURPOSE:

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

CONTENT:

Policy 112, Email and Internet Policy, has had changes as per table below:

Page No.	Location of change made	Changed to
1	Keyword Classification	added <i>Computer Network</i>
2	2 nd paragraph	added in <i>mobile phones, Ipads / tablets</i>
2	2 nd paragraph	added s on the end of email
2	Under Objective heading	added <i>Council's computer network as well as computer resources including mobile telephones, Ipads / tablets</i>
2	Under Policy heading	added in <i>portal forums</i>
3	Under Access heading	added in 2 paragraphs <i>All Users must use their own username and password when accessing the computer network for emails and internet usage. All council policies and requirements with regard to ethical behaviour, fraud risk management and records procedures apply.</i>
5	Under email usage	added in paragraph <i>Email messages are an electronic form of correspondence. Users shall be responsible for ensuring that all appropriate Records procedures are complied with in relation to the receipt or dispatch of email as with all correspondence</i>
5	Under email usage	2 nd paragraph add last sentence <i>All emails are expected to use professional language and tone in all email communication.</i>
5	Under Spam / Hoax Emails	added sentence <i>Report any suspected security breaches or phishing attempts immediately to your</i>

		<i>Manager and IT support.</i>
6	Top of page, last sentence	added in <i>If the attachment requires you to put your password to access do not proceed, inform your Manager and or IT support.</i>

Policy 118, Asset Management and Services Policy, has had changes as per table below:

Page No.	Location of change made	Changed to
1	Related documents	added in <i>Project Decision Policy 166, Project Decision Management Directive – MD01/07/2023 167, Debt Policy 107, Community Engagement Policy 120, Risk Management Policy 123, Asset Management Plans</i>
2	Under background, 4 th sentence	changed to \$194.9m

Policy 131, Council Credit Card Policy, has had changes as per table below:

Page No.	Location of change made	Changed to
2	Under Purpose, 2 nd paragraph	added in <i>and Financial</i>
2	Under Policy Provisions, 4 th paragraph	added in <i>and Financial</i>
2	Under Policy Provisions, last paragraph	added in <i>and Financial</i>

RECOMMENDATION:

1. That policies 112 Email and Internet, 118 Asset Management and Services, 131 Council Credit Card Policies be endorsed as presented.
2. That a copy of the policies be loaded into the Councillor Hub.

ATTACHMENTS:

1. 112 Email and internet policy [11.3.3.1 - 8 pages]
2. 118 Asset Management and Services Policy [11.3.3.2 - 4 pages]
3. 131 Credit Card Policy [11.3.3.3 - 4 pages]

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

EMAIL AND INTERNET POLICY

Category:	Policy
^{has} Policy Number:	112 –
Document Version:	1
Obsolete Version:	Policy 112 Email and internet policy 14/10/2009 30/06/2010 – 19/2/2018, 20/2/2018 – 24/2/2021 Res 2018/2.15, 2018 Version 2 2021/3.15 26 th March 2021
Keyword Classification:	Email Internet Computer Network
Summary:	Boulia Shire Council provides its staff with access to information and communication facilities to enhance their ability to perform their work. In particular, access to email and the internet is provided to enable networking and access to worldwide information resources. With that access comes responsibility and accountability.
Adoption Date:	
Resolution:	
Due for Revision:	3 yearly
Revision date:	
Date Revoked:	N/A
Related documents:	Policy 146 Code of Conduct Policy 144 Social Media Policy
Responsible Section:	Corporate Services
Responsible Officer:	Administration Supervisor
Legislation:	Local Government Act 2009 and regulations

BACKGROUND

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

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

OBJECTIVE

To assist all users in the appropriate use of Council's computer network as well as computer resources including mobile telephones, Ipads / tablets, emails and the internet and to ensure that the infrastructure is used efficiently and the operation of the system and the reputation and integrity of Boulia Shire Council is not jeopardised. It is imperative for users to understand and comply with this policy to reduce and eliminate potential risks and losses for Council.

POLICY

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

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

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

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

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

PROCEDURE

Managers must ensure that all users within Council have access to and understand the

content of this policy. Each user must familiarise themselves with the content of this policy and if anything is unclear they should contact their Manager to discuss.

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

ACCESS

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

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

All Users must use their own username and password when accessing the computer network for emails and internet usage.

All council policies and requirements with regard to ethical behaviour, fraud risk management and records procedures apply.

PRIVATE USE

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

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

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

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

the right to do so.

VIOLATION

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

UNACCEPTABLE USE INCLUDES, BUT IS NOT LIMITED TO:

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

MONITORING OF USERS

Council reserves the right to monitor, audit, access and keep records of internet

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

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

EMAIL USAGE

Email messages are an electronic form of correspondence. Users shall be responsible for ensuring that all appropriate Records procedures are complied with in relation to the receipt or dispatch of email as with all correspondence.

Inappropriate use of the email technology will be reviewed on a case-by-case basis and may lead to disciplinary action up to and including dismissal. For external users, it may lead to cancellation of the contractual arrangement. All emails are expected to use professional language and tone in all email communication.

SPAM/HOAX EMAILS

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

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

Report any suspected security breaches or phishing attempts immediately to your Manager and IT support.

INCORRECTLY DELIVERED EMAIL

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

EMAIL ATTACHMENTS

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

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

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

Users must be aware of the risks associated with opening documents with macros, postscript files and installing programs received via email. **If the attachment requires you to put your password to access do not proceed, inform your Manager and or IT support.**

INTERNET USAGE

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

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

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

UNACCEPTABLE USE INCLUDES, BUT IS NOT LIMITED TO:

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

- is used in connection with infringement of another person’s intellectual property rights;
- may be seen as defamatory, fraudulent, insulting, disruptive, harassing, intimidating or offensive to other employees (including material concerning sex, sexual orientation, race, colour, national origin, religion, age, disability or any other characteristic protected by law), or harmful to Council’s morale;
- is used in connection with any attempt to penetrate the computer network or security of Council, or other computer systems, or to gain unauthorised access to any other person’s computer or email; and
- is pornographic, profane or obscene.
- Use of the internet for personal reasons to conduct any commercial business which is not the business of Council (this excludes personal internet banking);
- Use of instant messaging such as MSN;
- Destruction of, or damage to, equipment, software or data belonging to Council or other clients;
- Deliberate propagation of computer viruses;

- Use of the internet to advertise, sell or purchase illegal materials and or services;
- Soliciting, responding to or discussing any illegal actions over the internet;
- Unauthorised monitoring of electronic communications;
- Intentional unauthorised copying of copyright protected material or infringement of license agreements and other contracts;
- Violation of the privacy of individuals or entities that are creators, authors, users or subjects of the information resources.

COPYRIGHT

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

CONFIDENTIAL INFORMATION

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

RETENTION AND SECURITY OF MESSAGES

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

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

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

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

EMAIL & INTERNET USAGE POLICY
ACKNOWLEDGEMENT

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

Signed

Date

Witness

Date



BOULIA SHIRE COUNCIL

Asset Management and Services Policy

Category:	Policy
Policy Number:	118
Document Version:	Version 4
Obsolete Version:	Policy 118 – 2010 Version 1, 2, 3, 2022/01.5
Keyword Classification:	Asset Management
Summary:	This policy sets out the framework for consistent and appropriate asset management practices throughout the Boulia Shire Council
Adoption Date:	
Resolution:	
Due for Revision:	Bi-annually
Revision date:	
Date revoked:	N/A
Related documents:	Corporate Plan Long Term Financial Plan Project Decision Policy, 166 Project Decision Management Directive – MD 01/07/2023, 167 Debt Policy, 107 Community Engagement Policy, 120 Risk Management Policy, 123 Asset Management Plans
Responsible Section:	Finance
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009 s104 (5) (a) ii Local Government Regulation 2012 – s167 & 168

BACKGROUND:

Council's Corporate Plan includes the following outcome in its economic strategy:

“Strategy 2.3.1 – Develop and implement a robust asset management plan to support effective long-term asset management.”

It is recognised that assets are integral to this outcome. Assets must be planned for, provided, maintained, and renewed so that they continue to meet the service delivery needs of the community.

The total replacement value of assets held for the delivery of services to meet the community's needs is currently ~~\$193.4m~~ **\$194.9m**. The assets have the following characteristics:

- The assets vary in age from those recently constructed to significant heritage facilities;
- Council is involved in the management of “community assets” that are located on land not owned by Council;

As part of the Councils requirement to comply with legislation and to protect its community, Council must establish a clear direction to ensure ‘best appropriate asset management practices’ for its asset portfolio, both now and into the future.

OBJECTIVE:

The Asset Management and Services Policy provides the primary criteria to guide the ‘whole of organisation’ approach to appropriate best asset management practices which sustain service provision to the community.

DEFINITIONS:

Assets: Assets are economic entitlements that give rise to future economic benefit and are controlled by Council as a result of a past transaction or other event. It is probable that the future economic benefit will eventuate and the amount of the asset can be measured with reliability from source documents which makes it representational faithful.

Assets may include although not limited to any land or infrastructure, such as roads, water and sewerage, drainage, bridges, footpaths, public buildings, structures, facilities, machinery, vehicles, equipment and tools.

Asset Management: The process by which Council manages physical assets to meet current

and future levels of service. It is the systematic and coordinated activities and practices through which an organisation optimally manages its physical assets, and their associated performance, risks and expenditures over their lifecycle for the purpose of achieving its organisational strategic plan.

Asset management strategy: This is the comprehensive and structured approach to the long term management of assets, and the systematic process of effectively maintaining, upgrading and operating assets, based upon sound business practice and economic rationale, to facilitate a more organised and flexible approach to the decision making processes necessary to achieve community expectations.

CRITERIA FOR ASSET MANAGEMENT:

The following criteria apply to the management of all assets within the scope of normal programs:

- The Council facilitates the structured and coordinated management of assets;
- All corporate responsibilities are identified and acknowledged;
- All relevant legislative and regulatory requirements are acknowledged;
- Risk management is an integral component of total asset management;
- Sustainability of the service standards provided is a key driver for competent asset management; and

'BEST APPROPRIATE ASSET MANAGEMENT' MEANS THAT THE COUNCIL:

Clearly articulates in the Corporate Plan and Operational Plan that Council will provide quality infrastructure and assets that support services that are appropriate, accessible, responsive and sustainable to the community;

- Involves and consults with the community and key stakeholders in determining Levels of Service related to use of the assets;
- Develops Levels of Service and service standards as an incremental process building on improved communication links between Council and the community and the organisation;
- Maintains current Asset Management Plans for each asset class and competently applies those plans;
- Maintains up to date and accurate asset information allowing for appropriate asset planning and informed decision making, both in the short and long term;
- Supports a whole of organisation and team approach using multi discipline cross-functional asset management criteria and relationships;
- Allocates appropriately skilled and trained resources to ensure asset management practices are undertaken in a manner which ensures that "life cycle" costs are optimised for all existing and new assets;

- Ensures that “whole-of-life” costs are formulated for all asset based proposals prior to consideration of any major works/renewal or improvement to an asset, including a critical review of the need for and the application of that asset;
- Applies the ‘Renew before New’ philosophy for asset related programs;
- References risk management criteria in all asset related proposals;
- Continually seeks opportunities for multiple uses of assets;
- Examines non-asset based solutions for service provision;
- Defines roles and responsibilities for all asset users;
- Applies of a standard framework of evaluation and prioritisation of Capital Works Projects; and
- Consistently applies development and construction standards to Council, community and developer projects.

RESPONSIBILITIES:

Defining and applying standards for asset management means that the Council:

- Establishes appropriate affordable service standards for the type of use of assets (in consultation with the community);
- Identifies and assesses asset needs and sets priorities within the total Council program;
- Allocates public money to meet those needs and priorities; and
- Consistently applies the relevant asset management criteria in the conduct of all operations.

The Executive Management Team shall ensure application of this policy by the Council and whole of organisation, and shall review compliance with this policy on an on-going basis and report to Council annually. The review will incorporate:

- Application of this policy;
- Audit and review of asset management implementation



BOULIA SHIRE COUNCIL

Council Credit Card Policy

Category:	POLICY (incorporating policy provisions, procedures and acceptance – Annexure 'A')
Policy Number:	131
Document Version:	2, 20/2/2018, 22/01/2021, 26 th February 2021
Obsolete Version:	1 Jan 2015, 2018/2.15, 2021/1.15, 2021/2.16
Keyword Classification:	Credit Card
Summary:	Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	March 2027
Date revoked:	n/a
Related documents:	Policy 133 Fraud and Corruption Control Policy Policy 101 Procurement Policy
Responsible Directorate:	Executive
Responsible Officer:	Director of Corporate & Financial Services
Legislation:	Local Government Act 2009

PURPOSE:

Corporate credit cards can deliver significant administrative benefits to the organisation and are regarded as a normal business operation and preferable to using cash for purchasing where Council orders are not accepted or for one off supplies.

The role of the Director of Corporate **and Financial** Services is to ensure that Council has in place proper accounting and reporting mechanisms for the use of Council issued credit cards.

POLICY PROVISIONS:

A credit card shall only be issued by Council where there is a clear business case to support the use of the credit card in specified circumstances.

A business case to support the issue of a Council credit card shall be made in writing to the Chief Executive Officer who may approve or not approve this at his or her discretion.

The limit to be assigned shall be determined by the Chief Executive Officer at the time of the approval being given and will vary dependent upon business needs in each case.

Upon approval by the Chief Executive Officer an application form issued by the relevant financial institution shall be completed and forwarded to the Director of Corporate **and Financial** Services for advice to the Bank.

Council issued credit cards shall not be used to obtain cash advances.

Council issued credit cards may only be used for Council purposes. These purposes relate to business related transactions only. Council issued credit cards shall not be used for personal purchases. A tax invoice must be obtained for all business related transactions.

The Finance division shall undertake monthly reconciliations and reviews of credit card purchases.

A PayPal account may be linked to a corporate card for extra security when making internet purchases. The only Department that would be expected to utilise the PayPal account would be Corporate Services, who make a number of low value purchases online due to the nature of the operations. The PayPal account will be held by the Director of Corporate **and Financial** Services.

RESPONSIBILITIES:

These responsibilities should be read in conjunction with the policy provisions detailed above.

1. Holders of Council issued credit cards shall ensure a tax invoice is obtained for all transactions. This tax invoice must clearly state the goods and services obtained.
2. Council's finance team shall provide a copy of credit card statements to the relevant cardholder on a monthly basis.
3. Holders of Council issued credit cards shall retain relevant tax invoices to be matched

and reconciled against the monthly statement and returned to the Finance Officer, for authorisation, within five working days of being issued with the credit card statement.

4. Council's Finance Officer shall undertake a monthly review and reconciliation of all credit card accounts. Any anomaly in these shall be notified to the Chief Executive Officer in writing immediately upon he or she becoming aware of such anomaly.
5. In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
6. The Finance Manager shall maintain a list of credit card holders and credit card limits, which shall be reviewed on an annual basis.
7. Credit card holders shall return the Council issued credit card and relevant tax invoices to the Chief Executive Officer immediately upon cessation of employment or relevant position with Council.
8. Council issued credit cards will not be issued to include memberships of private reward schemes.
9. Individuals who have personal membership of private reward schemes and who travel on Council business may use those membership benefits via their card.
10. If a credit card holder fails to comply with the requirements of this policy then the credit card may be withdrawn and further disciplinary action may follow.
11. Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy.

TITLE:	Financial Report for February 2024	DOC REF: 11.3.4
REPORT BY:	Graeme Gillam Finance Manager	DATE: 8/03/2024

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

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 29th February 2024.

CONTENT:

Cash Position

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

	29-Feb-24	31-Jan-24
Cash at Hand	16,441,061	21,366,276
Net Cash Equivalent (Debtors-Creditors)	1,100,061	144,069
Total	\$17,541,122	\$21,510,345

Income

Total revenues to 29th February 2024 are \$19,415,199. This equates to approx. 121% of this year's budget.

Expenditure

Operating expenses to 29th February 2024 are \$18,340,823. This equates to approx. 89% of this year's budget.

Liquidity

CBA		\$493,802
Floats		\$1,150
<u>Investments</u>		
CBA At Call	4.35%	\$4,285,734
QTC	4.85%	\$11,660,375
		Total
		\$16,441,061

Additional Information on Cash Position:

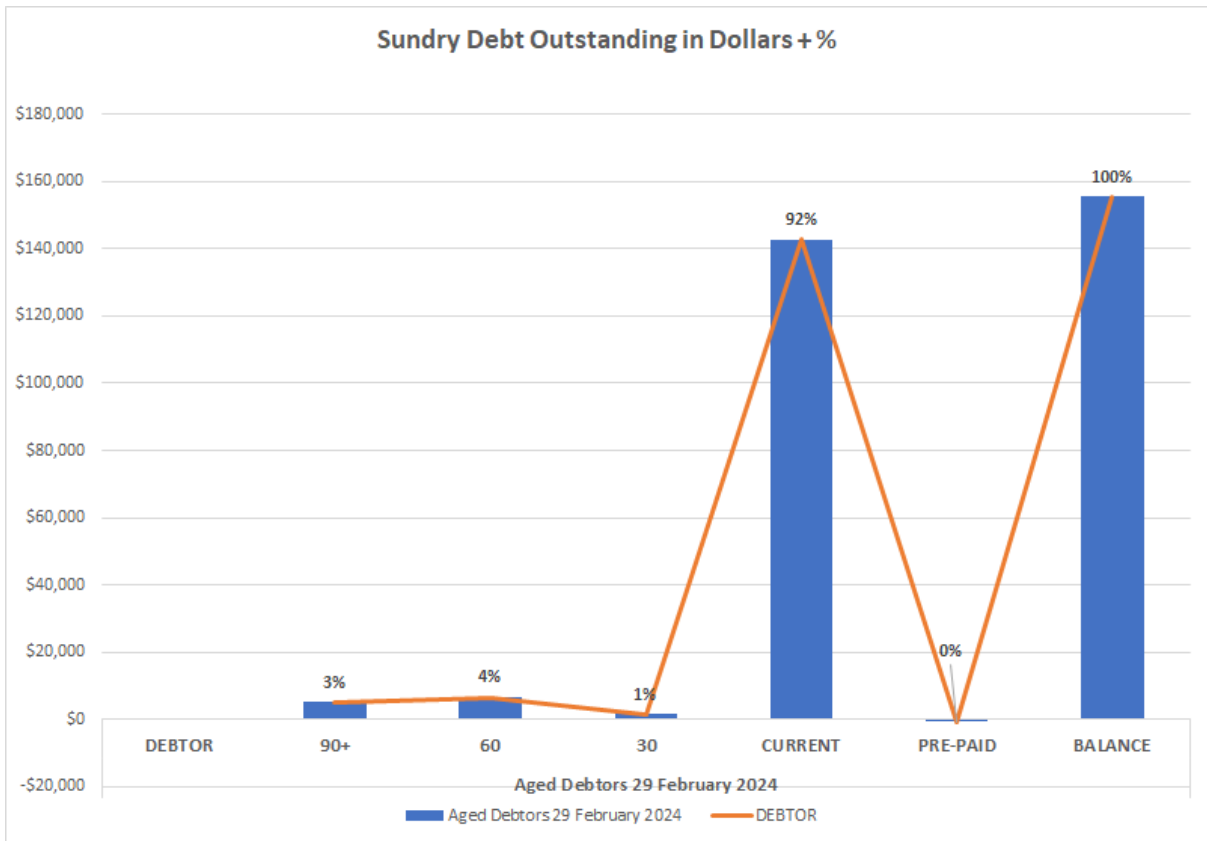
Cash Balances as at 29 February 2024		16,441,061
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		(3,267,409)
Funded		
Funded Employee Entitlements (Current and Non-Current)		(221,779)
Grant Funding (paid in Advance)		1,119,850
Working Capital Cash		1,500,000
Capital Grants		4,419,735
Operating Result for 2023/2024		(3,345,359)
Less Capital Expenditure 2023/2024		(5,548,686)
Backed by Cash		2,260,513
Cash unallocated as at 29 February 2024		14,180,548

Aged Debtors 29th February 2024

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$ 5,209	\$ 6,603	\$1,530	\$ 142,784	(\$735)	\$ 155,390

90+Days Outstanding

For this month, amounts greater than 90+ days total \$5,209, which constitute 3% of the total debtors. Payment arrangements are in place.



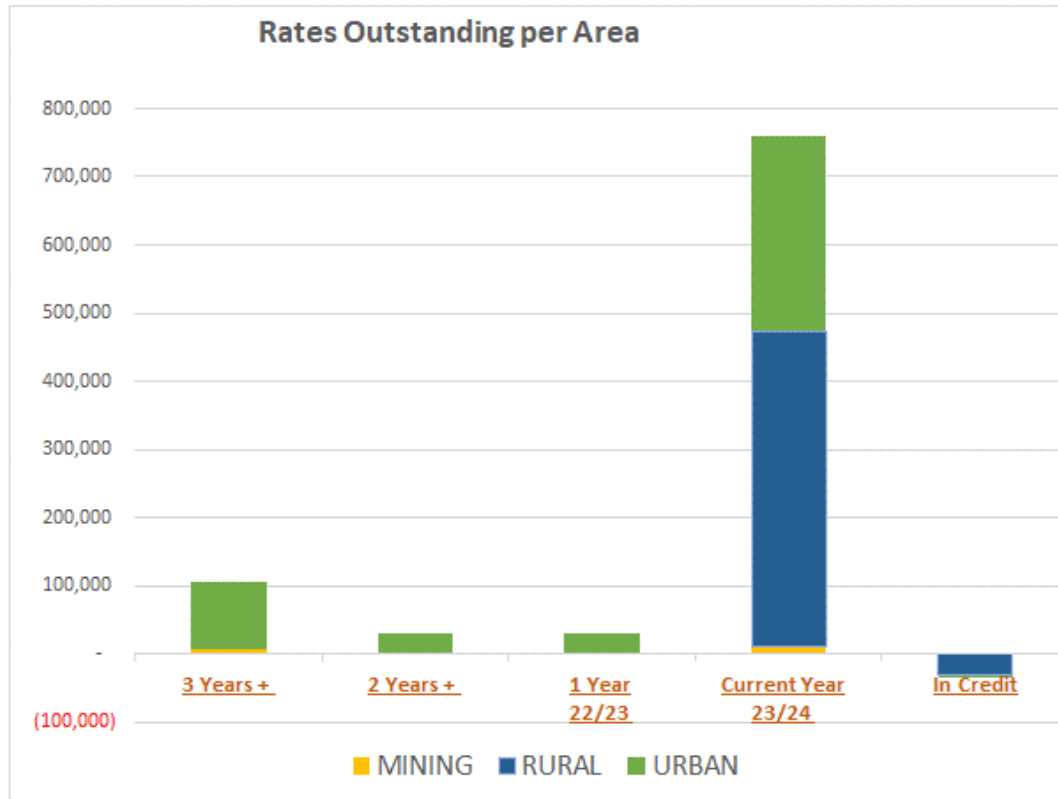
Creditors 29th February 2024

Total amount waiting for payment not yet due \$0.

Rates 29th February 2024

Total Outstanding **\$892,183**

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$97,279	\$30,229	\$31,041	\$284,919	\$(285)	\$443,184
RURAL	-	-	-	\$463,108	\$(31,715)	\$431,393
MINING	\$6,831	-	-	\$10,775	-	\$17,606
ALL	\$104,111	\$30,229	\$31,041	\$758,801	\$(32,000)	\$892,183



CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. 1. FS Income Statement ME Feb-24 [11.3.4.1 - 1 page]
2. 2. FS Balance Sheet as at 29 Feb-24 [11.3.4.2 - 1 page]
3. 3. FS Cash Flow Statement Feb-24 [11.3.4.3 - 1 page]
4. CONFIDENTIAL REDACTED - 4. CONFIDENTIAL Income and Expenditure Report Feb-24 [11.3.4.4 - 2 pages]
5. CONFIDENTIAL REDACTED - 5. CONFIDENTIAL Capital Budget 2023-2024 Feb-24 [11.3.4.5 - 2 pages]
6. CONFIDENTIAL REDACTED - 6. CONFIDENTIAL LRCI Phase 2 Progress Feb-24 [11.3.4.6 - 1 page]
7. CONFIDENTIAL REDACTED - 7. CONFIDENTIAL LRCI Phase 3 Progress Feb-24 [11.3.4.7 - 1 page]

- 8. CONFIDENTIAL REDACTED - 8. CONFIDENTIAL LRCI Phase 4 Progress Feb-24 [11.3.4.8 - 1 page]
- 9. CONFIDENTIAL REDACTED - 9. CONFIDENTIAL OW PPR Stage 7 Progress Feb-24 [11.3.4.9 - 1 page]
- 10. CONFIDENTIAL REDACTED - 10. CONFIDENTIAL W4Q Progress Feb-24 [11.3.4.10 - 3 pages]
- 11. CONFIDENTIAL REDACTED - 11. CONFIDENTIAL LGSSP 2022-2024 Progress Feb-24 [11.3.4.11 - 1 page]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 29 February 2024

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,865,060	1,782,240
Fees and charges	305,277	504,900
Rental income	197,427	248,700
Interest received	554,791	301,900
Sales - contract and recoverable works	1,289,544	1,796,990
Other Income	253,924	304,500
Grants, subsidies, contributions and donations	2,442,115	7,212,550
Total Recurrent Revenue	<u>6,908,137</u>	<u>12,151,780</u>
Capital Revenue		
Grants, subsidies, contributions and donations	4,419,735	10,416,324
Sale of property, plant and equipment	-	-
Total Capital Revenue	<u>4,419,735</u>	<u>10,416,324</u>
Total Revenue	<u>11,327,872</u>	<u>22,568,104</u>
Total Income	<u>11,327,872</u>	<u>22,568,104</u>
Expenses		
Recurrent Expenses		
Employee benefits	(2,730,867)	(8,668,070)
Materials & Services	(4,311,803)	(2,687,580)
Finance Costs	(16,840)	(45,100)
Depreciation	(3,267,409)	(5,275,610)
Total Recurrent Expenses	<u>(10,326,920)</u>	<u>(16,676,360)</u>
Capital Expenses	-	-
Sale of property, plant and equipment	73,424	-
Total Expenses	<u>(10,253,496)</u>	<u>(16,676,360)</u>
Net Result Attributable to Council	<u><u>1,074,376</u></u>	<u><u>5,891,744</u></u>

BOULIA SHIRE COUNCIL**Balance Sheet****as at 29 February 2024***2023/2024 Actuals***Current Assets**

Cash and cash equivalents	16,441,061
Trade and other receivables	1,222,647
Inventories	437,704

Total Current Assets 18,101,413**Non-current Assets**

Property, plant and equipment	198,462,113
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Total Non-current Assets 198,462,113**TOTAL ASSETS** 216,563,526**Current Liabilities**

Trade and other payables	(122,586)
Borrowings	(62,135)
Provisions	(1,232,968)
Contract Liabilities	(1,598,473)

Total Current Liabilities (3,016,162)**Non-current Liabilities**

Borrowings	(1,196,587)
Provisions	(132,832)

Total Non-current Liabilities (1,329,419)**TOTAL LIABILITIES** (4,345,581)**NET COMMUNITY ASSETS** 212,217,945**Community Equity**

Asset revaluation reserve	99,282,343
Other reserves	2,328,551
Retained surplus	110,607,051

TOTAL COMMUNITY EQUITY 212,217,945

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 29 February 2024

	<i>2023/2024</i> <i>Actuals</i>	<i>Adopted Budget</i> <i>2023-24</i>
Cash Flows from Operating activities:		
Receipts from customers	4,012,517	5,726,000
Payments to suppliers and employees	(10,257,043)	(11,832,000)
	(6,244,527)	(6,106,000)
Interest received	551,830	715,000
Rental income	197,426.68	357,000
Non-capital grants and contributions	2,442,115	5,766,000
Borrowing costs	16,840	(36,000)
Net Cash Inflow (Outflow) from Operating Activities	(3,036,315)	696,000
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(5,548,686)	(45,968,000)
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	4,419,735	40,829,000
Net Cash Inflow (Outflow) from Investing activities	(1,128,951)	(5,139,000)
Cash Flows from Financing activities		
Proceeds from borrowings		2,000,000
Repayment of borrowings	30,651	(631,000)
Net Cash Inflow (Outflow) from Financing activities	30,651	1,369,000
Net Increase (Decrease) in Cash and Cash Equivalents held	(4,134,615)	(3,074,000)
Cash and Cash Equivalents at beginning of Reporting period	20,575,678	20,575,678
Cash and Cash Equivalents at end of Reporting period	\$ 16,441,062	\$ 17,501,678

11.4 Community Services

TITLE:	Community Services Report February 2024	DOC REF: 11.4.1
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REPORT BY:	Rebecka Britton Assisting in Community Services Manager Role	DATE: 8/03/2024
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.4: Promote Boulia 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 Boulia the place on everyone’s bucket list

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

Housing update:

- Prioritising works according to Asset Management Plan, budget & W4Q allocation
- Last 2 units are being refurbished – 2/26 Pituri Street

Tourism:

- 2024 advertisement proofs coming in for approval

Grants:

- Current submissions (JW):
 - Minor Infrastructure & Inclusive Facilities – Shade @ skate park
 - Qld Day 2024 – Pineapple Day (June 24)
 - Building Bush Tourism – Upgrade jail cells in park

Community

Sports Centre: Pool patron numbers: **January - 136** (by Dave Karel)

Casual employee has been engaged at Sports Centre for 25 hours per fortnight. Monday, Wednesday & Friday 2:45pm to 5:45pm – active recreational programs targeted at youth in aspects of team building, gross motor development and primary focus of structured fun. 3.5 hours allocated for cleaning of gym/Sports Centre facility were not enough and have been increased to 7 hours per week.

Library report by Tarsha Shaw:

This month our first 5 forever program was held twice a week. Set days being Wednesday and Fridays. We have started to plan ahead and have a month-to-month calendar that we send to all the local mums. Increasing delivery of First 5 Forever program to 1 hour.

We have sent out and started planning the Picture Products Promo to the school and all first 5 families.

We are starting on preparation for Harmony Day and Anzac Day

We will start to working a School Holiday Program these coming weeks.

The Library is back doing the CCC so we have been working on that as well to go out the first week in March.

Library patron numbers for **February - 140:**

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer Ms Lynn Moore

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – February 2024	DOC REF: 11.4.2
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REPORT BY:	Karen Savage Tourism Officer	DATE: 04/03/24
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: February 2024

Sales – tickets/merchandise	\$294.94
MME total Visitor Stats	14
MME Tickets	3
BHC Tickets	0
COMBO Tickets	0
Rezdy Online Bookings during the month (no payment taken)	0

Social Media Statistics: February 2024

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	262 profile views, 94 interactions 1304 website visits from the profile

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

There are minimal visitors to town at the present time mainly due to the various weather events around us, however the annual race meeting is at the end of the month and this will start our visitor season.

Group Bookings: no group bookings at this time of year however bookings in place from the month of May onwards.

Social Media

Facebook posts reached 7.5K people this month with 1.2K engaging in posts.

Explore Queensland Network: n/a

Merchandise:

Merchandise has been fully restocked ready for the upcoming tourist season. We continue to explore new avenues of merchandise.

Bouliia Heritage Centre:

The Heritage Complex continues to be popular especially as a combination ticket with the Min Min Encounter. Weekend opening restarts on the 16th March.

General:

Min Min Encounter has had a complete service and some small issues resolved. The show has been improved by adding in the ability to restart the show from various points allowing for a more streamlined approach after an emergency button has been activated. Weekend opening commences 16th March.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Min Min Encounter & Bouliia Heritage Centre Report February 2024 be received for information.

ATTACHMENTS: Nil

Reviewed by Acting Community Services Manager	Ms Rebecka Britton
Approved by Chief Executive Officer	Ms Lynn Moore

12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

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