

# Boulia Shire Council



## General Meeting

Wednesday 22<sup>nd</sup> May 2019



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## BOULIA SHIRE COUNCIL

14<sup>th</sup> May 2019

### NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Wednesday 22<sup>nd</sup> May 2019** at the **Boulia Airport Terminal** commencing at **10 am** for the transaction of the following business.

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

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

#### ENGINEERS REPORT – GBA CONSULTING

- |         |  |      |
|---------|--|------|
| Item E1 | Engineering Services Report – News brief | Pg.9 |
| Item E2 | See Closed Session                       |      |

#### DIRECTOR OF WORKS AND OPERATIONS

- |           |                              |       |
|-----------|------------------------------|-------|
| Item DWO1 | Grants Work Status Summary   | Pg.12 |
| Item DWO2 | Boulia Works Program 2018/21 | Pg.15 |
| Item DWO3 | See Closed Session           |       |
| Item DWO4 | See Closed Session           |       |
| Item DWO5 | See Closed Session           |       |
| Item DWO6 | See Closed Session           |       |
| Item DWO7 | See Closed Session           |       |
| Item DWO8 | See Closed Session           |       |

#### INFORMATION REPORTS

- |        |  |       |
|--------|--|-------|
| Item A | NDRRA Flood Damage Works Department            | Pg.16 |
| Item B | Foreman, Road Maintenance and Utility Services | Pg.19 |
| Item C | Foreman, Roads Maintenance and Construction    | Pg.22 |
| Item D | Rural Lands Protection Officer                 | Pg.23 |
| Item E | Work Camp Report                               | Pg.24 |

#### CHIEF EXECUTIVE OFFICER

- |           |                             |       |
|-----------|-----------------------------|-------|
| Item CEO1 | CEO Briefing for April 2019 | Pg.26 |
| Item CEO2 | Action List                 | Pg.28 |

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



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## BOULIA SHIRE COUNCIL

Item CEO3	Public Interest Disclosure Policy and Procedure Review	Pg.35
Item CEO4	Equal Employment Opportunity Policy	Pg.49
Item CEO5	Councillor Code of Conduct Policy Review	Pg.57
Item CEO6	See Closed Session	

### MANAGER CORPORATE & FINANCIAL SERVICES

Item FM1	Manager Corporate & Financial Services Report	<i>to follow as a late report</i>
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### COMMUNITY SERVICES MANAGER

Item CSM1	Community Services Report	Pg.64
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### INFORMATION REPORTS

Item F	Min Min Encounter	Pg.69
Item G	Boulia Heritage Complex	Pg.72
Item H	Boulia Sports and Aquatic Centre	Pg.75
Item I	Library	<i>nil this month</i>
Item J	Work Health and Safety	<i>nil this month</i>

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

Item E2	Central Hire: Variation 3 Urandangie Border Rd – Georgina Culvert Approach Slab Reconstruction	
Item DWO3	Plant Committee - Replacement Toyota Hilux – Tender No.: T2018-19-5	
Item DWO4	Plant Committee - Replacement Toyota Hilux – Tender No.: T2018-19-6	
Item DWO5	Plant Committee - Replacement Toyota Prado – Tender No.: T2018-19-7	
Item DWO6	Plant Committee - Purchase Toyota Hilux Utility – Tender No.: T2018-19-8	
Item DWO7	Plant Hire and Trade Services REGISTER OF Pre-Qualified Suppliers Tender BSC T2017/18-4 12 months term extension rates refresh	
Item DWO8	Application for Work Camp Assistance – Boulia Golf Club	
Item CEO6	Remote Mechanical Services Contract	

Ms Lynn Moore  
Chief Executive Officer

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



## BOULIA SHIRE COUNCIL

### Local Government Regulation - 275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—
- (a) the appointment, dismissal or discipline of employees; or
  - (b) industrial matters affecting employees; or
  - (c) the local government's budget; or
  - (d) rating concessions; or
  - (e) contracts proposed to be made by it; or
  - (f) starting or defending legal proceedings involving the local government; or
  - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
  - (h) other business for which a public discussion would be likely to prejudice the interests of the local government
- Or someone else, or enable a person to gain a financial advantage.
- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

### **DEFINITIONS**

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

### **CONFLICT OF INTEREST: (REAL OR PERCIEVED)**

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

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

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

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## BOULIA SHIRE COUNCIL

### COMMONLY USED ACRONYMS

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



**COUNCILLOR DECLARATION OF INTEREST**  
**Declaration of a Conflict of Interest Form**

Councillor: \_\_\_\_\_

Council meeting date: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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**COUNCILLOR DECLARATION OF INTEREST**  
**Declaration of a Material Personal Interest Form**

Councillor: \_\_\_\_\_

Council meeting date: \_\_\_\_\_

Agenda Item Number: \_\_\_\_\_

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

\_\_\_\_\_  
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\_\_\_\_\_

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

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

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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**MINUTES OF THE GENERAL MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON WEDNESDAY 17<sup>th</sup> APRIL 2019  
COMMENCING AT 10 AM**

**Attendance:**

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

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

**Opening:**

The Mayor opened the meeting at 10.06 am.

Mr Stuart Bourne, Mr Harin Karra and Mr Ronnie Callope entered the meeting at 10.06 am.

**Acknowledgement of Traditional Owners**

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

The Mayor also acknowledged past and present service personnel.

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

**2019/4.1 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS –  
APRIL 2019 ORDINARY MEETING OF COUNCIL**

**Moved: Councillor McGlinchey                      Seconded: Councillor Rick Britton**

It is acknowledged that there are no Councillor Declaration of Interests relevant to reports in the April 2019 Ordinary Meeting of Council to be noted.

**Carried**

**2019/4.2 MINUTES OF THE MARCH 2019 ORDINARY MEETING**

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

That the Minutes of the General Meeting held on 20th March 2019 be accepted.

**Carried**

### 2019/4.3 ENGINEERING SERVICES REPORT - NEWSBRIEF

**PURPOSE:**

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

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

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

**Carried**

### 2019/4.4 GRANTS WORK STATUS SUMMARY

**PURPOSE:**

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

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

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

**Carried**

### 2019/4.5 BOULIA RACECOURSE PREPOSED ORGANIC CERTIFIED

**PURPOSE:**

To advise Council of the outcomes of research undertaken on the possibility of turning the Boulia Racecourse Reserve facility into a certified organic facility.

**Moved: Councillor Beck Britton                      Seconded: Councillor McGlinchey**

That the Boulia Racecourse Preposed Organic Certified report is received for information and that the application process to make the Boulia Racecourse Reserve facility into a certified organic facility be proceeded with.

**Carried**

### 2019/4.6 NDRRA FLOOD DAMAGE WORKS DEPARTMENT INFORMATION REPORT

**PURPOSE:**

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

**Moved: Councillor Neilson                      Seconded: Councillor Beauchamp**

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

**Carried**

### 2019/4.7 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES

**PURPOSE:**

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

**Moved: Councillor Beck Britton                      Seconded: Councillor Rick Britton**

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

**Carried**

#### **2019/4.8 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION**

**PURPOSE:**

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

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

That Council receive the Foreman Roads Maintenance and Construction report for information.

**Carried**

#### **2019/4.9 RURAL LANDS PROTECTION OFFICER**

**PURPOSE:**

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

**Moved: Councillor Beauchamp                      Seconded: Councillor McGlinchey**

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

**Carried**

Mr Bourne, Mr Karra and Mr Callope left the meeting at 11.19 am.

#### **2019/4.10 CEO BRIEFING FOR MARCH 2019**

**PURPOSE:**

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

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

That the CEO report is received for information and consideration.

**Carried**

#### **2019/4.11 ACTION LIST**

**PURPOSE:**

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

**Moved: Councillor Beck Britton                      Seconded: Councillor McGlinchey**

That the updated Action List report be received for information.

**Carried**

## 2019/4.12 3RD QUARTER OPERATIONAL PLAN REPORT 2018-2019

### **PURPOSE:**

To present the third quarter Operational Report for 2018-2019.

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

- That Council receive the Third quarter report on the 2018-2019 Operational Plan for information.
- That the report be displayed on the Council website.

**Carried**

## 2019/4.13 MANAGER CORPORATE & FINANCIAL SERVICES REPORT

### **PURPOSE:**

Financial Summary as at 31<sup>st</sup> March 2019.

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

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

**Carried**

## 2019/4.14 COMMUNITY SERVICES REPORT

### **PURPOSE:**

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

**Moved: Councillor Beck Britton      Seconded: Councillor Rick Britton**

That the Community Services Report is received for information.

**Carried**

## 2019/4.15 SPORTS CENTRE MURAL

### **PURPOSE:**

To present to Council a proposal for a mural project to be undertaken on the Sports Centre outer wall.

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

That Council proceed with the Sports Centre outer wall mural project and the quote from mural artist Joel Fergie be approved.

**Carried**

## MIN MIN SITE SIGNAGE

### **PURPOSE:**

To provide Council with an update on the signage located at the Min Min Hotel site.

The Councillors chose to defer the above matter until the May Ordinary Meeting of Council.

#### 2019/4.16 MIN MIN ENCOUNTER MARCH 2019 REPORT

**PURPOSE:**

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

**Moved:** Councillor Neilson

**Seconded:** Councillor Beck Britton

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

**Carried**

#### 2019/4.17 BOULIA HERITAGE COMPLEX (INFORMATION REPORT)

**PURPOSE:**

To update Council on the visitations and activities at the Boulia Heritage Complex.

**Moved:** Councillor Rick Britton

**Seconded:** Councillor McGlinchey

That the Boulia Heritage Complex report is received for information.

**Carried**

#### 2019/4.18 BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)

**PURPOSE:**

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

**Moved:** Councillor Beauchamp

**Seconded:** Councillor Rick Britton

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

**Carried**

#### 2019/4.19 LIBRARY

**PURPOSE:**

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

**Moved:** Councillor Neilson

**Seconded:** Councillor Beauchamp

That Council receive the Library report for information.

**Carried**

#### 2019/4.20 WORK HEALTH AND SAFETY INFORMATION REPORT

**PURPOSE:**

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

**Moved:** Councillor Rick Britton

**Seconded:** Councillor Neilson

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

**Carried**

The following report was deferred from the March 2019 Ordinary Meeting of Council for discussion at the April 2019 Ordinary Meeting of Council.

## COUNCILLORS REMUNERATION REPORT

### **PURPOSE:**

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

The following recommendations were resolved from the Councillors Remuneration Report: 2019/4.21, 2019/4.22.

### **2019/4.21**

**Moved: Councillor Neilson Seconded: Councillor Beauchamp**  
That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2019-2020 budget to be:

Mayor	\$89,301.78	2.1% incr
Dep Mayor	\$38,271.88	2.1% incr
Councillor	\$27,216.55	2.1% incr

**Carried**

### **2019/4.22**

**Moved: Councillor Beck Britton Seconded: Councillor Neilson**  
That the CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via enquiries@lg.remunerationtribunal.qld.gov.au

**Carried**

The Councillors chose to defer making a recommendation from the Councillors Remuneration Report regarding -

*Attendance at meetings where the Mayor or Councillor is not being compensated by the other party ie: paid to attend then the meeting fee is to apply. Other meetings as approved by Council in advance will also attract the meeting fee.*

Until a report with more information was presented to Council.

### **Meeting Closure**

The Mayor closed the meeting at 12.46 pm.

### **Confirmed:**

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

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

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





**MINUTES OF THE SPECIAL MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON TUESDAY 7<sup>th</sup> MAY 2019  
COMMENCED AT 2PM**

**Attendance:**

Councillors: Councillor Eric (Rick) Britton  
Councillor Sam Beauchamp  
Councillor Brook McGlinchey

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mr Harin Karra (Director of Works and Operations)

**Absent:**

Councillors: Councillor Jack Neilson  
Councillor Beck Britton

**Opening:**

The Mayor opened the meeting at 2-00pm. This meeting follows the Annual Budget preparation meeting held the same day.

This special meeting was called due to discuss the acceptance of a tender for the drilling of bores (several) around the Boulia Shire. The Director of Works requested the meeting due to the deadline for the remaining funding in the Drought Funding which is to be expended by 30<sup>th</sup> June 2019.

The tenders closed on 3/5/2019 and a report has been issued by GBA on the review of the tenders along with a recommendation that the Drought Community Program budget is \$580,030 and the Daly Bros Pty Ltd tender submission is \$408,740 + GST.

Council has accepted funding from the Department of Industry, Innovation and Science for \$1,050,000 in December 2018 as part of the Government assistance for drought affected areas. The tight deadline was 30<sup>th</sup> June 2019 and no extensions are being made available.

In light of the recommendation by GBA and the relatively tight timeline and the scarcity of companies which will be able to progress this issue before the 30<sup>th</sup> June it was decided to acknowledge the tender outcome and seek approval from Council to proceed with the above recommendation and advise the successful tenderer with the decision to be ratified at the next Council meeting.

**2019/5.1 BORE TENDER – DROUGHT COMMUNITIES PROGRAM  
8<sup>TH</sup> MAY 2019 - SPECIAL MEETING OF COUNCIL**

**Moved: Councillor McGlinchey                      Seconded: Councillor Rick Britton**

That the Council accept the tender **Daly Bros Pty Ltd** tender submission is \$408,740 + GST subject to:

- (a) The Contractor's tender dated 02/05/2019, and any additions or amendments to it accepted by Council (specifically if required the removal of Bore 5 on the Toolebuc-Middleton Road, Item 10 & 11 in the Schedule of Rates – Option 2, 150mm diameter);

**Carried**

# BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

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

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

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

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

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

## PURPOSE:

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

## CONTENT:

### 1. Visits to the Shire

29<sup>th</sup> – 30<sup>th</sup> March

NDRP Prestart/DTMR Flood Damage Pickup. (Matt)

17<sup>th</sup> – 18<sup>th</sup> April

Council Meeting and Marion inspection

### 2. Road Maintenance Performance Contracts

RMPC pavement and signage defects pickup completed on DTMR roads. 85% of defects have been collected on Barcaldine/Cloncurry sections. Grid/Culvert defects still remaining to collect on Boulia-Mt Isa Rd, will be completed in coming months. Approximate defect value of \$6 million.

### 3. Main Roads Minor Works Performance Contracts

RoadTek works:

- 'Boulia North' chg 5.07 – 17.75km (12.68km- rehab and widen). Nearly 3km sealed and opened for the traffic.
- 'Lucknow' chg 223.78-245.3km (sections of rehab and widening). Works to commenced.
- Top Limestone Creek – design complete, some funding allocated – pending details.

### 4. Flood Damage Works

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

The September 2016 event involves both emergent and REPA works. Works have commenced and must be completed by 30<sup>th</sup> June 2019. Toolebuc Rd being completed now.

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

The February 2019 Flood Event (North and Far North Queensland Monsoon trough 25 Jan – 10<sup>th</sup> Feb 2019) emergency work pickup has been completed. Emergent works has commenced.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency work pickup is 85% complete, Urandangie South Rd, Linda Downs Rd and Linda Downs Link Rd remain. Emergency works has commenced and is 50% completed. Works to be finished by 28 June 2019.

Variation 3 Emergency works on the Georgina Culvert on the Urandangie Border Rd has been issued to Central Hire for pricing of remediation works to the damaged section of the culvert, under DRFA Emergency works. Works to be completed by 29 June 2019 – refer to action report.

NDRP Springvale Road concrete floodway replacement: Central Hire was the successful tenderer, letter of acceptance has been signed and returned. Contract has been issued. Variation 1 for a second floodway on the Springvale Rd has been approved. Works commencement has been pushed to May 2019 due to flooding and wet weather.

**5. Other**

Project / Item	Comment
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**RAPAD Water and Sewer Alliance**

Disinfection commissioning complete. Access pending to the data logger. Evoqua on site 7<sup>th</sup> & 8<sup>th</sup> May for additional training and rectifying defects.

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

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-116.5 (Georgina Approaches)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Design Complete
2	223-238,6 (Ridges)	5.6	\$2.36m	\$1.888m	\$0.472m	19/20	Design Complete
3	206.5 – 213.5 (Kellys ck end)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete
4	213.5-220.59 (Emergency Airstrip end)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

**Drought Communities Program (DCP)**

DCP Bores Project (refer to separate report).

**CONSULTATION:** Nil – information update only

**GOVERNANCE IMPLICATIONS:**

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

**CONCLUSION:** Information update only

**RECOMMENDATION:**

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

**ATTACHMENTS:** Flood Damage Events - Detailed Summary

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

**Flood Damage Events - Detailed Summary (7/05/2019)**

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	GRANTS WORK STATUS SUMMARY	<b>DOC REF:</b> Item DWO1
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 08/05/2019
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**CORPORATE PLAN REFERENCE:**

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

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

**PURPOSE:**

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

**CONTENT:**

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

**W4Q** - Work for Queensland Two

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

**LGGSP** - Local Government Grants and Subsidies Program

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

**DCP** - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)**BoR** - Building Our Regions Funding (DSD - Dept of State Development – State funding)**RAU** - Remote Airstrip Upgrade Funding (Department of Infrastructure, Regional Development and Cities)**NDRP** - 2017-18 Natural Disaster Resilience Program (State of Queensland acting through the Queensland Reconstruction Authority)**GGPS** - Get Playing Places & Spaces**STCO** - Stronger Communities Programme (Round 3)

There are currently 29 different projects currently under progress, which are being undertaken by Council, which is a tremendous staff undertaking. Each of the projects require monthly reporting back to the funding bodies to ensure we are not in breach, and therefore could be restricted from receiving quarterly payment instalments.

**CONSULTATION:**

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

**GOVERNANCE IMPLICATIONS:**

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

**RECOMMENDATION:**

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

**ATTACHMENTS:** Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

## Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update  
As at May 8, 2019

GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1. Sewer Upgrade	Relining project	BoR	\$ 500,000	\$ -	\$500,000	30/06/2019	Project 95% completed.
2. Shire Hall renewal	Refurbish shire hall	DCP-Drought	\$ 443,870	\$34,240	\$478,110	30/06/2019	Awning will be completed by May 15th.
3. Jockeys Room	Build extension onto existing shed	DCP-Drought	\$ 257,900	\$8,600	\$266,500	30/06/2019	Project completed and acquittal completed.
4. RSL refurbishment	Kitchen – use stove and maybe cupboard from Hall	Council Project		\$35,000	\$35,000	-	Variation applied to be completed under W4Q 2 - \$80,000
5. Urandangie clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS		\$ -	\$50,000	30/06/2019	New sink, taps and hot water system have been replaced. Verandah has been re-oiled. New cistern to be installed.
6. Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought \$572,900		\$7,200	\$580,100	30/06/2019	St Hilliers site establishment completed. Temporary fence has been installed.
7. Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000	-	Hold until next FY.
8. Racecourse Sewer Connection	An upgrade to improve the quality of sewer treatment & wastewater disposal in compliance with relevant standards & regulations.	(W4Q2)	\$ 450,000	\$0	\$450,000	30-Jun-19	Project Completed.
9. Upgrade Council Depot Security	Upgrade new switch board, install new security cameras & lighting for the Depot.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Cameras will be installed to have completed the project by end of May 2019.
10. Toilet & Shower for New Truck Parking / Rest area Facility	Construct new toilet and shower for the new truck parking facilities.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Variation applied to withdraw the project.
11. Stage 2 Toilet Ramp & Solar Hot Water System Urandangie	Install new disabled ramp & solar hot water system for shower Urandangie.	(W4Q2)	\$ 40,000	\$0	\$40,000	30-Jun-19	Project Completed.
12. Community Hall Flooring	Repair & polish Community Hall wooden flooring.	(W4Q2)	\$ 35,000	\$0	\$35,000	30-Jun-19	Project completed.
13. Airport Fencing at Urandangie	Install new security fence around Urandangie Airport.	(RAU)	50,000.00	0.00	\$ 50,000	30-Jun-19	Project variation approved.
14. Boulia Post Office	Install new disabled ramp, repair loading deck, new access door, internal refurbishing & painting.	(W4Q2)	\$ 100,000	\$0	\$100,000	30-Jun-19	Variation requested to add additional budget to complete outside paint work.
15. Cenotaph Lighting	Remove damaged cable & install new conduit.	(W4Q2)	\$ 15,000	\$0	\$15,000	30-Jun-19	Project Completed.

**Boulia Shire Council Projects / Grants Update Register**

<i>GRANTS</i>	<i>PROJECTS Description</i>	<i>Grant Source</i>	<i>Approved Grant</i>	<i>Council Contribution</i>	<i>Total Allocation for the Project \$</i>	<i>Grant end date</i>	<i>Current Status of the Project</i>
16. River Water Pipe Upgrade	Remove old steel pipe & install new poly line.	(W4Q2)	\$ 65,000	\$0	\$65,000	30-Jun-19	Project completed.
17. Shade Shelter & Seating at Bubbler Park area	Install new shade structure with seating at bubbler park.	(W4Q2)	\$ 20,000	\$0	\$20,000	30-Jun-19	Variation applied to withdraw the project. Listed on W4Q Round 3.
18. Workshop Refurbishing	Install shady area & painting.	(W4Q2)	\$ 35,000	\$0	\$35,000	30-Jun-19	Work will be completed end of June 2019. Awaiting on Central Hire. Contractor not able to start due to wet weather.
19. Playground Softfall	Construction of new Softfall for the playground at the pool.	(W4Q2)	\$ 20,000	\$0	\$20,000	30-Jun-19	Project completed on 5/4/2018.
20. Disinfection Systems Implementation for Boulia Town	Install new disinfection system for Boulia Town water & modification to the mains to install the system	LGGSP	\$ 155,250	\$103,500	\$ 258,750	30-Jun-19	Working. Project completed.
21. Asset Management Plan	Set up Asset Management plan for the Council	LGGSP	\$ 18,000.00	\$ 12,000.00	\$ 30,000	30-Jun-19	Internal review commenced. Lynn stated AMP course. AMP will be updated through NAMS PLUS.
22. Boulia Robinson Park Security Cameras & Lighting	New Security Cameras install & colorbond fencing	LGGSP	\$ 18,630.00	\$ 12,420.00	\$ 31,050	30-Jun-19	Order has been raised for cameras. Project will be completed by end of May 2019.
23. Boulia Airport Crack seal repair and switchboard upgrade	Repair RWY, upgrade new stainless-steel weatherproof switchboard and backup power connection.	RAU	32,624.53	36,624.53	\$ 69,249	30-Jun-19	Project completed. Switchboard and backup power to be completed.
24. Urandangie Airport Upgrade	Patch repair, resealing RWY, line marking, RWY emergency solar lights.	RAU	187,130.00	187,130.00	\$ 374,260	30-Jun-19	Solar lighting and fencing to be completed.
25. Floodway Upgrade - Springvale Road	Upgrade Floodway	NDRP	\$ 147,210	\$147,210	\$294,420	30-Jun-20	Due to wet weather, delayed. Work will resume mid May 2019.
26. Disabled Toilet Robinson Park "Meeting Place" Men's Shed Installation	Construct New wheelchair accessible toilet and baby change table facility	Stronger Communities Programme (Round 3)	\$ 20,000.00	\$ 20,370.00	\$ 40,370	30-Jun-19	Project and acquittal completed.
27. Tennis Courts - 2 Synthetic grass courts to support Tennis & Basketball	Refurbish Tennis courts	Get Playing Places & Spaces	89,800.00	23,000.00	\$ 112,800	30-Jun-20	Deed has been signed. Contractor will be on site September 2019.
28. Installation Bores, Reconstruct Floodway's, Town Works	6 new bores on the Council road network, renew footpaths, renew K&C and renew one storm water drainage.	Drought Communities Extension and TIDS	1,050,000.00	21,831.00	\$ 1,071,831	30-Jun-19	Tender accepted. Works will commence in two weeks.
29. Boulia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	994,800.00		\$ 994,800	13-Jul-20	Surveying completed. Designing started. Earthworks commenced.



# Boulia Works Program 2018/21

ID	Task Name	Duration	Start	Finish	Budget	4 May '18	30 Jul '18	15 Oct '18	31 Dec '18	18 Mar '19	3 Jun '19	19 Aug '19	4 Nov '19	20 Jan '20	6 Apr '20	22 Jun '20	7 Sep '20	23 Nov '20	8 Feb '21															
						27	2	7	12	18	23	29	3	11	16	22	27	2	7	13	18	24	29	5	10	16	21	27	1	7	12	18	23	28
1	<b>Boulia Works Programme</b>	<b>953 days</b>	<b>Mon 2/07/18</b>	<b>Thu 7/04/22</b>	<b>\$0.00</b>																													
2	<b>RMPC Crew</b>	<b>223 days?</b>	<b>Mon 2/07/18</b>	<b>Thu 20/06/19</b>	<b>\$0.00</b>																													
3	General RMPC	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
4	Edge Repair (Mechanical)	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
5	Pothole Patching	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
6	Other Roadside Works	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
7	Install New Signs (excluding guide signs)	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
8	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
9	Boulia Street Sweeping	4 days	Wed 8/05/19	Mon 13/05/19	\$0.00																													
10	Reseal Prep Work	60 days	Mon 2/07/18	Fri 21/09/18	\$0.00																													
11	Other Roadside Works	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
12	Install New Signs	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
13	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19	\$0.00																													
14	<b>Jims Crew</b>	<b>42 days</b>	<b>Mon 29/04/19</b>	<b>Tue 25/06/19</b>	<b>\$0.00</b>																													
15	Emergent Works (Boulia -Bedourie)	5 days	Mon 29/04/19	Fri 3/05/19	\$0.00																													
16	Emergent Works (Boulia -Winton)	7 days	Mon 6/05/19	Tue 14/05/19	\$0.00																													
17	Emergent Works (Boulia - Bedourie)	30 days	Wed 15/05/19	Tue 25/06/19	\$0.00																													
18	<b>Donohue Package 2</b>	<b>953 days?</b>	<b>Wed 28/06/17</b>	<b>Tue 30/03/21</b>	<b>\$0.00</b>																													
19	Chainage 111.1-114.46 (3.36km)	70 days	Wed 26/06/19	Tue 1/10/19	\$1,419,534.88																													
20	Chainage 114.46 - 116.5 (1.8km)	30 days	Wed 2/10/19	Tue 12/11/19	\$760,465.12																													
21	Chainage 223 - 238.6 (5.6km)	100 days	Wed 13/11/19	Tue 31/03/20	\$2,360,000.00																													
22	Chainage 206 - 213.5 (7km)	130 days	Wed 1/04/20	Tue 29/09/20	\$2,970,000.00																													
23	Chainage 213.5 - 220.59 (7.09km)	130 days	Wed 30/09/20	Tue 30/03/21	\$2,970,000.00																													

Date: Thu 9/05/19

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



# BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	NDRRA FLOOD DAMAGE WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item A
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<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 07/05/2019
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## CORPORATE PLAN REFERENCE:

Roads

Outcome 3.4 Strive to develop, improve and maintain roads to a high standard

3.4.5 Improve and maintain the road network to decrease closure periods due to flooding and subsequent damage

3.4.6 Maintain and improve the safety of the shire road network

## PURPOSE:

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

## CONTENT:

Emergent Works March 2019 Rain Event -

Both Contract Crews are fully involved in the above Program of Works to facilitate that ALL emergent works are completed within the allocated timeframe (90 Days). We are now running three (3) Crews to ensure that this deadline is met.

I have produced two documents, **Document (1)** Analysis of the above event showing

- (A) The 19 roads impacted by this event,
- (B) Roads grouped into areas, this allows us to see where the damage has occurred
- (C) The number of damaged sections along each road
- (D) The total length of road network damaged in each area

plus various other information for Councillors. **Document (2)** Program of Works for the above Event.

**CONSULTATION:** GBA as project officers on NDRRA Flood damage work.

## GOVERNANCE IMPLICATIONS:

All work completed within NDRRA guidelines and budget allocations.

## RECOMMENDATION:

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

## ATTACHMENTS:

Shire Roads Network Emergent Works March 2019 Rain Event, Attachment (A) as noted above, Attachment (B) as noted above

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

FLOOD DAMAGE ANALYSIS May Review of March 2019 Rain Event (IMPACT ON COUNCIL'S ROAD NETWORK)							Boulia Shire Council			
							Eastern Zone	Central Zone	Western Zone	
Road Name	Number of Damaged Sections	Number Completed	Length of Road Damaged (kms)	% of Road Length Completed	Pick Up Photos Taken Y / N	Completion Photos Taken Y / N	Area East of Boulia		Area West of Boulia & Mt Isa Rd	
1	Coorabulka Road	24	24	21.00	100.00%	Y	N	76.89	38.82	100.97
2	Springvale Road	15	0	6.37	0.00%	Y	N			
3	Warra Road	1	0	0.05	0.00%	Y	N	Total Damaged Pavement Across Shire Associated with March 2019 rain Event <b>216.68 Kms</b>		
4	Slashers Creek Road	21	11	1.41	100.00%	Y	N			
5	Toolebuc Road	24	16	43.98	20.00%	Y	N			
6	Pathungra Road	15	15	1.06	100.00%	Y	N			
7	Toolebuc/Middleton Road	6	0	3.02	0.00%	Y	N	35.49%	17.92%	46.60%
		<b>Total Length</b>		<b>76.89</b>	<b>45.71%</b>					
8	Elrose Road	15	15	5.92	100.00%	Y	N	The above percentages represent each areas % of the Total Damage		
9	Selwyn Road	38	38	30.83	100.00%	Y	N			
10	Selwyn Connection Road	4	4	0.63	100.00%	Y	N			
11	Fort Williams Road	5	3	1.44	80.00%	Y	N			
		<b>Total Length</b>		<b>38.82</b>	<b>95.00%</b>					
12	North Urandangie Road	14	0	7.89	0.00%	Y	N	<b>Emergent Works</b> for this March 2019 Rain Event needs to be Completed by <b>26th June 2019</b> . We as a Contract Management Team shall deliver this program of Works on Schedule. <b>G.Stumbris(CWO)</b>		
13	Headingly Road	13	0	6.20	0.00%	Y	N			
14	Urandangie Border Road	12	0	18.54	0.00%	Y	N			
15	South Urandangie Road	14	0	23.53	0.00%	Y 50%	N			
16	Linda Downs Road	0	0	0.00	0.00%	N	N			
17	Linda Downs Link Road	8	8	10.74	100.00%	Y 75 %	N			
18	Donohue Highway	38	27	34.07	72.00%	Y	N			
19	Cravens Peak Rd	0	0	0	0.00%	Commenced 5/5/2019	N			
		<b>Total Length</b>		<b>100.97</b>	<b>21.50%</b>					

**Working Days Tally** →

March 2019 Emergent Works Program Schedule					APRIL 2019							MAY 2019							JUNE 2019																																																																				
Road Name		Contractor	Start Date	Finish Date	Working Days	M 25	T 26	W 27	T 28	F 29	Sa 30	S 31	M 1	T 2	W 3	T 4	F 5	Sa 6	S 7	M 8	T 9	W 10	T 11	F 12	Sa 13	S 14	M 15	T 16	W 17	T 18	F 19	Sa 20	S 21	M 22	T 23	W 24	T 25	F 26	Sa 27	S 28	M 29	T 30	W 31	T 1	F 2	Sa 3	S 4	M 5	T 6	W 7	T 8	F 9	Sa 10	S 11	M 12	T 13	W 14	T 15	F 16	Sa 17	S 18	M 19	T 20	W 21	T 22	F 23	Sa 24	S 25	M 26	T 27	W 28	T 29	F 30	Sa 31	S 1	M 2	T 3	W 4	T 5	F 6	Sa 7	S 8	M 9	T 10	W 11	T 12	F 13
1	Toolebuc Rd (Up to Hamilton Channels)	Mixed Crew	9/04/19	23/5/2019	18	<b>EVENT</b>							Toolebuc Rd Channels onwards (Current Work Site)																																																																										
2	Pathungra Rd	Mixed Crew	12/4/19	13/04/19	2																																																																																		
3	Slashers Creek Rd	Mixed Crew	14/4/19	14/04/19	1															<b>Eastern Zone</b>																																																																			
4	Coorabulka Rd	Mixed Crew	15/4/19	30/04/19	5								Off Work							Springvale Road																																																																			
5	Springvale Rd	Mixed Crew	28/5/19	6/06/19	10																																																																																		
6	Warra Rd	Mixed Crew	6/6/19	6/6/19	1																																																																																		
7	Toolebuc Rd /Middleton Rd	Mixed Crew	1/6/19	3/06/19	3																																																																																		
8	Elrose Rd	Toby Harris (1)	9/4/19	9/04/2019	1	<b>RAIN</b>																																																																																	
9	Selwyn Rd	Toby Harris (1)	10/4/19	14/04/2019	5								Selwyn Rd							<b>Central Zone</b>																																																																			
10	Selwyn Connection Rd	Toby Harris (1)	14/4/19	14/04/2019	1																																																																																		
11	Fort Williams Rd	Toby Harris (1)	14/4/19	15/04/2019	2								Fort																																																																										
12	Donohue Highway	Toby Harris (1)(2)	16/4/19	9/05/2019	9								Don/Hway(1)							Don/Hway( 1)(2)																																																																			
13	Linda Downs Link Rd	Toby Harris (1)(2)	1/5/19	4/05/2019	4								Link Rd(1)(2)							<b>Western Zone</b>																																																																			
14	Cravens Peak Rd	Toby Harris (1)(2)	14/5/19	17/05/2019	5								Cr-Peak(1)(2)																																																																										
15	Urandangie Border Rd	Toby Harris (1)	18/5/19	21/05/2019	4															Urandangie Border Rd (1)																																																																			
16	Headingly Road	Toby Harris (2)	18/5/19	21/05/2019	4															Headingly (2)																																																																			
17	North Urandangie Rd	Toby Harris (1)	22/5/19	30/05/2019	5															Nth/Urandangie Rd (1)																																																																			
18	South Urandangie Rd	Toby Harris (2)	22/5/19	13/06/2019	15															South Urandangie Rd (2)																																																																			
19	Linda Downs Rd	Toby Harris (1)	31/5/19	13/06/2019	11															Linda Downs (1)																																																																			
	<input checked="" type="checkbox"/> Work Completed					<b>Project Management G Stumbris 6/5/2019</b>																																																																																	

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item B
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<b>REPORT BY:</b>	Mr Ron Callope Foreman, Road Maintenance and Utility Services	<b>DATE:</b> 02/05/2019
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**CORPORATE PLAN REFERENCE:**

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

**PURPOSE:**

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

**CONTENT:**

**Race Course:**

Arena and grounds	Flood water damage to be completed. Working on the material and plan of attack.
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**Town water testing and Depot maintenance:**

Chlorine level testing	There is still some minor issues with the new system which are being worked on at present. Manual chlorine dosages has continued to keep the correct levels. Contractor due back on May 7 <sup>th</sup> 2019 to fix and carryout the training.
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**Parks and Gardens:**

Council, Min Min, ANZAC and Airport gardens	All garden areas are being worked on (watering, weeding etc) to ensure they are kept looking good. The ANZAC garden was cleaned and weeded to look its best for the ANZAC Day ceremonies.
Signage	Signage that has been completed for the month of April was on the emergent works being completed.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completing in the following areas on these days: Airport – 3 <sup>rd</sup> & 15 <sup>th</sup> April School Park – 8 <sup>th</sup> & 30 <sup>th</sup> April Footpaths – 2 <sup>nd</sup> , 8 <sup>th</sup> , 26 <sup>th</sup> & 29 <sup>th</sup> April Robinson Park – 1 <sup>st</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> April Council Administration Building – 1 <sup>st</sup> April Median Strips – 4 <sup>th</sup> April Post Office – 2 <sup>nd</sup> , 15 <sup>th</sup> & 30 <sup>th</sup> April Sports Centre – 8 <sup>th</sup> & 9 <sup>th</sup> April Stonehouse – 9 <sup>th</sup> & 29 <sup>th</sup> April Min Min Encounter – 10 <sup>th</sup> April Pensioner Unit – 4 <sup>th</sup> April SES/Fire Station – 30 <sup>th</sup> April Health Clinic – 3 <sup>rd</sup> , 5 <sup>th</sup> & 23 <sup>rd</sup> April Town Entrances – 3 <sup>rd</sup> April Cleaned Gutters – 17 <sup>th</sup> April

	With the absence of WORK Camp the crew have also been fulfilling the tasks that WORK Camp would normally complete keeping the Parks and Gardens Crew very busy.
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**Town entrances:**

Boulia–Bedourie–Winton roads intersection	The moon rocks project is on hold at the moment waiting for the return of WORK Camp. General whipper snipping maintenance has been completed.
Three Mile Campground	The area has been slashed however with the recent weather the grass has re grown quickly and has been noted to be redone as we work our way through the general tasks.

**RMPC/Works crew:**

RMPC budget	This month we have not spent much on general RMPC work due to recent wet weather. In total we still currently have 799 defects noted on all our RMPC listed roads (with the recent flood event we are yet to complete new tasks).  The crew have been busy with Emergent Works repairs after the recent flood event.																																																											
Emergent Works	With the April rain event, crews were out completing a lot of emergent flood damage works, in particular works on the Boulia-Bedourie Road. The damage to the road was quite extensive.  The following table shows the road closure statistics from 6 <sup>th</sup> - 30 <sup>th</sup> April:																																																											
	<table border="1"> <thead> <tr> <th rowspan="2">6- 30 APRIL 2019 TOTAL</th> <th colspan="3">TOTAL</th> </tr> <tr> <th>Open</th> <th>Closed</th> <th>Restricted</th> </tr> </thead> <tbody> <tr> <td>BOULIA - DAJARRA RD</td> <td>25</td> <td></td> <td></td> </tr> <tr> <td>DAJARRA - MT ISA RD</td> <td>25</td> <td></td> <td></td> </tr> <tr> <td>BOULIA - WINTON RD</td> <td>25</td> <td></td> <td></td> </tr> <tr> <td>BOULIA - BEDOURIE RD</td> <td></td> <td>25</td> <td></td> </tr> <tr> <td>BOULIA - QLD BORDER RD</td> <td>2</td> <td>9</td> <td>14</td> </tr> <tr> <td>QLD BORDER - ALICE SPRINGS RD</td> <td>2</td> <td>10</td> <td>13</td> </tr> <tr> <td>URANDANGIE SOUTH RD</td> <td></td> <td>9</td> <td>16</td> </tr> <tr> <td>URANDANGIE NORTH RD</td> <td></td> <td></td> <td>25</td> </tr> <tr> <td>TOOLEBUC RD</td> <td></td> <td>25</td> <td></td> </tr> <tr> <td>COORABULKA RD</td> <td>2</td> <td>9</td> <td>14</td> </tr> <tr> <td>SLASHERS CREEK RD</td> <td>15</td> <td>9</td> <td>1</td> </tr> <tr> <td>SPRINGVALE RD</td> <td></td> <td>9</td> <td>16</td> </tr> <tr> <td>SELWYN RD</td> <td>16</td> <td>9</td> <td></td> </tr> </tbody> </table>	6- 30 APRIL 2019 TOTAL	TOTAL			Open	Closed	Restricted	BOULIA - DAJARRA RD	25			DAJARRA - MT ISA RD	25			BOULIA - WINTON RD	25			BOULIA - BEDOURIE RD		25		BOULIA - QLD BORDER RD	2	9	14	QLD BORDER - ALICE SPRINGS RD	2	10	13	URANDANGIE SOUTH RD		9	16	URANDANGIE NORTH RD			25	TOOLEBUC RD		25		COORABULKA RD	2	9	14	SLASHERS CREEK RD	15	9	1	SPRINGVALE RD		9	16	SELWYN RD	16	9	
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**Urandangie:**

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

Boulia Township

Call outs – water	Nil
Call outs – sewer	Nil

Broken mains	Nil
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**Boulia Airport activity:**

Number of call outs: RFDS	Nil (that required Council assistance).
Fuel re-supply	25 in total, 10 of which were call-outs.

**Boulia Feral Animal Bounty Claims:**

Feral Pigs	48
Feral Dogs	10

**Boulia Road Count Data:**

<i>Month</i>	<i>Road</i>	<i>Location</i>	<i>AADT</i>	<i>Total All Vehicles</i>	<i>Total HV</i>	<i>AADT % HV</i>
March 2019	Burke St (Pool)	Boulia	69	2083	41	2
	Coorabulka Rd	Ch 1.20km	16	504	84	16.7
	Donohue Rd	Ch 2.50km	51	1564	25	1.6
	Donohue Rd	Ch 201.00km (Kelley's Ck)	No Data Collected			
	Headingly Rd	Ch 24.64km (Toby Ck)	No Data Collected			
	Selwyn Rd	Ch 2.50km	16	466	45	9.7
	Toolebuc Rd	Ch 0.10km	5	130	21	16.2
	Urandangie North Rd	Ch 0.04km	No Data Collected			
	Urandangie Border Rd	Ch 9.22km (Moonah Ck)	No Data Collected			
<i>Month</i>	<i>Road</i>	<i>Location</i>	<i>AADT</i>	<i>Total All Vehicles</i>	<i>Total HV</i>	<i>AADT % HV</i>
April 2019	Burke St (Pool)	Boulia	74	2149	25	1.2
	Coorabulka Rd	Ch 1.20km	19	566	54	9.5
	Donohue Rd	Ch 2.50km	36	1054	12	1.2
	Donohue Rd	Ch 201.00km (Kelley's Ck)	No Data Collected			
	Headingly Rd	Ch 24.64km (Toby Ck)	No Data Collected			
	Selwyn Rd	Ch 2.50km	15	433	31	7.2
	Toolebuc Rd	Ch 0.10km	5	140	12	8.6
	Urandangie North Rd	Ch 0.04km	No Data Collected			
	Urandangie Border Rd	Ch 9.22km (Moonah Ck)	No Data Collected			

**CONSULTATION:** DWO as required.

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

**RECOMMENDATION:**

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

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	ROAD WORKS DEPARTMENT (INFORMATION REPORT)	<b>DOC REF:</b> Item C
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<b>REPORT BY:</b>	Mr Jimmy Newman Foreman Roads Maintenance and Construction	<b>DATE:</b> 03/05/2019
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**CORPORATE PLAN REFERENCE: ROADS**

Outcome 3.4 Strive to develop, improve and maintain roads to a high standard.

3.4.1 Continue sealing of Donohue Highway from Outback Highway with Outback Highway Funds

**PURPOSE:**

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

**CONTENT:**

Current and Upcoming Projects are as follows:

- Completed work on Barcaldine RMPC Ardmore-Mt Isa Rd Ch 58.75-60, 60-62.4, 62.4-64.13, 69-67.39, 67.39-72.45, 76.18-80.17: heavy shoulder grading. Missing sections due to wet conditions. 8km-16km all up both sides.
- Majority Flood Damage emergent works have been completed on Ardmore-Mt Isa, Dajarra-Boulia (Cloncurry), Dajarra-Boulia (Barcy) Roads. Few places unable to be completed due to wet weather.
- Completed the Emergent Works on the Boulia-Bedourie Road; extensive damage in the Georgina River area approx. 3km of the sealed road in sections was washed away resulting in the old road having been opened as a side-track so traffic can go through until other repairs are done on the sealed sections.
- Signage and replacing guide posts in conjunction with RMPC heavy shoulder grading work has been ongoing.

Next:

- Tidy up at Marion section flood damage, town streets, Boulia/Winton emergent works and we will move to Donohue Pave and Seal projects.

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

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

**RECOMMENDATION:**

That Council receive the Foreman Roads Maintenance and Construction report for information.

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



# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	RURAL LANDS PROTECTION OFFICER (INFORMATION REPORT)	<b>DOC REF:</b> Item D
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<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 30/04/2019
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**CORPORATE PLAN REFERENCE:** Preserve the pristine natural resources of the Shire by managing the environment in a sustainable manner.

**Objective** - Actively maintain practices which ensure environmental sustainability.

**PURPOSE:**

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

**CONTENT:**

**RLPO:**

I was away for most of this month on leave however on my return completed some fogging around town for mozzies and sand-flies.

**TOWN COMMON:**

The date for the common muster has not been set yet however we will look at holding a muster mid-way through May. The common is still very water logged at this time and the feed is starting to look good.

**DOMESTIC ANIMAL CONTROL:**

I have nothing to report at this time.

**CWRPMTG:**

A meeting is being held at the start of May to discuss the forming of a Work Plan/Priority Collaboration and planning for the control of pest weeds.

**WEED SPRAYING SHIRE ROADS:**

I have not done any weed spraying this month. I will be getting back into this in May. Council has been given 100kg of Graslan Pellets by DCQ to use in the control of Prickly Acacia and Parkinsonia Bushes, all we have to do is take a GPS reading, some photos of where we are using it and another requirement is they must be used along shire roads and to stop the spread of pest weeds in to the main water ways. The pellets will be collected in May.

**RMPC:**

I have not done any RMPC weed spraying this month, will look at doing some on the Boulia to Winton Rd as the prickly bushes have started to come up after the rain.

**GRAVEL/BURROW PITS:**

I will be using the Graslan Pellets in the pits on the North Urandangie Rd for Parkinsonia when I get the pellets. They will also be used along North Urandangie Rd on the Parkinsonia growing in the table drains and gullies.

**STOCK ROUTE:**

I have not heard back from any of the people that wanted travel permits for the stock routes as they have had better rain then we have. From what I can see, as I have not been out and inspected all of the stock routes, the feed is coming back and the longer it has to come back the better it will be for the future. Still no news on the funding to replace the pump at the 15 Mile water point.

**1080 BAITING:**

The dates for the first round of baiting have been sent out. They are from the 13<sup>th</sup> of May to the 17<sup>th</sup> of May weather permitting.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMENDATION:**

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

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	Boulia Work Camp Report	<b>DOC REF:</b> Item E
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<b>REPORT BY:</b>	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	<b>DATE:</b> 04/05/2019
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### CORPORATE PLAN REFERENCE:

Community Development

Outcome 2.1 Support opportunities to develop the community through partnerships.

Item 2.1.3 Continue community support and opportunities for WORK Camp.

### PURPOSE:

To advise of the activities of the Boulia Work Camp from 24<sup>th</sup> April to 2<sup>nd</sup> May 2019.

### CONTENT:

During this period the below community work was conducted:

- Stonehouse Museum maintenance
- Golf Club maintenance
- State School – whipper snip around fence line
- Mow/whipper snip town yards as per approved list
- Whipper snip park near QCWA
- Re-Paint pedestrian crossings and some 'Give Way' road lines.



Before clean up



After clean up. Heaps more to do at the Stonehouse Museum

**RECOMMENDATION:**

That the Boulia Work Camp report is received for information.

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	CEO Briefing For April 2019	<b>DOC REF:</b> Item CEO1
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 07/05/2019
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**CORPORATE PLAN REFERENCE: GOVERNANCE**

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

**PURPOSE:**

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

**CONTENT:**

**Sale of Council staff houses**

Letters have been sent to the four tenants who have been approved for sale by the Minister. Only one response so far. Valuations for each of the buildings has been arranged and will be completed within the next two months. Even if the tenants do not proceed now we will still have these on file for future reference. Sales will proceed as planned in accordance with Ministerial conditions and tenant demand.

**Regional Community Hub**

Initial meeting occurred with Griffith University on 22<sup>nd</sup> April with two final year architects and their respective Professors, with final presentation to Council in June. The group primarily will be using the information gathered by Mead Perry Group from a community perspective and the brief given by the CEO – to be reflective of our history and be engaging of the future. Funding for this project is gratefully acknowledged to the Maturing Infrastructure Pipeline Program – Department of State Development, Manufacturing, Infrastructure and Planning.

**Marmanya rates**

Advertising Expressions of Interest (EOI) for non-profit organisations will be completed the week ending 10<sup>th</sup> May and closing on 21<sup>st</sup> May. The final searches requested by the Public Trustee have been finalised and all issues have now been resolved. The Office of Fair Trading will be the primary contact for this EOI process.

**Enterprise Bargaining**

First meeting with the Unions will commence on 14<sup>th</sup> and 15<sup>th</sup> May. Significant work has been done on the documents with estimates on budget implications added to the draft budget document.

**'Corporate Plan Your Vision, Your Plan, Our Future 2019-2024' and Community Meeting**

Community meeting to be held on 15<sup>th</sup> May at 5-30pm for the community to provide input for the next four year plan. The draft document has been prepared ready for further community suggestions.

**Draft Budget and Draft Operational Plan 2019-2020**

The draft budget and Operational Plan have been prepared and the primary reviews have started ready for the adoption in June 2019.

**Future meetings**

Meeting	Date	Attendees	Reason
RAPAD	27 <sup>th</sup> May	Mayor and CEO	Quarterly regional meeting held in Longreach.
CWRPMG	27 <sup>th</sup> May	Mayor and CEO	Quarterly regional meeting held in Longreach.
ORRTG	28 <sup>th</sup> May	Mayor and CEO	Quarterly regional meeting held in Longreach.
RAPADWASA	28 <sup>th</sup> May	Mayor and CEO	Quarterly regional meeting held in Longreach.

CEO MEETINGS		
April 2019	CONTACT	REASON/ISSUE
1-3/4/2019	LGAQ	Emergency meeting held in Brisbane
4/4/2019	IT Vision	Project catch up
5/4/2019	RAPAD	Teleconference - monthly update
5/4/2019	Outback Highway	Teleconference - monthly update
5/4/2019	Michelle Curtis	Fire management group
5/4/2019	William Doyle	Retirement BBQ
8-11/4/19	WQLGA Conference	Annual regional meeting of Councils - Longreach
12/4/2019	TMR	Marion Road Flood damage
15/4/2019	Major Gen Stuart Smith	State Recovery Coordinator - Flood
16/4/2019	ManEx	Weekly catch-up
17/4/2019	Council meeting	Regular monthly meeting
23/4/2019	Griffith Uni meeting	Regional Community Hub
25/4/2019	ANZAC Day	Pre for services
26/4/2019	Griffith Uni	Exit interview - with models and ideas

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS	
April 2019	EMAIL CORRESPONDANCE
4/4	LGAQ General Meeting 2019 outcomes
5/4	Finance Manager Relief
5/4	Update - Local Government Reforms
5/4	News from 'Planet Boulia': The Melbourne Cup of Camel Races this July!
5/4	Voting changes campaign rolls on
5/4	Local Disaster Management Group
12/4	Councillor Strategic meeting 8-00am to 10-00am before Council meeting
12/4	Combatting Pest and Weeds grant approval
16/4	WQLGA - photos
18/4	Stock Route Regulations and Strategy Review
18/4	Min light and Macunda.....
18/4	EBA draft document
18/4	WQLGA Media Release - Drought Recovery Assistance
24/4	Union engagement for Boulia
30/4	Logan City Council commentary

**ATTACHMENTS:** Nil

**RECOMMENDATION:**

That the CEO report is received for information

Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Action List				
DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Monday 8th July 2013</b>				
8/07/2013		EBA with unions - Modern Award	CEO and Mayor	<b>30/4/2019 EBA negotiations to commence 14<sup>th</sup> May - Budget has been completed with inclusions for increase in wages. Draft EBA has been handed to staff.</b> 31/3/2019 EBA draft completed to review with staff and Unions. Unions due to come out at the end of April to speak with staff and Council. Deferred visit due to flooding. Good progress.
<b>WEDNESDAY 23<sup>RD</sup> AUGUST 2017</b>				
23/08/2017		Rodeo Grounds – Honour Board in Bar Area and compilation of historical records. See what funding is available in the future	CSM	<b>23/4/2019 Some compilation done.</b> 28/3/2019 As time permits research occurring. 28/2/2019 Research continues. 25/1/2019 Still compiling info for a board to be erected. 22/11/18 Research on hold at present until 2019. 4/10/18 Further research being completed. 24/8/2018 This is an ongoing project doing research and finding funding.
<b>MONDAY 16<sup>TH</sup> OCTOBER 2017</b>				
16/10/2017		Industrial Estate development	CEO	31/3/2019 Industrial Estate funding approved - \$984,000 fully funded – work has commenced. Infrastructure work to be completed approx. Dec 2019.
<b>WEDNESDAY, 21<sup>ST</sup> MARCH 2018</b>				
21/03/2018		Advertising profile of Boulia Heritage Complex's marine fossil exhibit	CSM/CEO	<b>23/4/2019 Have talked to an ad agency re these ads.</b> 28/3/2019 In progress 28/2/2019 An ad that was made for us is not being approved and further investigations are ensuing for a new production film company that can show case Boulia how we wish. 25/1/2019 Ann's photo and info has gone to AD2Go for production proofs.
<b>WEDNESDAY, 18<sup>TH</sup> APRIL 2018</b>				
22/8/2018		Cllr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	<b>23/4/2019 Sign to be developed as stage 2 of the signage project for the completion of the new building.</b> 4/10/2018 Research will be done in 2019 by new staff.

Item CEO2

22/8/2018		Cllr Neilson: Look at current road signage between Urandangie and Alice Springs border. Consider need for additional signs to warn drivers of road conditions (for example 'warning unsealed').	DWO	10/03/2019 Allocated budget on W4Q Round 3 funding. 12/02/2019 allocation some budget to upgrade singe on the shire road network. 9/1/2019 Signage audit will be conducted in February 2019 09/10/2018 – Reviewing signage options. 3/9/2018 – In progress. Bull dust sections to be clearly identified.
<b>Friday 26<sup>th</sup> October 2018</b>				
26/10/2018		General Business - Boulia Ambulance Service – Council discussed the pressing need for permanent Ambulance drivers in Boulia and agreed that a business case letter on the matter was to be submitted to the Queensland Ambulance Service.	CEO/DWO/EA	12/02/2019 Follow up sent to QLD Health 9/1/2019 Email sent to Jane Hancock 12/11/2018 In progress – working on a business case.
26/10/2018	2018/10.25	- That the proposed wording for the Min Min Hotel Site be reworked and circulated to Councillors via email. - That the sign size be 2200 x 1100 mm.	CSM	<b>23/4/2019 More research being done and information sought on Facebook re site.</b> 28/3/2019 Consult with Cr Beauchamp has produced further need of more intensive research. 28/2/2019 Further talks with Cr Beauchamp have resulted in further research work being undertaken.
26/10/2018	2018/10.27	- That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy. - That Council investigate the option of a pool disinfection alarm system.	WHS/DWO	<b>1/05/2019 Salto keys have been installed on other doors, except pool entry gate.</b> 10/3/2019 Work in progress. 9/1/2019 Working with disinfection system supplier 12/11/2018 24hr Member access to begin in 2019. Pool disinfection alarm system options being investigated.
13/05/2014	2014/5.2	That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for future funding opportunities – Project: Regional Development Hub	CEO	<b>30/4/2019 Visit completed – proposal to go to Council in June/ July.</b> 31/3/2019 Griffith Uni engaged to complete concept designs. 13/3/2019 Report to Council in March Ordinary Meeting. 9/2/2019 Staff, community and Councillor consultation held. 4/1/2019 Consultant engaged
<b>Friday 21<sup>st</sup> December 2018</b>				
21/12/2018		Plaque at Urandangi Airport to be reissued	DWO	10/03/2019 Contacted various people for plaque photo. Still no information or photo received. Ellen Miller (daughter of Les also trying) for information or photo. 12/2/2019 Contacted GBA and a few station managers, no one has photos for the plaque. Email sent to the Monuments and Memories to check if anything in their records. 9/1/2019 Email sent to Ellen Miller regards to plaque photo

Item CEO2

21/12/2018	2018/12.18	<ul style="list-style-type: none"> <li>- That Council accept Bill Suters offer of the moon rocks and that the rocks be displayed at the Boulia Heritage Complex.</li> <li>- That Council approves to utilise the Work Camp to complete this project.</li> </ul>	CSM	<p><b>23/4/2019 Waiting on Work Camp to return.</b>                  28/3/2019 In progress.                  28/2/2019 No further information on this project at this time.                  14/1/2019 Paperwork in progress to engage Work Camp assistance</p>
Wednesday 23 <sup>rd</sup> January 2019				
23/01/2019		Investigate potential for organic status at the Racecourse Reserve Spelling Facilities	DWO	<p><b>01/05/2019 Application process commenced.</b>                  10/3/2019 Working in progress with application. Allocated budget on W4Q R3 funding.                  21/01/2019 Report to be provided to Council as soon as information is collated on requirements.</p>
Monday 18 <sup>th</sup> February 2019				
18/02/2019		Investigate potential for a Helipad to be marked out near the fuelling point at the Boulia airport and possible future Helicopter landing spots	DWO	<p><b>01/05/2019 Map will be tabled for the Council meeting.</b>                  13/3/2019 Investigation in progress</p>
18/02/2019	2019/2.6	<p>That the Boulia Shire Council approves the list of the projects to submit under 2019-21 Works for Queensland program, as attached to the 2019-21 Works for Queensland Projects report subject to the following amendment:</p> <ul style="list-style-type: none"> <li>- the Pool Heating project is removed and a PLC system for the Min Min Encounter is noted as a possible alternative project.</li> </ul>	DWO	<p><b>01/05/2019 Projects have been submitted. Awaiting on the approval.</b>                  10/3/2019 Projects will be submitted through the portal.</p>
18/02/2019	2019/2.13	<ul style="list-style-type: none"> <li>- That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc (deregistered) land at Urandangie.</li> <li>- That Council resolve to:                             <ul style="list-style-type: none"> <li>- have the Office of Fair Trading divest the property described as Lot 7 Urandangie Road North Crown Plan U16 Urandangie directly to another group with similar interests to the original association OR if unable to do so to</li> <li>- sell the property described as Lot 7 Urandangie Road North Crown Plan U16</li> </ul> </li> </ul>	CEO	<p><b>30/4/2019 Issue pertaining to Lots resolved. Office of Fair trading EOI to go out mid May, closing mid June. Office of Fair Trading to be the primary contact.</b>                  31/3/2019 Awaiting final go-ahead from Public Trustee.</p>



Item CEO2

		<p>Urandangie pursuant to Division 3, Subdivision 2, s142 of Local Government Regulation 2012 once divested to Council free of all encumbrances.</p> <p>- That the CEO be authorised to do all things necessary to progress the finalisation of the outstanding rating issue including the execution of documents, the service of notices and sale/auction pursuant to the sale of land for overdue rates.</p>		
18/02/2019	2019/2.14	<p>1. That Council formally resolve to seek Ministerial approval for the closed sale of the listed properties: 7 Wills St, 54 &amp; 58 Moonah St, and 6 Mulligan St.</p> <p>2. That the council authorise the CEO to do all things necessary to progress this matter.</p>	CEO	<p><b>30/4/2019 Letter issued to the four properties re the approval to purchase. Valuations arranged as per conditions from the Minister.</b></p> <p>31/3/2019 Ministerial approval has been granted with conditions. This is an excellent result for the staff of Boulia Shire Council. Valuations work etc will commence soon.</p>
<b>Wednesday 20<sup>th</sup> March 2019</b>				
20/03/2019		Cllr Beck Britton: Look at putting previously filmed interviews on the Min Min Lights/Boulia up on the Council Facebook page/website	EA/CSM	<p><b>23/4/2019 In progress.</b></p> <p>28/3/2019 Tourism Officer managing social media will put up links as the interviews are long.</p>
20/03/2019		Cllr Neilson: Look at the possibility of turning the lights that can be seen at night when driving into town a feature (e.g. LED lights, 'follow the lights' sign	DWO	08/04/2019 In progress
20/03/2019		Cllr Neilson: Look at possibility of creating 'weir's' at the road points at Mucklandama and Beneacca	DWO	08/04/2019 In progress
20/03/2019		Cllr Beauchamp: Look at the possibility of key/hose nozzle collection for the wash down bay	DWO	08/04/2019 Will be reviewed later in the year when the wash down bay upgrade is undertaken through W4Q R3.
20/03/2019	2019/3.21	<p>- That the Council support the application by the CEO to the Australian Institute of Company Directors (AICD): Foundations of Directorship scholarship program.</p> <p>- That the CEO complete the relevant documents for submission to Pamela.Cameron@dlgrma.qld.gov.au by 30 April 2019.</p>	CEO	<p><b>30/4/2019 This has been deferred as the CEO is completing the IPWEA NAMS Plus Asset Management Course and the two time period clash. Suggestion by the Mayor that RAPAD put forward this program for all new Councillors and CEO's in the future. CEO to forward to RAPAD for meeting on 27<sup>th</sup> May.</b></p> <p>08/04/2019 Application process commenced.</p>

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20/03/2019	2019/3.26	<ul style="list-style-type: none"> <li>- That the Council receive the report for information and discussion.</li> <li>- That Council authorise the CEO to proceed with the purchase of suitable land adjacent to the existing Council office to enable the building to proceed in the future.</li> </ul>	CEO	<p><b>30/4/2019 Land owned by Mr Robinson has been agreed upon. Formal contract to follow in June.</b></p> <p>08/04/2019 Letters sent to Mr Robinson and Mr &amp; Mrs Wells.</p>
Wednesday 17 <sup>th</sup> April 2019				
17/04/2019		Consider creating a map pin pointing road crew work locations for regular distribution in the Channel Chatter and Council website.	DWO	<b>1/5/2019 Project plan will be published in the CCC each month.</b>
17/04/2019		Include in the May CCC edition a notice clarifying the circumstances of the Easter Races/Rodeo weekend cancellation reasons.	CEO	<b>10/05/2019 Completed.</b>
17/04/2019		Cllr Beauchamp: Check if the data loggers have still been gathering data on chlorine readings while the disinfection system has been paused and manual dosing has been occurring.	DWO/GBA	<b>13/05/2019 In progress.</b>
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	<b>13/05/2019 In progress.</b>
17/04/2019		Provide a further break down on the types of defects, as mentioned in the March RUS Information Report ('758 defects noted on all our RMPC listed roads')	DWO/RUS	<b>07/05/2019 Completed.</b>
17/04/2019	2019/4.12	<ul style="list-style-type: none"> <li>- That Council receive the Third quarter report on the 2018-2019 Operational Plan for information.</li> <li>- That the report be displayed on the Council website.</li> </ul>	EA	<b>26/04/2019 Completed – loaded onto Council's website.</b>
17/04/2019	2019/4.15	That Council proceed with the Sports Centre outer wall mural project and the quote from mural artist Joel Fergie be approved.	CSM	<b>23/4/2019 Email sent to Joel accepting quote, potential completion in October after finalisation of content.</b>
17/04/2019	2019/4.22	That the CEO advise the Chair of the Tribunal of the new remuneration for 2019-20, via <a href="mailto:enquiries@lg.remunerationtribunal.qld.gov.au">enquiries@lg.remunerationtribunal.qld.gov.au</a>	CEO	<b>30/4/2019 Not determined yet.</b>

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POSSIBLE FUTURE PROJECTS identified for WORKS FOR QUEENSLAND FUNDING or similar funding			
22/11/2017	CSM/DWO	Fence for Stonehouse Complex	
20/02/2018		Shade for the Campdraft area at the back of the arena – volunteers section	
20/09/2017	DWO	Investigate the cost of installing solar lights in Boulia streets which presently have no lighting	DWO - little progress
20/2/2019	CSM/DWO	Wool bales (fibreglass etc) for the dray when it is moved? Is this a project for Greg Tuckwell?	
28/2/2019		Rodeo grounds arena fencing renewal	
28/2/2019		Shower and toilet block for Campdrafters/Rodeo competitors	
17/3/2019		Fuel Tank – Urandangie Depot	
17/3/2019		Fossil Expansion – Boulia	
17/3/2019	DWO	Cement Shed	
17/3/2019		Steel Yard	
17/3/2019		Dinosaur in River	
17/3/2019		Augmented Reality	
17/3/2019		Awning beside Hall	
17/3/2019		Upgrade Wash Down Bay	
17/3/2019		Water connections to River Blocks in Boulia	
17/3/2019		Water connection to Golf Club	
17/3/2019		Mobile Flag Poles	
17/3/2019	DWO	Mobile VMS Trailer – electronic signs	
17/3/2019		Shade for car parking at Administration office	
17/3/2019		Table for jigsaw	
17/3/2019		Board Room Table	
17/3/2019		Redesign walkway – Administration Office	
17/3/2019		Hydrosmart SES Bore	
17/3/2019		Hydrosmart Urandangie	
17/3/2019		Fibre Optic connection Administration – Depot	
17/3/2019		Community Liaison Officer – not completely funded by Council & Qld Health	
17/3/2019		Street scape – town Boulia	
17/3/2019		Turf Oval (behind Sports Centre)	
17/3/2019		Shaded Grandstand that is portable	
17/3/2019		Heat the Pool	
17/3/2019		Permanent safe bar tables at Rodeo Grounds	
17/3/2019		Deck off the Bar at Racecourse	
17/3/2019		Deck off the front of Min Min Encounter	

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17/3/2019		Street art with recycled materials depicting our history	
17/3/2019		Childcare centre	
17/3/2019		Sports & Recreation Officer (possibly integrate with Community Liaison Officer)	
17/3/2019		School of the Air room	
17/3/2019		TV Transmission	
17/3/2019		Tafe Courses held in Boulia	
17/3/2019		Flights to Longreach	
17/3/2019		Rest Area – Power House Bore	
17/3/2019		New Housing – Rental Stock	
17/3/2019		Existing blocks Council owned subdivided if over 2023m2	
17/3/2019		Lease Sports Centre	
17/3/2019		Moving of the Jail House to complex	
17/3/2019		New fencing in some housing properties	
17/3/2019		Mural on the Sports Centre wall and Robinson Park disabled toilet	
17/3/2019		New grid and fencing at Racecourse	

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	Item	Project – or Issue:	Response:
16/12/2016		<ol style="list-style-type: none"> <li>Co-contribution for Donohue Highway to be lobbied for exemption.</li> <li>Continue to lobby for the Donohue Highway to be made a state road.</li> </ol>	<p>1/4/2019 Letter received from Dir Gen Neil Scales – unable to assist with exemption.</p> <p>6/12/2018 – Meeting with TMR held in Brisbane.</p> <p>1/12/2018 – Letter to Dep PM</p> <p>23/8/2018 Letter to Minister for Infrastructure. Letter by OHDC to Minister.</p> <p>June 2018 - Mayor raised with Prime Minister during visit.</p> <p>29/6/2017 Meeting with Lachlan Millar – raised issue.</p>

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

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	PUBLIC INTEREST DISCLOSURE POLICY AND PROCEDURE REVIEW	<b>DOC REF:</b> Item CEO3
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 26/04/2019
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### CORPORATE PLAN REFERENCE:

#### 4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

### PURPOSE:

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

### CONTENT:

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

It has been noted that:

*The [Public Interest Disclosure Act 2010](#) (the PID Act) sets out the Parliament's expectations that public sector chief executives will facilitate reports of wrongdoing (public interest disclosures or PIDs) and provide support and protection from reprisal for those people who make PIDs. As the oversight agency for the PID Act, the Office of the Queensland Ombudsman has responsibility for promoting and monitoring compliance with the PID Act, providing advice and supporting agencies with education and training.*

*The Queensland Ombudsman has developed [three PID standards](#) which public entities must comply with when preparing for and responding to a PID. These standards are:*

- Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program*
- Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures*
- Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting*

In order to comply with the new PID standards which commenced on the 1<sup>st</sup> March 2019, policy number 128 Public Interest Disclosure Policy and Procedure, has been reviewed and this report seeks Council's formal adoption of the revised policy.

**CONSULTATION:** Office of the Queensland Ombudsman

### GOVERNANCE IMPLICATIONS:

The policies are consistent with the guidelines and legislation as issued.

### RECOMMENDATION:

1. That Policy 128 Public Interest Disclosure Policy and Procedure as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**ATTACHMENTS:** Draft Policy 128 Public Interest Disclosure Policy and Procedure

Chief Executive Officer

Ms Lynn Moore



# BOULIA SHIRE COUNCIL

## Public Interest Disclosure Policy and Procedure

<b>Category:</b>	Policy
<b>Policy Number:</b>	128
<b>Document Version:</b>	3
<b>Obsolete Version:</b>	Version 2 as adopted 20/2/2018
<b>Keyword Classification:</b>	Public Interest Disclosure, PID
<b>Summary:</b>	This policy acts as a guide to the processes involved with making and handling a Public Interest Disclosure
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	May 2020
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	<p>Policy 108 - Audit &amp; Risk Management Committee Policy</p> <p>Policy 127 - Complaints Management Policy and Process</p> <p>Policy 129 - Councillor Code of Conduct</p> <p>Policy 130 - Dealing with a Complaint involving a Public Official (CEO)</p> <p>Policy 133 - Fraud and Corruption Control</p> <p>Policy 140 - Statement of Business Ethics</p> <p>Policy 146 - Code of Conduct</p>
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	<p>Crime and Corruption Act 2001</p> <p>Disability Services Act 2006</p> <p>Local Government Act 2009</p> <p>Ombudsman Act 2001</p> <p>Public Interest Disclosure Act 2010</p> <p>Public Interest Disclosure Standard No. 1/2019, 2/2019, 3/2019</p> <p>Public Records Act 2002</p> <p>Public Sector Ethics Act 1994</p>

## OBJECTIVE

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

By complying with the PID Act, Council will:

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

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

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

## DEFINITIONS

<b>Term</b>	<b>Definition</b>
Administrative action	<p>(a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> <li>(i) a decision and an act; and</li> <li>(ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and</li> <li>(iii) the formulation of a proposal or intention; and</li> <li>(iv) the making of a recommendation, including a recommendation made to a Minister; and</li> <li>(v) an action taken because of a recommendation made to a Minister; and</li> </ul> <p>(b) does not include an operational action of a Police Officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes -</p> <ul style="list-style-type: none"> <li>(i) information about the identity, occupation, residential or work address or whereabouts of a person - <ul style="list-style-type: none"> <li>(A) who makes a public interest disclosure; or</li> <li>(B) against whom a public interest disclosure has been made; and</li> </ul> </li> <li>(ii) information disclosed by a public interest disclosure; and</li> <li>(iii) information about an individual's personal affairs; and</li> <li>(iv) information that, if disclosed, may cause detriment to a person; and</li> </ul>

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



Disability	<p>As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this procedure:</p> <p>(1) A disability is a person's condition that -</p> <p>(a) is attributable to -</p> <p>(i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or</p> <p>(ii) a combination of impairments mentioned in subparagraph (i); and</p> <p>(b) results in -</p> <p>(i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and</p> <p>(ii) the person needing support.</p> <p>(2) For subsection (1), the impairment may result from an acquired brain injury.</p> <p>(3) The disability must be permanent or likely to be permanent.</p> <p>(4) The disability may be, but need not be, of a chronic episodic nature.</p>
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	Of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i>, maladministration is administrative action that -</p> <p>(a) was taken contrary to law; or</p> <p>(b) was unreasonable, unjust, oppressive, or improperly discriminatory; or</p> <p>(c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or</p> <p>(d) was taken -</p> <p>(i) for an improper purpose; or</p> <p>(ii) on irrelevant grounds; or</p> <p>(iii) having regard to irrelevant considerations; or</p> <p>(e) was an action for which reasons should have been given, but were not given; or</p> <p>(f) was based wholly or partly on a mistake of law or fact; or</p> <p>(g) was wrong.</p>
Natural justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> <li>• avoid bias; and</li> <li>• give a fair hearing;</li> <li>• act only on the basis of logically probative evidence.</li> </ul>
Organisational support	<p>For the purposes of this procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• providing moral and emotional support</li> <li>• advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure</li> <li>• appointing a mentor, confidante or other support officer to assist the discloser through the process</li> <li>• referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling</li> <li>• generating support for the discloser in their work unit where appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>ensuring that any suspicions of victimisation or harassment are dealt with</li> <li>maintaining contact with the discloser</li> <li>negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.</li> </ul>
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager - <ul style="list-style-type: none"> <li>(a) a reasonable appraisal of the employee's work performance;</li> <li>(b) a reasonable requirement that the employee undertake counselling;</li> <li>(c) a reasonable suspension of the employee from the employment workplace;</li> <li>(d) a reasonable disciplinary action;</li> <li>(e) a reasonable action to transfer or deploy the employee;</li> <li>(f) a reasonable action to end the employee's employment by way of redundancy or retrenchment;</li> <li>(g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f);</li> <li>(h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.</li> </ul>
Reprisal	<p>The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> <li>has made or intends to make a disclosure; or</li> <li>has been or intends to be involved in a proceeding under the Disclosure Act against any person.</li> </ul> <p>Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

## PID Management Program

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

- commitment to encouraging the internal reporting of wrongdoing
- senior management endorsement of the value to Boulia Shire Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser and advice on how PIDs will be managed

- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- regular review of the Public Interest Disclosure Policy and Procedure and evaluation of the effectiveness of the PID management program.

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

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

## WHY MAKE A PID?

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

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

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

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

## WHAT IS A PUBLIC INTEREST DISCLOSURE?

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

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

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

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

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

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

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

## WHO CAN A PID BE DISCLOSED TO?

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

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

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

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

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

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

## HOW TO MAKE A PID

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

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

## DECIDING WHETHER A MATTER IS A PID

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

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

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

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

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

## ASSESSING A PID

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

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

- that their information has been received and assessed as a PID

- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating
- the likely timeframe involved
- the name and contact details of the Council support officer they can contact for updates or advice
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser
- contact details for the Council's Employee Assistance Program.

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

## REFERRING A PID

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

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

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

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

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

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

## RISK ASSESSMENT AND PROTECTION FROM REPRISAL

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

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

Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

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

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

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

## **DECLINING TO TAKE ACTION ON A PID**

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

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

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

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

## **COMMUNICATION WITH DISCLOSERS**

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

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

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

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



In accordance with the PID Act, after finalising action in response to the PID, the Council will advise the discloser in writing of the action taken and the results of the action.

## **CONFIDENTIALITY**

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

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

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

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

## **SUPPORT FOR DISCLOSERS**

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

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

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

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

## **INVESTIGATING A PID**

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

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

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

Where the investigation does not substantiate wrongdoing, Boulia Shire Council will review systems, policies and procedures to identify whether there are improvements that can be made

and consider if staff training is required.

## RIGHTS OF SUBJECT OFFICERS

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

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

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

## RECORD-KEEPING

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

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

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

## SUPPORTING INFORMATION

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

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

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	EQUAL EMPLOYMENT OPPORTUNITY POLICY	<b>DOC REF:</b> Item CEO4
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 29/04/2019
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**CORPORATE PLAN REFERENCE:**

## 4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

**PURPOSE:**

Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with the implementation of a new policy.

**CONTENT:**

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives.

Bouliia Shire Council is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment. Furthermore, we are an equal opportunities employer. We seek to employ a workforce that values the individual contribution of people irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin and creed and when determining who has the greatest merit for appointment to a position, we consider the nature and the duties of the position and how one's abilities, qualifications, experience, standard of work performance and personal qualities are relevant to the performance of those duties.

This report seeks Council's endorsement to formalise these commitments through the adoption of a new policy – Policy 149 Equal Employment Opportunity Policy (includes Workplace discrimination and harassment).

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

The policies are consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**

1. That Policy 149 Equal Employment Opportunity Policy (includes Workplace discrimination and harassment) as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**ATTACHMENTS:** Draft Policy 149 Equal Employment Opportunity Policy (includes Workplace discrimination and harassment)

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Equal Employment Opportunity Policy (includes Workplace discrimination and harassment)

<b>Category:</b>	Policy
<b>Policy Number:</b>	149
<b>Document Version:</b>	new
<b>Obsolete Version:</b>	n/a
<b>Keyword Classification:</b>	Equal Employment Opportunity, workplace discrimination, harassment
<b>Summary:</b>	This policy outlines Council's stance on equal employment opportunities, workplace discrimination and harassment
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Three years unless otherwise impacted by legislation
<b>Revision date:</b>	May 2022
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	<p>Policy 112 Email and Internet Policy</p> <p>Policy 116 Workplace Health, Safety, Environment and Quality</p> <p>Policy 121 Confidentiality (Use of Information) Procedure Policy</p> <p>Policy 127 Complaints Management Policy and Process</p> <p>Policy 129 Councillor Code of Conduct</p> <p>Policy 137 Employee Assistance Program Policy</p> <p>Policy 140 Statement of Business Ethics</p> <p>Policy 144 Social Media Policy</p> <p>Policy 146 Code of Conduct</p>
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	<p>Anti-discrimination Act 1991 (State)</p> <p>Australian Human Rights Commission Act 1986 (Cth)</p> <p>Information Privacy Act 2009</p> <p>Public Interest Disclosure Act 2010</p> <p>Work Health and Safety Act 2011</p>

## SCOPE

This policy applies to:

- board members
- all staff, including: managers and supervisors; full-time, part-time or casual, temporary or permanent staff; job candidates; student placements, apprentices, contractors, sub-contractors and volunteers
- how Boulia Shire Council provides services to clients and how it interacts with other members of the public
- all aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport
- on-site, off-site or after hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of their Boulia Shire Council duties
- staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Boulia Shire Council duties.

## AIMS

Boulia Shire Council is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying and sexual harassment.

All Boulia Shire Council staff are required to treat others with dignity, courtesy and respect.

By effectively implementing our Workplace discrimination and harassment policy we will attract and retain talented staff and create a positive environment for staff.

## EQUAL EMPLOYMENT OPPORTUNITY

Council is an equal opportunities employer. We seek to employ a workforce that values the individual contribution of people irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin and creed.

When determining who has the greatest merit for appointment to a position, we consider the nature and the duties of the position and how your abilities, qualifications, experience, standard of work performance and personal qualities are relevant to the performance of those duties.

If you are appointed to a position in Council that supervises or manages other staff members your responsibilities will also include ensuring that:

- All work practices are fair and behaviours are acceptable in the workplace;
- The work environment is free from bullying and all forms of discrimination and harassment;
- Ensuring employment, training and staff development opportunities are provided and based on merit; and
- Selection processes are transparent and the selection methods used are consistent.

## STAFF RIGHTS AND RESPONSIBILITIES

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics/biais
- work environment free from discrimination, bullying and sexual harassment
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised

- reasonable flexibility in working arrangements especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

All staff must:

- follow the standards of behaviour outlined in this policy
- offer support to people who experience discrimination, bullying or sexual harassment, including providing information about how to make a complaint
- avoid gossip and respect the confidentiality of complaint resolution procedures
- treat everyone with dignity, courtesy and respect.

## **Additional responsibilities of managers and supervisors**

Managers and supervisors must also:

- model appropriate standards of behaviour
- take steps to educate and make staff aware of their obligations under this policy and the law (eg various Government State and Commonwealth Acts and employment modern awards)
- intervene quickly and appropriately when they become aware of inappropriate behaviour
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard
- help staff resolve complaints informally
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation
- ensure staff who raise an issue or make a complaint are not victimised
- ensure that recruitment decisions are based on merit and that no discriminatory requests for information are made
- seriously consider requests for flexible work arrangements (ie determination by individual eg request does not hinder the delivery of core business and meets Work Health and Safety Regulations).

## **UNACCEPTABLE WORKPLACE CONDUCT**

Discrimination, bullying and sexual harassment are unacceptable at Bouliia Shire Council and are unlawful under the following legislation:

- Anti-discrimination Act 1991 (State)
- Australian Human Rights Commission Act 1986 (Cth).

Staff (including managers) found to have engaged in such conduct might be counselled, warned or disciplined. Severe or repeated breaches can lead to formal discipline up to and including dismissal.

### **Discrimination**

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below).

For example, a worker is harassed and humiliated because of their race

or

A worker is refused promotion because they are 'too old'

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

Protected personal characteristics under Federal discrimination law include:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- sex
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexual orientation, intersex status or gender identity, including gay, lesbian, bisexual, transsexual, transgender, queer<sup>1</sup> and heterosexual
- marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

## **Bullying**

If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.

Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- aggressive behaviours eg threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up

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<sup>1</sup> The word 'queer' has been included in this policy as it has been noted that this it is relevant to those people who identify with the word queer, either individually or as an umbrella term. The word encompasses a wide range of identities and does not risk excluding groups that any acronym may leave out.

- constant unconstructive criticism
- unreasonable work demands
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying is unacceptable in Boulia Shire Council and may also be against occupational health and safety law.

## **Sexual harassment**

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work.

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

Boulia Shire Council recognises that comments and behaviour that do not offend one person can offend another. This policy requires all staff and volunteers to respect other people's limits.

## **Victimisation**

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation. Victimisation is against the law.

It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint.



Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

Boulia Shire Council has a zero tolerance approach to victimisation.

## **Gossip**

It is unacceptable for staff at Boulia Shire Council to talk with other staff members, clients or suppliers about any complaint of discrimination or harassment.

Breaching the Confidentiality Agreement signed by employees with their acceptance of an employment contract; breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and may lead to formal discipline.

## **MERIT AT BOULIA SHIRE COUNCIL**

All recruitment and job selection decisions at Boulia Shire Council will be based on merit – the skills and abilities of the candidate as measured against the inherent requirements of the position – regardless of personal characteristics.

It is unacceptable and may be against the law to ask job candidates questions, or to in any other way seek information, about their personal characteristics, unless this can be shown to be directly relevant to a genuine requirement of the position.

## **RESOLVING ISSUES AT BOULIA SHIRE COUNCIL**

Boulia Shire Council strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed or victimised to take appropriate action by speaking to your immediate supervisor or if they are part of the problem then refer to the Chief Executive Officer.

Staff who do not feel safe or confident to take such action may seek assistance from our Employee Assistance provider for advice and support or action their behalf.

### **Employee Assistance Program**

Boulia Shire Council staff are entitled to a certain amount of free, professional counselling from our Employee Assistance Program. To access the Employee Assistance Program, you are able to call directly or refer to the Human Resources Officer.

Employee Assistance Program counselling is confidential and nothing discussed with a counsellor will be communicated back to Boulia Shire Council. Employee Assistance Program counselling is available free to Boulia Shire Council staff regardless of whether the issue is related to a workplace problem or some other issue for the staff member.

## **OTHER RELEVANT BOULIA SHIRE COUNCIL POLICIES**

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant Boulia Shire Council policies, including

- Workplace Health and Safety policy
- Complaint resolution policy and procedure

- Mission, vision and values statements
- Enterprise bargaining agreements
- Service agreement
- Email and Internet
- Confidentiality (Use of Information) Procedure
- Social Media
- Statement of Business Ethics

## **MORE INFORMATION**

If you have a query about this policy or need more information please contact Human Resources.

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# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	Councillor Code of Conduct Policy Review	<b>DOC REF:</b> Item CEO5
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 03/05/2019
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**CORPORATE PLAN REFERENCE:**

## 4. GOVERNANCE

A cohesive and sustainable Council providing community leadership.

4.1 Provide efficient, friendly and professional service ensuring Council resources are utilised in a responsible manner.

**PURPOSE:**

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

**CONTENT:**

Following the passing of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*, the *Local Government Act 2009* now provides for a more effective and streamlined system for dealing with Councillor complaints and imposes a mandatory Code of Conduct for Councillors.

Council's existing Councillor Code of Conduct policy, policy 129, has therefore been modified accordingly. The Councillor Code of Conduct policy being presented to Council in this report has been taken directly from the document provided by the Department and simply put in Council's regular policy format and this report now seeks a Council resolution to adopt the new policy version.

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

The policies are consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**

1. That Policy 129 Councillor Code of Conduct as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

**ATTACHMENTS:**

- Policy 129 Councillor Code of Conduct

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Councillor Code of Conduct

Category:	Policy
Policy Number:	129
Document Version:	3
Obsolete Version:	20/02/2018
Keyword Classification:	Councillor Code of Conduct
Summary:	The policy outlines ethical behaviour for Councillors
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	May 2022
Date revoked:	n/a
Related documents:	<p>Policy 111 - Councillor Expenses Re-imbusement Policy</p> <p>Policy 121 - Confidentiality (Use of Information) Procedure Policy</p> <p>Policy 122 - Councillor Interaction Policy</p> <p>Policy 127 - Complaints Management Policy and Process</p> <p>Policy 139 - Related Party Disclosure Policy</p> <p>Policy 140 - Statement of Business Ethics</p> <p>Policy 141 - Conflict of Interest Policy</p> <p>Policy 148 - Standing Orders for Council Meetings Policy</p> <p>Policy 150 - Investigation Policy</p> <p>Policy 151 - Model Meeting Procedures Policy</p>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009

## PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

## BACKGROUND

Under section 150D of the Local Government Act 2009 (the Act), the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the Act, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under section 169 of the Act. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

## THE LOCAL GOVERNMENT PRINCIPLES AND VALUES

The Act is founded on five Local Government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement
4. Good governance of, and by, Local Government
5. Ethical and legal behaviour of Councillors and Local Government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate under each principle. These values are listed below:

1. In making decisions in the public interest, Councillors will:
  - make decisions in open Council meetings
  - properly inform relevant personnel of all relevant information
  - make decisions in accordance with law and policy
  - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
  - manage Council resources effectively, efficiently and economically
  - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
  - show respect to all persons
  - clearly and accurately explain Council's decisions
  - accept and value differences of opinion.

4. In exercising good governance, Councillors are committed to:
  - the development of open and transparent processes and procedures
  - keeping clear, concise and accessible records of decisions.
  
5. To meet the community's expectations for high level leadership, Councillors will:
  - be committed to the highest ethical standards
  - uphold the system of Local Government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

## **STANDARDS OF BEHAVIOUR**

This Code of Conduct sets out the standards of behaviour applying to all Councillors (excluding Councillors who are governed under the *City of Brisbane Act 2010*) in Queensland. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

- 1. RESPONSIBILITIES**
- 2. RESPECT**
- 3. REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

### **1. Carry out *RESPONSIBILITIES* conscientiously and in the best interests of the Council and the community**

For example, Councillors will, at a minimum:

- 1.1 Attend and participate meaningfully in all Council meetings, briefings, relevant workshops and training opportunities to assist Councillors in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner

- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6 Cooperate with any investigation being undertaken by the Local Government or other entity.

## 2. Treat people in a reasonable, just, **RESPECTFUL** and non-discriminatory way

For example, Councillors will, at a minimum:

- 2.1 Show respect for fellow Councillors, Council employees and members of the public
- 2.2 Not bully, harass, intimidate or act in a way that the public would reasonably perceive a Councillor's behavior to be derogatory towards other Councillors, Council employees and members of the public
- 2.3 Be respectful of other people's rights, views and opinions.

## 3. Ensure conduct does not reflect adversely on the **REPUTATION** of Council

For example, Councillors will, at a minimum:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 Avoid making unnecessary or irrelevant comments or accusations about Councillors or Council employees in order to undermine them or their position
- 3.4 Ensure behaviour and presentation is appropriate to maintain the dignity of the office of the Councillor.

## CONSEQUENCES OF FAILING TO COMPLY WITH THE CODE OF CONDUCT

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the Act.

A complaint about the conduct of a Councillor must be submitted to the Independent Assessor who will assess the complaint and determine the category of the allegation. In order of most to least serious, the categories of complaint are **corrupt conduct**, **misconduct**, **inappropriate conduct** and then **unsuitable meeting conduct**.

## Unsuitable meeting conduct

Under section 150H of the Act, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

*Note: Chairpersons of meetings are carrying out a statutory responsibility under the Act to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).*

## Inappropriate conduct

Under section 150K of the Act, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct (i.e. occurs outside of a meeting of Council) is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting, or is conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year.

The Independent Assessor is responsible for assessing allegations of suspected inappropriate conduct. If the Independent Assessor chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

## Misconduct

Councillors are required to comply with all laws that apply to Local Governments. This includes refraining from engaging in **misconduct**.

The Independent Assessor is responsible for assessing and investigating instances of suspected misconduct. The Independent Assessor may then refer the matter to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of powers, or
- is, or involves:
  - a breach of trust placed in the Councillor
  - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person



- a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer and senior executive employees)
- a release of confidential information outside of the Council
- failure by a Councillor to report a suspected material personal interest, conflict of interest or perceived conflict of interest of another Councillor, or
- is a failure by the Councillor to comply with:
  - an order made by the Council or Tribunal
  - any acceptable request guidelines of the Council made under section 170A of the Act
  - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year, or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

### **Corrupt conduct**

**Corrupt conduct** is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission. For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillors responsibilities, and
- involves the performance of the Councillors responsibilities in a way that:
  - is not honest or impartial, or
  - involves a breach of the trust placed in the Councillor, or
  - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

### **MORE INFORMATION**

The Department of Local Government, Racing and Multicultural Affairs's website provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact our regional office within Local Government and Regional Services in the Department on:

**Telephone:** 13 QGOV (13 74 68)

**Post:** PO Box 15009, City East, Queensland 4002

**Website:** [www.dlgrma.qld.gov.au](http://www.dlgrma.qld.gov.au)

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	COMMUNITY SERVICES REPORT	<b>DOC REF:</b> Item CSM1
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<b>REPORT BY:</b>	Mrs Julie Woodhouse Community Services Manager	<b>DATE:</b> 05/05/2019
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**CORPORATE PLAN REFERENCE:** Theme – SOCIAL

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

- Housing – Endeavour to provide sufficient, affordable and suitable housing to meet demand.
- Marketing – Promote and market the shire of Boulia to attract rural living, visitors and investors to the shire.
- Cultural Facilities & Services – Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

**PURPOSE:**

To 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	0
Total flats available	1
Total Council units are always kept vacant for use by visiting professionals	1
Total Council furnished flat being used by contractor	1
Houses/flats being renovated/painted	1 unit
Applications for rental for March	1

An update was sent to the Housing Committee last month advising them of house movements:

- St Hilliers Property Pty Ltd. will be renting a furnished unit for an unspecified time. They will also take on an unfurnished flat, when the flat is ready for occupancy.
- Anglo American will be renting a furnished property for an unspecified time.
- Carpet cleaning and some house inspections will take place this month.
- A quote has been accepted for pest control with a date to be set.

**Tourism:**

- Happy go Lucky Production are in town on the 11<sup>th</sup> May to talk to any community members of their experiences with the Min Min Lights for a documentary starring Christopher Atkins from Hollywood.
- The school is bringing down the upper grades for a visit to the Heritage complex on the 7<sup>th</sup> May.

**Grants:**

- We were not approved for the Community Sport and Infrastructure grant for money towards the tennis courts.
- We are awaiting outcomes for the LGGS, RADF and the PLS grants submitted this year.

**Community:**

- Boulia Council once again facilitated the ANZAC Day 10am service and provided sandwiches in the hall for the community.

**GOVERNANCE IMPLICATIONS:** Nil**RECOMMENDATION:**

That the Community Services Report is received for information.

**ATTACHMENTS:**

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed	Acquittal Completed
Upgrade Urandangie Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangie Health Clinic. Trust A/c	\$ 50,000	30th June 2018		
Mens shed - NOW Disabled Toilet Robinson Park	Stronger Communities programme	\$ 19,000	\$ 22,370	\$ -	\$ 40,370		\$ 20,000			
Jockey's Change Room	Drought Communities Program		\$ -	\$ -			\$ 266,500			
Sewer relining	Building Our Regions	\$ 500,000	\$ -	\$ -	\$ 500,000	EOI submitted - BoR	\$ 500,000	31/08/2018		
Shire Hall Renewal	Drought Communities Program	\$ 443,870	\$ -	\$ -	\$ 443,870		\$ 443,870	15/01/2018		
Boulia Wellbeing Centre	Drought Communities	\$ 572,900	\$ -	\$ 572,900	\$ 572,900		\$ 572,900	31/03/2019		
Upgrade of the Boulia Aerodrome	Dept. of Infrastructure, Regional Development and Cities	\$ 34,625	\$ 34,625	\$ -	\$ 69,249		\$ 34,625	31/12/2018		
Upgrade of the Urandangie Aerodrome	Dept. of Infrastructure, Regional Development and Cities	\$ 187,130	\$ 187,130	\$ -	\$ 374,260		\$ 187,130	30/10/2018		
Community Drought Support 2018	Department of Communities, Disability Services and Seniors (obtained by the RAPAD group)	\$ -	\$ -	\$ -	\$ 75,000		\$ 75,000	31/12/2018		
Stage 2 Toilet Ramp & Solar Hot Water System Urandangie	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 40,000	\$ -	\$ 70,000	\$ 40,000		\$ 40,000	31/10/2019		
Post Office Refurbishment	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000			\$ 100,000		\$ 100,000	31/10/2019		
Racecourse Sewer Connection -W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 450,000	\$ -	\$ -	\$ 450,000		\$ 450,000	31/10/2019		
Upgrade Council Depot Security BOSC.W4Q2.02	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000	\$ -	\$ -	\$ 100,000		\$ 100,000	31/10/2019		
Toilet & Shower for New Truck Parking/Rest area Facility - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 100,000	\$ -	\$ -	\$ 100,000		\$ 100,000	31/10/2019		
Community Hall Flooring - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 35,000	\$ -	\$ -	\$ 35,000		\$ 35,000	31/10/2019		
Airport Fencing at Urandangie - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 50,000	\$ -	\$ -	\$ 50,000		\$ 50,000	31/10/2019		
Cenotaph Lighting - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 15,000	\$ -	\$ -	\$ 15,000		\$ 15,000	31/10/2019		

Grant Funding Register - Approved items

River Water Pipe Upgrade - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 65,000	\$ -	\$ -	\$ 65,000		\$ 65,000	31/10/2019		
Shade Shelter & Seating at Bubbler Park area - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 20,000	\$ -	\$ -	\$ 20,000		\$ 20,000	31/10/2019		
Workshop Refurbishing - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 35,000	\$ -	\$ -	\$ 35,000		\$ 35,000	31/10/2019		
Playground softfall - W4Q2	Work's For Queensland 2 Program - Department of Infrastructure, Local Government and Planning	\$ 20,000	\$ 5,000	\$ -	\$ 25,000		\$ 20,000	31/10/2019		
Disinfection Systems Implementation for Boulia Town	LGGSP - Local Govt Grants & Subsidies Program	\$ 155,250	\$ 103,500	\$ -	\$ 258,750		\$ 155,250	30/06/2019		
Asset Management Plan	LGGSP - Local Govt Grants & Subsidies Program	\$ 18,000	\$ 12,000	\$ -	\$ 30,000		\$ 18,000	30/06/2019		
Boulia Robinson Park Security Cameras & Lighting	LGGSP - Local Govt Grants & Subsidies Program	\$ 18,630	\$ 12,420	\$ -	\$ 18,630		\$ 18,630	30/06/2019		
Floodway upgrade – Springvale Road (Springvale Road Structure Repairs)	2017-18 National Disaster Resilience Program	\$ 147,210	\$ 147,210	\$ -	\$ 294,420		\$ 147,210	30/06/2020		
Upgrade Facility and Purchase Equipment - auspiced grant for Boulia Golf Club	Gambling Community Benefit Fund - Department of Justice and Attorney-General	\$ 26,955	\$ -	\$ -	\$ 26,955		\$ 26,955	7/8/2019		
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	monthly finance rep needed	\$75,311 (ex GST)	21/8/2020		
Arts Qld	RADF funding	\$ 15,000	\$ 2,250	\$ -	\$ 15,000	Community	\$12,000 received	16/09/2019		
2018-19 Get Ready Queensland Grant Program	Queensland Reconstruction Authority	\$ -	\$ -	\$ -	\$ 4,880		\$4880 (ex GST)	30/06/2019		
Chill'n'Grill – BBQing for Boulia	Foundation for Rural & Regional Renewal - Tackling Tough Times Together	\$ 26,000	\$ 594	\$ -	\$ 26,944		\$ 26,000	1/4/2020		
Get Playing Places and Spaces	Dept Sport and Rec	\$ 88,800	\$ 23,000	\$ -	\$ 112,800	tennis courts resurfacing	\$ 89,900			
SES - Shed for All Terrain Vehicle	Community Gambling Benefit Fund	\$ 30,000	\$ 6,000	\$ -	\$ 36,000	Grant Funds and acquittal to be handled by QFES	\$ 24,363.63	23/09/2019		
DCP000096 - Drought Communitis Program	Department of Industry, Innovation And Science	\$ 1,050,000	\$ 21,381		\$ 1,071,381		\$ 1,050,000.00	30/06/2019		
First 5 Forever Program	Queensland State Library				\$ 1,000					Not required
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land	\$ 994,800.00	13/12/2019		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 6,118,429

TOTAL FUNDS RECEIVED BY FINANCE:

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Boulia Airport resurfacing	Remote Airport Upgrade	\$ 1,145,000	\$ -	\$ -	\$ 1,145,000	25/11/2018	CEO	Boulia Airport resurface
Channel Country Weed project	Dept Social Services	\$ 100,000		\$ 99,498	\$ 199,498	5/02/2019	CEO	Woody weed control - stage 2
Multi-touch hub	Public Libraries strategic priorities funding	\$ 28,600	\$ -		\$ 28,600	22/02/2019	CSM	hub for the Library
Relocation of police cells	LGGSP	\$ 24,000	\$ 6,000		\$ 30,000	8/02/2019	CSM	tourism venture
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000		\$ 99,498	\$ 199,498	15/02/2019	CEO	Stage 2 Hamilton Channels
		\$ 1,397,600						

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	Min Min Encounter April 2019 Report	<b>DOC REF:</b> Item F
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<b>REPORT BY:</b>	Anna Karra	<b>DATE:</b> 02/05/2019
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**CORPORATE PLAN REFERENCE:** Theme – SOCIAL

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

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

**PURPOSE:**

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

**CONTENT:**

Monthly Activity Statistics:

Daily Sales for April 2019	\$4,295.05
MME Visitor Stats for April 2019	205
MME Show Stats for April 2019	74
BHC Stats for April 2019	57

Social Media Statistics for April 2019:

Page	Page Likes	Reached	Shares
Boulia Shire Council	46	21,583	581
Min Min Encounter	43	18,448	149

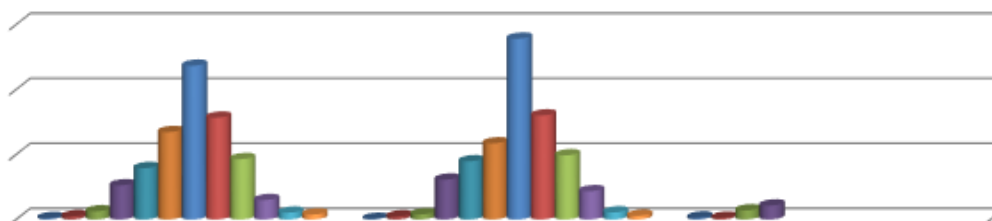
**REPORT ON ACTIVITIES HELD FOR APRIL 2019**

This month I had the opportunity to represent Boulia at the National 4X4 Trade Show in Brisbane from 5<sup>th</sup> to 7<sup>th</sup> April. I have attached a detailed report together with this report.

The visitor numbers have dropped significantly in the month of April due to road closures. Our normal sales and statistics for April gets benefited from school holidays and Easter Races. The roads to the south and west were closed over the school holiday period which is disappointing from a sales perspective. However, we could answer many phone enquiries and reach out to people enquiring about the road conditions both current and how they are going to be at the time of their travel. There were many phone enquiries about Camel Races which I have taken advantage to give out information about our attractions in town and directed them to Shelley for Camel Races specific information like ticketing.

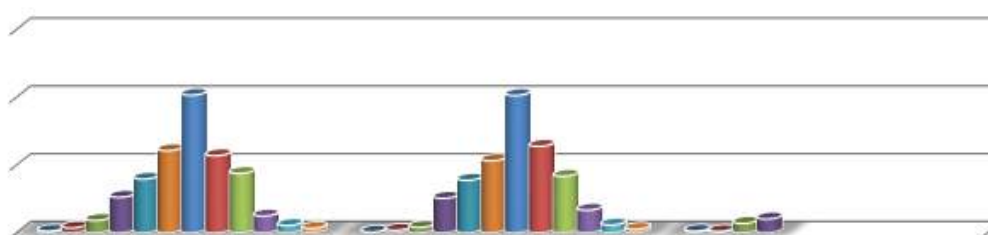
This month we have seen Greg Tuckwell's visit. He did his annual maintenance. He replaced batteries, Amplifier and speakers. He fixed a couple of pending issues with the show. While he was here, a motor in the theatre scene blew up. He fixed it temporarily. He will be returning in July with the spare parts to fix it permanently.

## Min Min Encounter & BHC Tickets & Merchandise Sales



	2017	2018	2019
■ January	\$468.00	\$199.50	\$635.90
■ February	\$986.80	\$941.90	\$534.95
■ March	\$2,527.60	\$1,570.40	\$2,810.65
■ April	\$10,507.97	\$12,261.15	\$4,295.05
■ May	\$15,819.82	\$17,912.50	
■ June	\$26,898.35	\$23,428.55	
■ July	\$47,314.75	\$55,628.45	
■ August	\$31,345.60	\$32,009.00	
■ September	\$18,576.75	\$19,744.51	
■ October	\$5,981.65	\$8,699.05	
■ November	\$2,105.20	\$2,198.20	
■ December	1,520.75	1,127.96	

## Min Min Encounter Visitor Numbers



	2017	2018	2019
■ January	25	13	26
■ February	72	38	22
■ March	183	82	140
■ April	526	510	205
■ May	793	776	
■ June	1212	1063	
■ July	2031	2026	
■ August	1138	1277	
■ September	877	835	
■ October	249	335	
■ November	109	116	
■ December	65	54	

### RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore



## **Anna Karra's Report on National 4X4 Outdoors Show, Fishing and Boating Expo Brisbane.**

I have been to Brisbane National 4X4 Outdoors show to represent Boulia at the Outback Queensland stand from 5<sup>th</sup> to 7<sup>th</sup> April.

I worked together with tourism staff from Winton, Richmond and Longreach. We have had three busy days with many people enquiring mostly about different itineraries they could plan for, the road conditions after floods and the Outback Events.

There were many enquiries about Big Red Bash and what to see and do on the way. We have given out 100 of our Boulia brochures. This is in addition to the over 15 boxes of OQTA brochures for overall information about the Outback towns. Most of the visitors to our stand showed genuine interest to visit the Outback this year. On Saturday, 6<sup>th</sup> and Sunday 7<sup>th</sup>, we have seen many young families visit our stand enquiring about weather and events around June-July school holidays and September-October school holidays. It is a promising sign that we might get busier around school holiday period.

However, there were few concerns raised about recent floods and the fact that flood water being around at Birdsville area. We have assured them that flood waters will recede soon and the roads will be back to normal. This has given us the opportunity to explain to them the beauty and the bloom that is to be expected after a major flood event like this.

I do not have the official statistics from OQTA to report at this stage. This is because the 4X4 Show organisers haven't released the visitor statistics yet.

We at the OQTA stand felt that we had higher number of visitors to the stand this year with genuine interest.

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	Boulia Heritage Complex (Information report)	<b>DOC REF:</b> Item G
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<b>REPORT BY:</b>	Lindsay Leonard	<b>DATE:</b> 01/05/2019
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**CORPORATE PLAN REFERENCE:**

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

**Cultural Facilities & Services Objective:** Provide facilities for arts and cultural activities and the preservation of historic and heritage artefacts.

**PURPOSE:**

To update Council on the visitations and activities at the Boulia Heritage Complex.

**CONTENT:**

Boulia Shire Council provides a well-appointed Heritage Complex which is open 7 days per week from 10am to 3pm and 10am to 2pm on weekends.

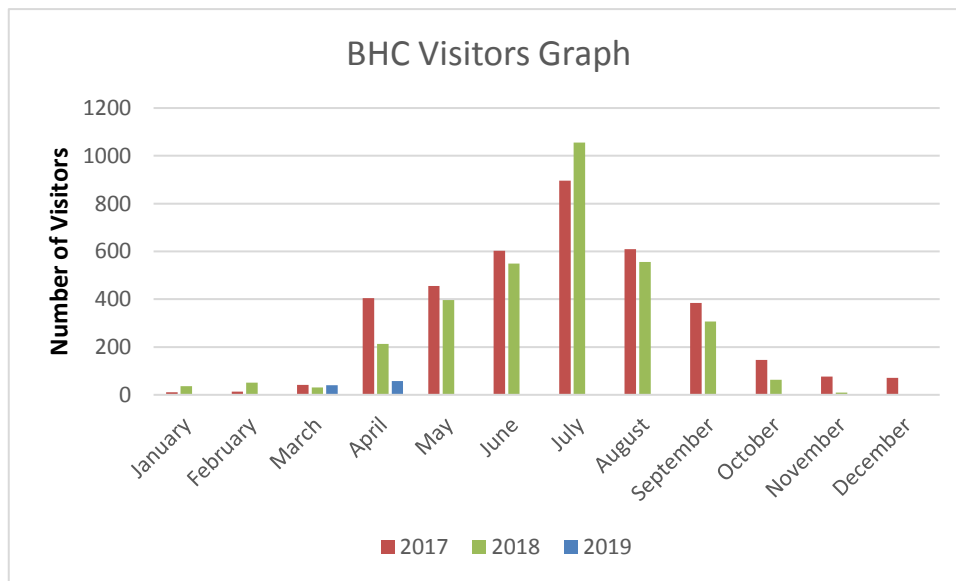
ACTIVITY	CUSTOMER VOLUME - per month
Complex Visitors	57

**BOULIA HERITAGE COMPLEX REPORT:**

We have had 57 visitors for the month of April. April is usually when the number of visitors starts to increase however with the flooding and road closures the bus tours that were scheduled this month had to cancel. Due to the flooding, road closures and the Easter races being cancelled we didn't see an increase in visitors as much as we would have expected for April. Having four buses scheduled for May and the roads being open we expect to see an increase in visitors.

This month I have finished labelling the artefacts as well as putting up descriptions. My main focus this month has been on gathering information on the machinery in the yard and designing signs to be made later on. Gathering the information has been very time consuming as not a lot has been documented about the machinery however I am slowly making progress. I have provided a few samples and options that I have completed so far along with this report.

**VISITOR STATISTICS COMPARISON:**



**RECOMMENDATION:**

That the Boulia Heritage Complex report is received for information.

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

# Corrugated Iron Curving Machine

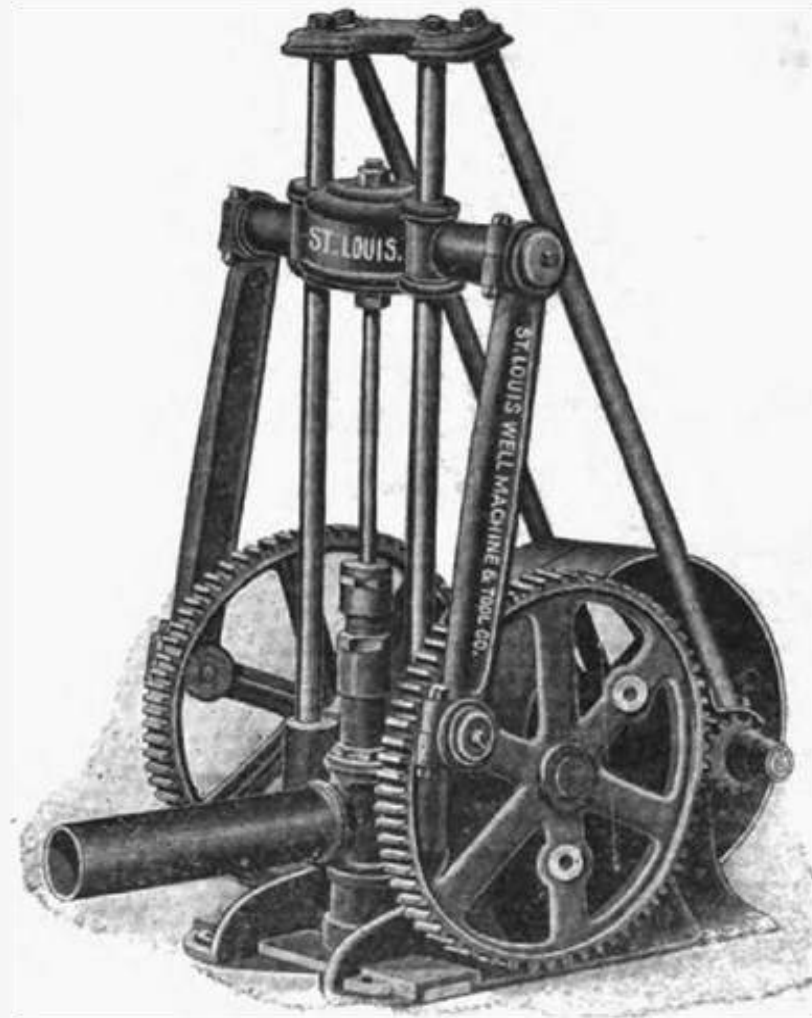
This corrugated iron curving machine is manually operated. The manufacturer is unknown however the design is consistent with similar machines from the 1900 to 1950s. Corrugated iron was first used for housing in Australia in the 1850s. Corrugated iron was commonly used to make water tanks. Curved corrugated iron is still used to make water tanks, though the machinery and methods of manufacture have changed. In the 1800s and 1900s water tanks were made by riveting and soldering curved sheets of corrugated iron together. Now many round tanks are made from spirals of corrugated iron.



# Windmill Pump Jack

Manufacturer: The Toowoomba Foundry Pty Ltd

This pump jack is for a windmill. Before Stations had electricity you would use a gasoline engine to operate the pump jack making it easier on the stockman instead of pumping water by hand by the pump handle. The pump jack is used as a backup to a windmill to provide water on calm days.



## BOULIA SHIRE COUNCIL

### Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	BOULIA SPORTS AND AQUATIC CENTRE (INFORMATION REPORT)	<b>DOC REF:</b> Item H
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<b>REPORT BY:</b>	Natarsha Shaw Sports Centre Attendant	<b>DATE:</b> 07/05/2019
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**CORPORATE PLAN REFERENCE:**

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

**Outcome 2.1** Support opportunities to develop the community through partnerships.

**Outcome 2.2** Provide and support improved access to services within the shire.

**PURPOSE:**

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

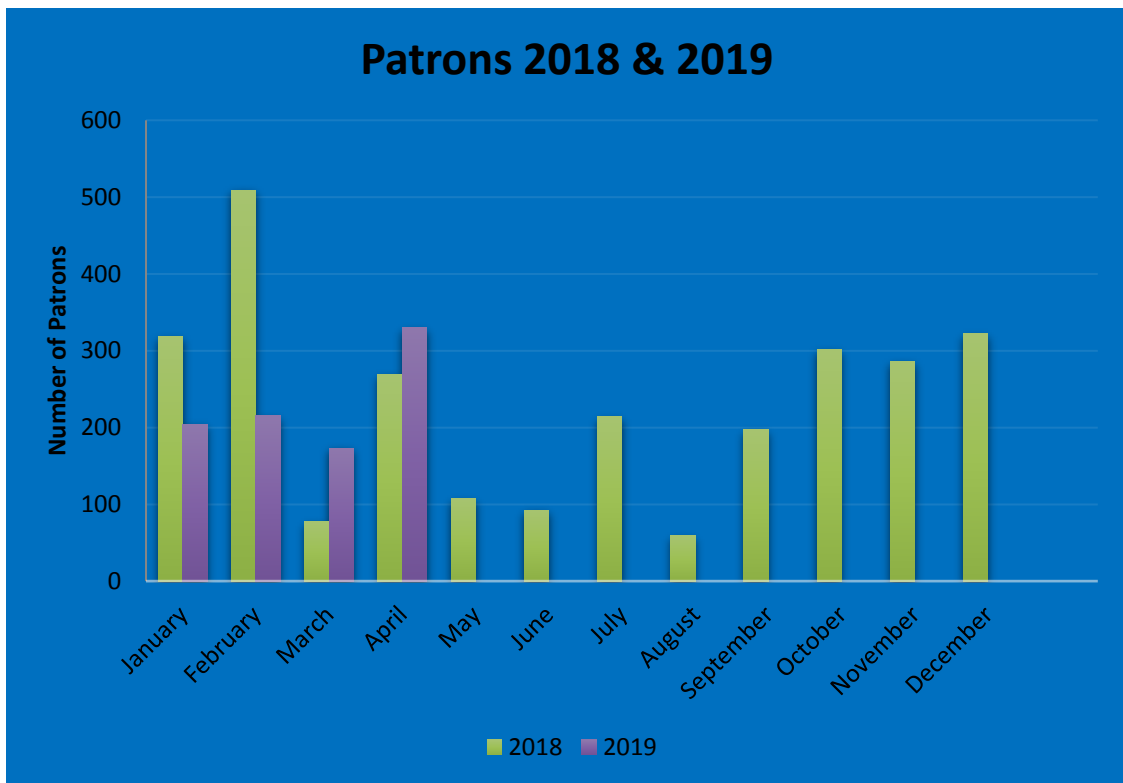
**CONTENT:**

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 20 After Hours: 18
• Squash	0
• Casual entry usage	53
• Kids usage	97
• Membership usage	28
• Merchandise sales	\$14.00
• Admission	\$33.00
• Refreshment sales	\$23.00

**Activities held this month:**

- School holiday program which consisted of Easter egg hunt, craft, science experiments, biscuit decorating and obstacle courses. This program was run in conjunction with the Community Support office and Jan Norton.



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

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

# Ordinary Meeting of Council

Date: Wednesday 22<sup>nd</sup> May 2019



## Late Reports:

- ★ Item CEO7 – RAPAD Youth Program
- ★ Item DWO 2 – Late Report - 2019-21 Works for Queensland  
Approved Projects
- ★ Item FM1 - Manager Corporate & Financial Services Report

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	RAPAD YOUTH PROGRAM	<b>DOC REF:</b> LATE REPORT - CEO7
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 15/05/2019
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**CORPORATE PLAN REFERENCE:**

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

**PURPOSE:**

To advise Council of the request received from Longreach Regional Council to be part of the RAPAD Youth Program.

**CONTENT:**

The RAPAD Youth Council will build a platform for young people throughout Western Queensland creating new pathways and identifying gaps within each community. This program is building on the previous 'Shockwave' Youth Program which was run in Longreach and Blackall/Tambo but is no longer funded.

It is proposed a working group be established in each Council to work in partnership with the Longreach group to deliver the program across the RAPAD shires.

The SHOCKWAVE Festival was the only Festival held directly for Youth in Central Western Queensland and was a highlight for youth. Youth were able to access FREE Creative Workshops in creative areas such as Music, Dance, Culture, Technology & Art. Youth learnt the latest Hip Hop moves from 'Divine our Destiny Dance Troupe', while also learning Acrobatic style dance with former Shockwave Young Coordinators. Dance Mentors from Aboriginal Centre of Performing Arts and local Indigenous Organisation Central West Aboriginal Corporation, linked youth with the Indigenous culture and heritage through dance, story telling and art. Youth were also able to take a step back in time to try their hand at a bush artistic form of Leather Art – at the Lost Art Studio in Blackall's Main Street.

The RAPAD Group are extending the opportunity to have Boulia included in the program although the extent at this time is unknown. Further information has been requested at the time of writing this report has not been received but will be presented at the Council meeting for consideration.

**CONSULTATION:** Longreach Regional Council

**GOVERNANCE IMPLICATIONS:**

- Budget implication \$11,000 2019-2020 and \$11,000 2020-2021.

**RECOMMENDATION:**

That the report be received for information and consideration in the 2019-2020 budget.

**ATTACHMENTS:** Letter from Longreach Regional Council

Chief Executive Officer

Ms Lynn Moore





# Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

Address all correspondence to:

Chief Executive Officer

PO Box 144, Ilfracombe QLD 4727

Tel: (07) 4658 4111 | Fax: (07) 4658 4116

Email: assist@longreach.qld.gov.au

ABN: 16 834 804 112

1 May 2019

Lynn Moore  
CEO  
Boulia Shire Council  
Herbert Street  
BOULIA QLD 4829

<input type="checkbox"/> AGENDA	A	I	BOULIA SHIRE COUNCIL <b>RECEIVED</b>  13 MAY 2019  DOC ID: ..... RETENTION: .....
CEO	<input type="checkbox"/>	<input type="checkbox"/>	
DWO	<input type="checkbox"/>	<input type="checkbox"/>	
FM	<input type="checkbox"/>	<input type="checkbox"/>	
SAO	<input type="checkbox"/>	<input type="checkbox"/>	
CSM	<input type="checkbox"/>	<input type="checkbox"/>	
CLLR's/Mayor	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	
.....	<input type="checkbox"/>	<input type="checkbox"/>	

Dear Lynn

## Re: RAPAD Youth Program

At the recent RAPAD meeting dated 26 March, 2019 the Longreach Youth Council presented a report to the RAPAD Mayors regarding an alternative to Shockwave, the RAPAD Youth Program.

The RAPAD Youth Program will build a platform for young people throughout Western Queensland drawing on existing strengths while creating new pathways and addressing needs and identified gaps within each regional community for our Youth. The RAPAD Youth Program will provide opportunities for young people to experience and develop new skills, boost regional connectedness and grow relationships across the region and beyond.

The Program will focus on:

- Skills Development;
- Regional Connectedness;
- High Level Engagement Opportunities; and
- Annual Youth Festival;

The RAPAD Youth Program will be driven by youth in each community. Youth participation will contribute to structuring the programs, strategies and services that affect young people's lives, to effectively address their needs and interests as well contributing to their community success.

There will be a RAPAD Youth Working Group established in each Council area that will work in partnership with Councils in the delivery of this program. The program will be piloted for two (2) years, beginning 2019/20 financial year. Longreach Regional Council will co-ordinate/ administrate by employing a Youth Pathways Officer. This Officer will support each Council by developing/implementing activities in each region. The program will see new partnerships formed with Councils, Community, Schools and Businesses. It will help bridge the generation gap by breaking down the barriers between young people and the broader community.


Longreach Regional Council has committed \$22,000 (including GST) each year for the next two (2) years and is seeking your financial contribution towards the program. It was agreed at the RAPAD meeting, financial contribution will be based on Council size/population and the need for this program in your community. Financial contribution example:

- Smaller Council's - \$11,000 (Including GST)
- Larger Council's - \$22,000 (Including GST)

Longreach Regional Council looks forward with working with you with the implementation of the RAPAD Youth Program. Should you require further assistance in relation to this matter, please do not hesitate to contact Donna Rowlands Community and Youth Development Officer, on (07) 4658 4111.

Sincerely

David Perry  
Director of Community and Cultural



The RAPAD Youth Program will address the following identified gaps and needs:


- Western Queensland is suffering economically, socially and culturally;
- Young people are leaving Western Queensland at the rate of 1 in 3;
- Without positive and engaging activities young people in Western Queensland are turning to at risk behaviours;
- There are limited clear career pathways and a lack of higher education options for young people in Western Queensland;
- Agriculture, as the largest industry in Western Queensland region, offers limited opportunities for young people due to the lack of economic stability;
- The growth of the Tourism/Events industry in Western Queensland identifies the need for workers skilled in creative industries.

The RAPAD Youth Program will focus on:

- Skills development – Short Course Programs to be delivered over the holiday program that would be tailored to the needs of the Youth community;
- Support Services- Development of Youth App that will have access to information regarding:
  - Events/Activities
  - Employment/Volunteering Opportunities
  - Training – Short Courses
  - Health Services – that provide online services where youth confidentiality is protected
  - Mental Health Services –having access to Counsellor’s via the app
- High Level Engagement Opportunities;
  - Sister City Relationship
  - Summer Camp – Bush to Beach (Winton Shire Council Sister City Relationship with Moreton Bay Regional Council)
  - Leadership Camps (Snow Trip, Ab Sailing, rock climbing etc.)
  - Sports Camp
- Annual Youth Festival

The anticipated benefit of the RAPAD Youth Program:

- Partnerships with Councils, Community Organisations, Schools, Businesses;
- Intra-regional travel and interaction/engagement opportunities for young people;
- Economic contribution to the community;
- Supporting the long term growth of employment opportunities in Western Queensland;
- Bridging the generations by breaking down the barriers between young people and the broader community;

- 
- An outlet for young people that they can rely on;
  - Creation of employment for young people;
  - Supporting the retention of skilled young people within Western Queensland; and
  - Offering employers access to skilled, confident and resilient young workers.

# BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	<b>2019-21 WORKS FOR QUEENSLAND APPROVED PROJECTS</b>	<b>DOC REF:</b> Item DWO 2 – Late Report
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<b>REPORT BY:</b>	Mr Harin Karra Director of Works and Operations	<b>DATE:</b> 20/05/19
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**CORPORATE PLAN REFERENCE:**

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

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

**PURPOSE:**

The purpose of this report shows breakdown of the approved list of projects under the 2019-21 Works for Queensland Round 3 program

**CONTENT:**

Council submitted list of projects in February 2019 for the 2019-21W4Q funding allocation \$1,030,000.

Council will be required to report on monthly basis to the department through online portal.

2019-21 W4Q projects must be completed by 30 June 2021. 50% of allocated money will be paid before 30 June 2019.

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

**CONSULTATION:**

- Executive staff, Council meeting in February 2019

**GOVERNANCE IMPLICATIONS:**

- Allocated funding will be included in the budget for 2019-20 and 2020-21.

**RECOMMENDATION:**

That the council accepts 2019-21 W4Q funding allocation \$1,030,000. and further, Council will authorises Chief Executive Office to sign the necessary documents.

**ATTACHMENTS:** Project breakdown list

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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**Boulia Shire Council Work for Queensland Round 3 Projects**

Project Title	Project Items	Project Scope	Group Total	Projects Breakdown
<b>W4Q R3 001</b>	<b>Boulia Town Infrastructure Upgrade</b>		<b>\$520,000.00</b>	
	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$100,000.00
	Cement Shed and Fencing @ Industrial Precinct	Install new cement shed and fencing at the new industrial yard		\$100,000.00
	Shade Shelter & Seating @ Water Park	Install new shade shelter and wheel chair accessible seating		\$20,000.00
	Amenities Refurbishment (sports Centre)	Male and Female Toilets Refurbishment Shade shelter for the equipment storage. Majority of the equipment been exposed to the weather.		\$170,000.00
	Depot upgrade	Install new Garages at 56 Moonah St and 35 Wills Street		\$60,000.00
	Double Garages Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$10,000.00
				<i>\$520,000.00</i>
	<b>Boulia Town Water Infrastructure Upgrade</b>		<b>\$180,000.00</b>	
<b>W4Q R3 002</b>	<b>Upgrade</b>			
	Hydrosmart @ SES Bore	Install Water softener to the water main. Install new smart water meters for the business.		\$30,000.00
	Water Meter			\$30,000.00
	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, Drainage system, cover the pump for the water splashing, electronic key system to use		\$120,000.00
				<i>\$180,000.00</i>
	<b>Urandangie Town Infrastructure Upgrade</b>		<b>\$130,000.00</b>	
<b>W4Q R3 003</b>	<b>Upgrade</b>			
	Urandangie Park Upgrade	Install new play equipment. New self bunded fuel storage and fuel management system. Current setup not comply with WHS and EPA standards.		\$50,000.00
	Fuel setup for Urandangie			\$80,000.00
				<i>\$130,000.00</i>
	<b>Boulia Shire Council Road Network upgrade Signage and Weed Control</b>		<b>\$200,000.00</b>	
<b>W4Q R3 004</b>	<b>upgrade Signage and Weed Control</b>			
	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$100,000.00
	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding		\$100,000.00
				<i>\$200,000.00</i>
			<b>\$1,030,000.00</b>	<b>\$1,030,000.00</b>

# BOULIA SHIRE COUNCIL

## Report for Ordinary Meeting held on 22<sup>nd</sup> May 2019

<b>TITLE:</b>	Manager Corporate & Financial Services Report	<b>DOC REF:</b> LATE REPORT – Item FM1
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<b>REPORT BY:</b>	Kaylene Sloman	<b>DATE:</b> 17/05/2019
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<p><b>CORPORATE PLAN REFERENCE: GOVERNANCE</b>          Finance Management: Objective - Maintain responsible, compliant financial management and reporting systems to provide accurate information to stakeholders.</p>
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<p><b>PURPOSE:</b> Financial Summary as at 30<sup>th</sup> April 2019.</p>
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**Cash Position:**

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

	<b>30<sup>th</sup> April 2019</b>	<b>31<sup>st</sup> March 2019</b>
Cash at Hand	14,711,072	\$15,166,470
Net Cash Equivalent (Debtors-Creditors)	2,961,698	1,189,732
<b>Total</b>	<b>\$17,672,770</b>	<b>\$16,356,202</b>

**AGED DEBTORS 30<sup>th</sup> April 2019**

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	2,871.87	940.00	2,162.50	2,350,603.49	(2,130.00)	2,354,447.86

**RATES 30<sup>th</sup> April 2019**

Total Outstanding \$ 284,893.21

**CREDITORS 30<sup>th</sup> April 2019**                      **\$ 37,438.91**

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 30th April 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	1,276,368	1,260,820
Fees and charges	248,203	277,650
Rental income	184,388	309,220
Interest received	234,038	295,000
Sales - contract and recoverable works	2,487,941	3,594,266
Grants, subsidies, contributions and donations	4,776,952	3,864,315
<b>Total Recurrent Revenue</b>	9,207,889	9,601,271
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	5,450,673	6,820,635
<b>Total Capital Revenue</b>	5,450,673	6,820,635
<b>Total Revenue</b>	14,658,563	16,421,906
<b>Total Income</b>	14,658,563	16,421,906
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Administration & Governance Expenses	(1,416,410)	(2,166,595)
Environmental Costs	(208,698)	(336,482)
Infrastructure Maintenance	(1,454,555)	(1,687,960)
Depreciation	(584,779)	(3,431,912)
Recoverable Works Costs	(7,335,443)	(4,134,361)
Net Plant Operating Expenses	622,236	1,224,000
Community Service Costs	(849,528)	(1,402,420)
General Maintenance	(411,727)	(1,015,005)
<b>Total Recurrent Expenses</b>	(11,638,905)	(12,950,735)
<b>Total Expenses</b>	(11,638,905)	(12,950,735)
<b>Net Result Attributable to Council</b>	3,019,658	3,471,171

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 30th April 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Current Assets</b>		
Cash and cash equivalents	14,711,072	11,589,112
Trade and other receivables	3,095,216	1,566,024
Inventories	289,835	300,552
<b>Total Current Assets</b>	18,096,123	13,455,688
<b>Non-current Assets</b>		
Property, plant and equipment	154,035,097 <span style="color: green;">▲</span>	161,306,666
<b>Total Non-current Assets</b>	154,035,097	161,306,666
<b>TOTAL ASSETS</b>	172,131,220	174,762,354
<b>Current Liabilities</b>		
Trade and other payables	133,518	801,578
Borrowings	(20,882) <span style="color: red;">▼</span>	52,000
Provisions	792,600 <span style="color: green;">▲</span>	208,482
<b>Total Current Liabilities</b>	905,236	1,062,060
<b>Non-current Liabilities</b>		
Borrowings	1,147,358	1,207,139
Provisions	116,999	49,965
<b>Total Non-current Liabilities</b>	1,264,357	1,257,104
<b>TOTAL LIABILITIES</b>	2,169,593	2,319,164
<b>NET COMMUNITY ASSETS</b>	<b>169,961,627 <span style="color: green;">▲</span></b>	<b>172,443,190</b>
<b>Community Equity</b>		
Asset revaluation reserve	85,512,318 <span style="color: green;">▲</span>	85,512,319
Retained surplus	84,449,309 <span style="color: green;">▲</span>	86,930,871
<b>TOTAL COMMUNITY EQUITY</b>	<b>169,961,627 <span style="color: green;">▲</span></b>	<b>172,443,190</b>



**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 30th April 2019**

	<i>2019 Actual</i>	<i>Original 18/19</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	1,367,397	5,207,736
Payments to suppliers and employees	(11,334,619)	(8,975,453)
	<u>(9,967,221)</u>	<u>(3,767,717)</u>
Interest received	234,038	295,000
Rental income	184,388	309,220
Non-capital grants and contributions	6,914,890	3,794,015
Borrowing costs	0	(74,560)
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(2,633,906)</b>	<b>555,958</b>
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	(1,972,480)	(1,642,813)
Grants, subsidies, contributions and donations	5,450,673	1,598,880
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>3,478,194</b>	<b>(43,933)</b>
<b>Cash Flows from Financing activities</b>		
Repayment of borrowings	(36,067)	(44,881)
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(36,067)</b>	<b>(44,881)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>808,221</b>	<b>467,144</b>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	<b>13,902,851</b>	<b>11,121,968</b>
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 14,711,072</b>	<b>\$ 11,589,112</b>

**CONSULTATION:** Compiled by Kaylene Sloman

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**DOCUMENTS TO BE TABLED:**

Capital Major Projects, Capital Road Works, Flood Damage Works

Reviewed & Approved by Chief Executive Officer

Ms Lynn Moore