

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 21 May 2021



Photo by: Tim Edgar



BOULIA SHIRE COUNCIL

14th May 2021

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 21 May 2021** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

COMMONLY USED ACRONYMS

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

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

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Deputations

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

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

For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

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

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

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

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

8.2 Jenny Humphris - Holding Redlich: Wangkamahdla People native title determination (this deputation address will be closed under Local Government Regulation 2012 (254J (3)(e))

9 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 23RD APRIL 2021
COMMENCING AT 9 AM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 9.03 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 and declaration of contact with or engagement of lobbyists.

2021/4.1 MINUTES OF THE MARCH 2021 ORDINARY MEETING

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Beauchamp
That the minutes of the Ordinary Meeting held on 26 th March 2021 be accepted.	
<u>Carried</u>	

2021/4.2 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR MARCH 2021

PURPOSE: To inform Council on the progress of various items through an information update.
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<u>Moved:</u> Councillor Edgar	<u>Seconded:</u> Councillor Norton
That the Engineering Services Report – News brief for March 2021 be noted.	
<u>Carried</u>	

2021/4.3 GRANTS WORK STATUS SUMMARY – MARCH 2021

PURPOSE:

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

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

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

Carried

2021/4.4 NDRRA FLOOD DAMAGE WORKS DEPARTMENT MARCH 2021 REPORT

PURPOSE:

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

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

That the NDRRA Flood Damage Works Department March 2021 Report be received for information.

Carried

2021/4.5 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION MARCH 2021 REPORT

PURPOSE:

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

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

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

Carried

2021/4.6 RURAL LANDS PROTECTION OFFICER MARCH 2021 REPORT

PURPOSE:

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

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

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

Carried

2021/4.7 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES MARCH 2021 REPORT

PURPOSE:

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

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

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

Carried

2021/4.8 CEO MARCH 2021 REPORT

PURPOSE:

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

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

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

Carried

2021/4.9 ACTION LIST

PURPOSE:

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

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

That the updated Action List report be received for information.

Carried

Meeting adjourned for morning tea at 10.43 am.

Meeting resumed at 11.09 am.

Council discussed potential interaction with Lobbyists through their Council representative roles in the Outback Highway Development Committee and Remote Area Planning and Development Board.

2021/4.10

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

In accordance with the *Local Government Act 2009* (section 150EN), it is to be noted that Councillor Rick Britton, Councillor Sam Beauchamp, Councillor Tim Edgar, Councillor Jack Neilson and Councillor Jan Norton have all declared a declarable conflict of interest in reference to potential contact with Lobbyists, due to the engagement of Lobbyists by the Outback Highway Development Committee (OHDC) and the Remote Area Planning and Development Board (RAPAD), and the Councillors all holding Boulia Shire Council representative positions within these committees.

Carried

2021/4.11 WESTERN QUEENSLAND ALLIANCE OF COUNCILS (WQAC) ASSEMBLY

PURPOSE:

The Western Queensland Alliance of Councils (WQAC) Assembly 2021 will be held in Richmond on the 17-19 May 2021. Assembly 2021 will review progress on the priorities identified at the Inaugural Assembly and consider the issues to be addressed in the next 12 months which will include a federal election.

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

That Council authorise the Mayor, Deputy Mayor and CEO to attend the Western Queensland Alliance of Councils (WQAC) Assembly 2021 in Richmond on 17-19 May 2021.

Carried

2021/4.12 3RD QUARTER OPERATIONAL PLAN REPORT DECEMBER - MARCH 2021

PURPOSE:

To present the third quarter Operational Report for December-March 2021.

Moved: Councillor Britton Seconded: Councillor Neilson

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

Carried

2021/4.13 DIRECTOR OF CORPORATE SERVICES MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Beauchamp

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

Carried

2021/4.14 AUDIT REPORT

PURPOSE:

To present Council with the Audit and Risk Management Meeting Minutes held 29th March 2021.

Moved: Councillor Beauchamp Seconded: Councillor Neilson

That the Audit Report be received for information.

Carried

2021/4.15 FINANCE MARCH 2021 REPORT

PURPOSE:

Financial Summary as at 31st March 2021.

Moved: Councillor Britton Seconded: Councillor Norton

That the Finance March 2021 Report be received for information.

Carried

2021/4.16 BUDGET REVIEW TO 31ST MARCH 2021

PURPOSE:

To provide a Budget Review to 31st March 2021 based on trends to date.

Moved: Councillor Britton Seconded: Councillor Beauchamp

That the Budget Review to 31st March 2021 as presented to Council be received and that the revised budget variations as shown be adopted.

Carried

2021/4.17 COMMUNITY SERVICES MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Edgar **Seconded:** Councillor Britton
That the Community Services March 2021 Report is received for information.

Carried

2021/4.18 MIN MIN ENCOUNTER MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Edgar **Seconded:** Councillor Neilson
That the Min Min Encounter March 2021 Report be received for information.

Carried

2021/4.19 LIBRARY MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp **Seconded:** Councillor Norton
That Council receive the Library March 2021 report for information.

Carried

2021/4.20 BOULIA SPORTS AND AQUATIC CENTRE MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Britton **Seconded:** Councillor Norton
That Council receive the Boulia Sports and Aquatic Centre March 2021 Report for information.

Carried

2021/4.21 WORK HEALTH AND SAFETY MARCH 2021 REPORT

PURPOSE:

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

Moved: Councillor Britton **Seconded:** Councillor Neilson
That Council receive the Work Health and Safety March 2021 report for information.

Carried

2021/4.22 COUNCILLORS ATTENDANCE AT REGIONAL MEETINGS

PURPOSE:

Councillor attendance at regional meetings are vital to advance the issues which are important to our shire. The following meetings have been identified as benefiting Council and supporting the regional progress of the Boulia Shire, WQAC and RAPAD group of Councils.

Moved: Councillor Neilson **Seconded:** Councillor Britton
That the Council approve the attendance at the identified meetings for the Mayor, CEO and others Councillors where nominated.

Carried

2021/4.23 2021-24 WORKS FOR QUEENSLAND FUNDING

PURPOSE:

To obtain formal endorsement of the projects to be completed with 2021-24 Works for Queensland funding.

Moved: Councillor Britton

Seconded: Councillor Neilson

That the list of projects, as presented in the 2021-24 Works for Queensland funding report, be approved by Council.

Carried

Meeting adjourned for lunch at 12.54 pm.

Meeting resumed at 1.29 pm.

2021/4.24 CLOSED MEETING AT 1.30 PM

Moved: Councillor Britton

Seconded: Councillor Neilson

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

Carried

2021/4.25 OUT OF CLOSED SESSION AT 1.51 PM

Moved: Councillor Britton

Seconded: Councillor Beauchamp

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

Carried

The following recommendations were resolved from the closed session: 2021/4.26, 2021/4.27, 2021/4.28.

2021/4.26 MIN MIN ENCOUNTER REDEVELOPMENT 1553.02 BUILDING ACCELERATION FUND OFFER

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

EXECUTIVE SUMMARY:

The Building Acceleration Fund 2020 (BAF2020) is a Queensland Government Initiative to invest in infrastructure projects which stimulate economic recovery as part of the Unite and Recover for Queensland Jobs strategy.

The MEDQ proposes to provide co-investment funds for infrastructure projects through an interest-free secured loan (Loan) to the Borrower, unlocking development, generating construction and long-term employment.

Council has been working towards securing the future of the Min Min Encounter for the past several years. This has included the sourcing of external specialists to care for the maintenance of the Min Min Show. This report details the future redevelopment of the façade and the customer 'front end' of the building by utilising the BAF2020 funding offer.

Moved: Councillor Neilson

Seconded: Councillor Norton

That Council, pursuant to *Local Government Regulation 235 (b)* resolve that

1. because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the Min Min Encounter redevelopment.
2. award the contract for the upgrade of the Min Min Encounter redevelopment and project management to XZibit and the onsite project supervision to Director of Works and Operations Harin Karra.
3. Enter into an interest free loan agreement for \$476,735 through the Department of State Development, Local Government, Infrastructure and Planning under the Building Acceleration Fund for a period of 15 years.
4. Allocate a sum of \$60,000 from operational funds to support the completion of the building redevelopment and meet the loan terms.

Carried

2021/4.27 SALE OF COUNCIL HOUSING - 6 MULLIGAN STREET, BOULIA

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

PURPOSE:

To progress the sale of 6 Mulligan Street which was first put forward to Council in February 2019. Four houses which were considered surplus to Council needs and of which interest has been shown by existing tenants were submitted for Ministerial consent to enable a direct sale.

Moved: Councillor Britton

Seconded: Councillor Edgar

1. That Council proceed with the sale of 6 Mulligan Street to the approved applicant as per the conditions imposed under the Ministerial consent received and the approval to proceed received from the Department of State Development, Infrastructure, Local Government and Planning
2. That the Council authorise the CEO to undertake all things necessary for the sale to proceed to finalisation.

Carried

2021/4.28 OUTBACK HIGHWAY DONOHUE HIGHWAY 20% CONTRIBUTION

PURPOSE:

To present the request from TMR for consideration for Council to contribute 20% funding to match the Federal Government funding allocation on the Outback Way. The Federal Government proposal is \$19.9m which needs a State/Local Government contribution of 20% \$4.98m over a five year period.

Moved: Councillor Britton

Seconded: Councillor Norton

1. That Council authorise the CEO to advise TMR that Boulia Shire is unable to commit to the 5 year program of four point nine eight million (\$4.98m) 20% contribution to match the Federal Government's 80% allocation to the continued sealing of the Donohue Highway section of the Outback Way.
2. That the Council support all actions for the continued employment of Council staff on the continued sealing of the Outback Way and seek avenues for this to happen.

Carried

Meeting Closure

The Mayor closed the meeting at 2.11 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'.

UNCONFIRMED MINUTES

10 Reports

10.1 Works and Operations

TITLE:	Engineering Services Report – Newsbrief for April 2021	DOC REF: 10.1.1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

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2. Flood Damage Works

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

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

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

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Complete
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete. Works complete from CH 206.45-211.5
	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Design is complete for Stage 7 and 8.

Concrete works under contract T2019/20-1 is underway (Central Hire), completion May 2021.

Cultural Heritage inspections May/June 2021 for stage 7 & 8 – negotiating with the CH traditional owners.

4. Industrial Subdivision

Purchase order submitted to Ergon for the power reticulation. Pending Ergon detailed design and prestart meeting with Ergon. Sewer Design in progress. Central Hire have installed the 3 culverts.

5. Wills Street Drain

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

6. TMR Road Prioritisation

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

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That the Engineering Services Report – Newsbrief for April 2021 be noted.

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary [10.1.1.1 - 1 page]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (12/05/2021)

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

TITLE:	NDRRA Flood Damage Works Department April 2021 Report	DOC REF: 10.1.2
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 14/05/2021
CORPORATE PLAN REFERENCE:		
Key Priority 2: Building and maintaining quality infrastructure		
2.1: Well connected		
2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety		
2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines		
PURPOSE:		
To inform Council of the current utilisation and activities of the Flood Damage Program.		
CONTENT:		
Current Projects		
<u>Harris Crew No 2</u>		
March 2019 Flood Damage Works - We are currently on Selwyn Road Ch 41.00 "Blair Athol" carrying out HFG (heavy formation grading) for a 10 km section in preparation for a gravel overlay. Having now completed this work, the Crew has moved up to the "Top End" of Mt Isa Road from Ch 110 Ardmore Grid to Ch 131 to carry out (15 kms) of widening of existing shoulders, capped with a blended gravel. This project is again an opportunity for our Road Contractors to demonstrate their skills in the following work facets: Traffic Management (TMR standards), bulk earthworks, utilisation of a stabiliser machine for "wet mixing" shoulders, compaction management, road side furniture installation.		
<u>Mixed Crew</u>		
Selwyn Road Flood Damage (part of March 2019 Event) - This crew commenced work around 24 kms along Selwyn Road near "Police Barracks" utilising a Wirtgen Stabilising machine to mix 100 mm gravel overlay into the existing pavement to produce a sound product that surpasses the QRA (Funding Authority) requirements. This work shall extend up to Ch 41.00.		
Future Works		
North/South Urandangi Roads (Flood Damage Projects), continuation of Selwyn Rd FD Works.		
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 April 2021 Report be received for information.		
ATTACHMENTS: Nil		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

TITLE:	Foreman, Road Maintenance and Utility Services April 2021 Report	DOC REF: 10.1.3
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of April 2021.

CONTENT:

The majority of Shire roads have been open during April 2021.

<u>April 2021</u>	TOTAL			
	Open	Closed	Restricted	COVID-19 Restrictions
BOULIA - DAJARRA RD	30			30
DAJARRA - MT ISA RD	30			30
BOULIA - WINTON RD	30			30
BOULIA - BEDOURIE RD	30			30
BOULIA - QLD BORDER RD	30			30
QLD BORDER - ALICE SPRINGS RD			30	30
URANDANGI SOUTH RD	30			30
URANDANGI NORTH RD	30			30
URANDANGI BORDER RD	30			30
TOOLEBUC RD			30	30
COORABULKA RD	30			30
SLASHERS CREEK RD			30	30
SPRINGVALE RD			30	30
SELWYN RD	30			30

Race Course:

Arena and grounds	General maintenance of the grounds has continued as usual. The Easter Weekend event has been completed. Cattle has been spelled on and off at the yards during the last month. We foresee that the yards will be in regular use for the remainder of the year and will need to ensure this works in with Camel Races.
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Town water testing and Depot maintenance:

Chlorine level testing	Testing levels are sitting at required levels and are continually monitored.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order. With the tourist season underway, we are working hard to ensure the town is looking its best. The new flagpoles were installed in the ANZAC Garden in time for ANZAC Day.
Signage	RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently on the Cloncurry section and will be doing surface correction and edge repair for the next couple of months.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout April 2021: <ul style="list-style-type: none"> • 12th April - Melrose & Median Strips • 13th April - Robinson Park, Oval, Sports Centre, Fire Station, School Safety Park • 14th April - Oval & Herbert St • 15th April - Stonehouse & Pensioner Units • 16th April - Clinic & Diamantina St • 20th April - Robinson Park, Airport, Depot, School Safety Park, Post Office, Mulligan St • 21st April - Main Office, Sports Centre, Robinson Park • 22nd April - Min Min Centre, Median Strips, Burke St • 28th April - Airport, Fire Station, School Safety Park • 29th April - Post Office, Pensioner Units, Herbert St, Burke St • 30th April - Main Office & Sports Centre

Town Entrances:

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

RMPC/Works crew:

RMPC/Works crew are concentrating on surface correction and edge repair. We should have close to all of the RMPC Budget spent by the end of June.

Urandangi:

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

Boulia Township

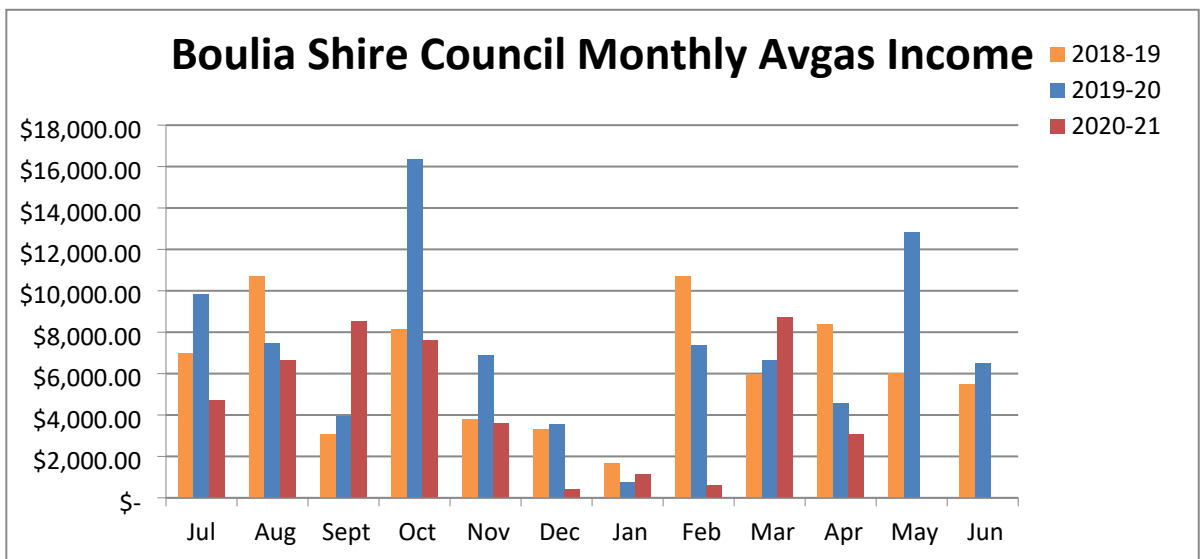
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

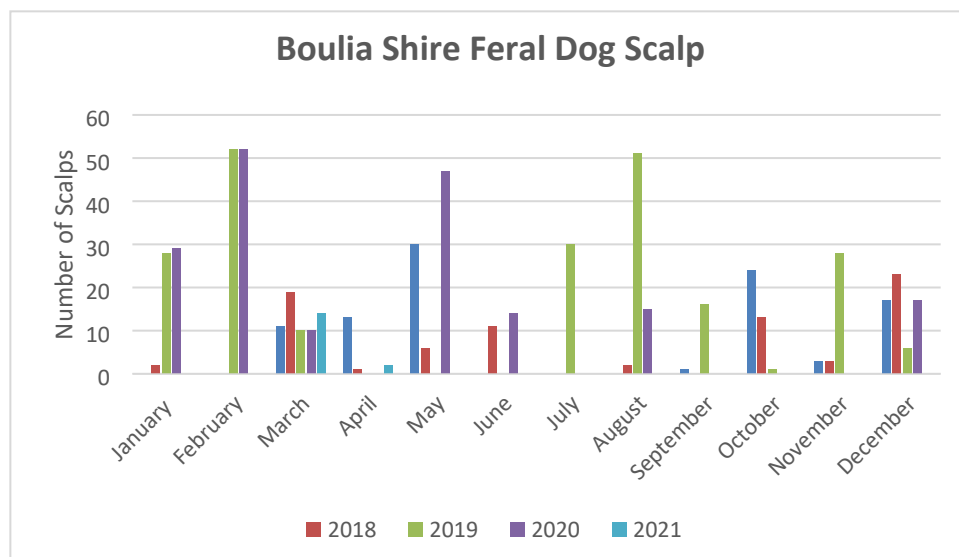
Boulia Airport activity:

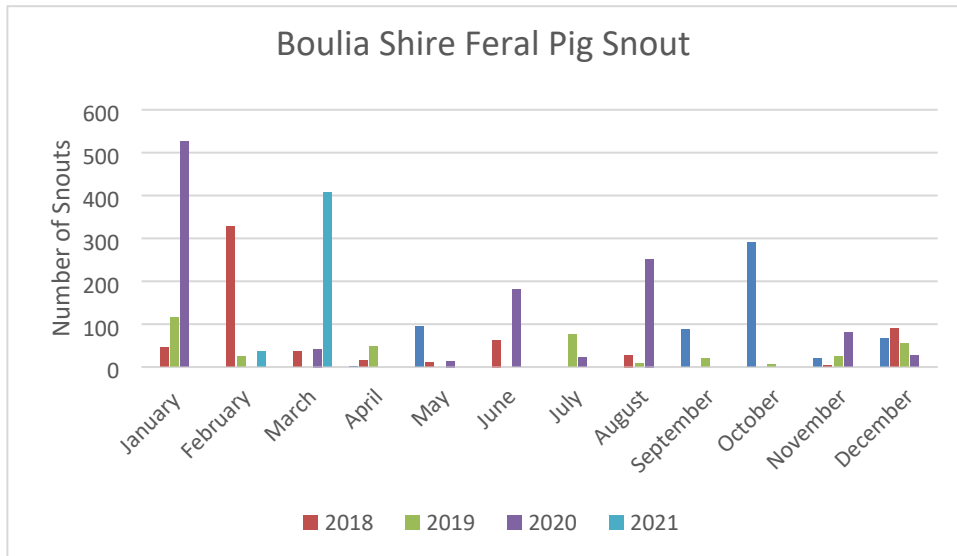
Number of call outs: RFDS	0
Avgas/Jet A1 Refuelling	Avgas 2644 ltrs (including 5 Drum refill), No Jet A1



Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	2





CONSULTATION:

DWO as required.

GOVERNANCE IMPLICATIONS:

All work completed within budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction April 2021 Report	DOC REF: 10.1.4
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

PURPOSE:

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

CONTENT:



Current and Upcoming Projects are as follows:

- Ongoing work on the Donohue Highway chainage 213 km's – 225 km's.
- Donohue Highway update - 5km Sub-Grade completed, 3.5km Base Course carted, 1km Base Course completed.
- Ongoing Traffic Management training for crew – 4 Road Crew to finish Stop & Slow Course/receive tickets.
- Truck Driver/Plant Operator/Labourer vacancy has been filled, he will commence work on 24th of May.

The Donohue Hwy status as follows:

Total Unsealed	88.7	Kms
Total Sealed	149.9	Kms
Total Length	238.6	Kms

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Rural Lands Protection Officer April 2021 Report	DOC REF: 10.1.5
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

PURPOSE:

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

CONTENT:

RLPO:

The month was spent doing a Snake Handling Course and weed spraying and 1080 baiting.

TOWN COMMON:

The feed on the common is starting to dry off and it should last for the winter months.

DOMESTIC ANIMAL CONTROL:

There were no dogs impounded this month.

CWRPM (TECHGROUP):

There has been no more news this month.

WEED SPRAYING SHIRE ROADS:

I have been out and checked what kind of a kill I got from when I did spray and from what I can see I got a 99% kill. Where I had to, I put some Graslan Pellets around the one that were still alive.

RMPC:

Have done some more weed spraying on the Dajarra-Mt Isa Rd (Bouli Section) of the Parkinsonia Bushes in the burrow pits.

GRAVEL/BURROW PITS:

I have been back and checked on the burrow pits that have water in them and those that have dried up and still had live Parkinsonia Bushes growing in them I put some Graslan pellets around them.

There was some pits that were still full of water so I will need to wait for them to dry out before putting more Graslan's out in them.

STOCK ROUTE:

I have not had any inquires for travel permits.

No news yet about the capital works funding that I applied for.

1080 BAITING:

There were only two properties turn up for the first round of 1080 baiting with a total of 637.5kg of meat treated for pig and 713.75kg of meat treated for dog.

Four properties have spoken to me about doing some baiting in May and early June as they were busy doing stock work and could not make the first round.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Rural Lands Protection Officer's April 2021 Report be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

10.2 Office of the Chief Executive

TITLE:	CEO Report for April 2021	DOC REF: 10.2.1
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Building Better Regions Funding – Round 5 - Regional Community Precinct

A decision is not expected until July 2021 as to whether we were successful in this highly competitive round of funding.

Outback Highway – Donohue Highway

Further meetings are planned in Brisbane in May/June to again explain our current financial situation regarding the proposed commitment for a five (5) year contribution of five million dollars (\$5m) 'matched' funding for the Federal Government's Outback Highway funding allocation.

Sale of Council Housing – 6 Mulligan Street

Contracts for the sale as per Ministerial consent of 6 Mulligan Street have now been signed and returned to the lawyers – settlement is expected within 30 days.

Queensland Feral Pest Initiative (QFPI) – Grant Funding

The submission for the grant was lodged during the month with the collaboration of Desert Channels Queensland. The submission was very comprehensive with Burke, Wills and Georgina Rivers and tributaries targeted. The recommendation is that the program begin in the headwaters of these rivers (some of which cross shire boundaries). Originally a misprint in the application form on the website suggested the funding for this program was quite large when in fact it is quite small. In any case we now have a fundamental plan of attack for the future of pest weed control which can be submitted for future funding allocations.

Planning and reviewing

- Queensland Treasury Corporation have developed a course in project management which we have invited Diamantina to join with us. This is a very good opportunity for our staff to obtain important skills in project management either large or small. This course is usually very expensive and conducted in Brisbane. We are very fortunate in that we have been funded to complete this which means more staff can avail of the opportunity.
- Queensland Treasury Corporation – Business Improvement Program. Progress is underway to have the information to QTC and the first of the meetings will be towards the end of May. This program will assist Council in refining our processes of cost recovery and overall plant management.

Online Bookings - Tourism

Now officially online for bookings is the tourism department (Min Min, Heritage Complex). A considerable amount of work has been done by the staff to achieve this and hopefully it is successful.

CONSULTATION:
Nil

GOVERNANCE IMPLICATIONS:
Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Chief Executive Officer	Ms Lynn Moore
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TITLE:	Action List	DOC REF: 10.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 14/05/2021
CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: To present to Council an updated Action List.		
CONTENT: Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings. Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information. Once an action has been shown as completed it is removed from the list.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Action List update for April 2021 be received for information.		
ATTACHMENTS: 1. Action List [10.2.2.1 - 4 pages]		
Chief Executive Officer		Ms Lynn Moore

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna	RLPO/DWO CEO	08/03/2021 Contact from Wirrilyerna - possible solution on fencing by landholder. 11/02/2021 No response has been received from Wirrilyerna landholder on options. I have asked a local contractor to provide a quote on replacement of fence where it is. 18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	07/05/2021 Done - online. A few hiccups have occurred which the company is ironing out for us.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	16/04/2021 Consultation completed, contractor engaged to carry out repair works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	11/05/2021 Submitted for 2021/2022 budget. Without leasing in place. 11/02/2021 On hold – competing priorities. 09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve.
Friday 19th June 2020				
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaela to 'interview' locals on a video for the web?	CSM/ Michaela	07/05/2021 Progress still happening with Media Officer. 08/04/2021 Media officer working on this. 04/03/2021 Michaela is progressing with this task.
Friday 25th September 2020				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	11/02/2021 Held off until approx. July to coincide with road works.
Friday 18th December 2020				
18/12/2020	2020/12.21	1. That Council approve a combined television advertising project with Barcoo and Diamantina Shire Councils. 2. That a \$15,000 allocation be made in the annual budget for the project.	CSM	07/05/2021 Still waiting on this confirmation. Talking to Diamantina 11th May.

Friday 22 nd January 2021				
22/01/2021		Look into the possibility of printing novelty Boulia toilet paper to sell	CSM	11/05/2021 Investigated, poor quality and higher price. Thought – we would not want anyone using the toilet paper and flushing Boulia down the toilet so to speak. While novel – will not proceed.
Friday 26 th February 2021				
26/02/2021		ClIr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	DWO	19/03/2021 Work in progress.
26/02/2021		Concerns over state of Dajarra public toilets. Contact to be made with Cloncurry Shire	DWO	19/03/2021 To be actioned.
26/02/2021		Used grid that is on hand with Council to be installed in problem area of town fence. Painting pattern to be implanted on the grid to deter livestock from crossing.	DWO	19/03/2021 Aiming to install by end of June.
26/02/2021		ClIr Norton: left over aggregate piles located out of town – expressions of interest to be released advising of piles that are available for use. Identified sites to be clearly marked and notes made in any advertising/signage that aggregate taken from other sites may result in prosecution.	DWO	19/03/2021 Piles to be identified.
Friday 26 th March 2021				
26/03/2021		ClIr Britton: consider changing the design of our Min Min Encounter face mask – have different sizings available and possibly redesign for better wearing (fit around the nose, current design awkward to wear for long periods of time). Consider novelty designs for kids e.g. plesiosaur mouth	CSM	07/05/2021 Waiting on ordered stock. 08/04/2021 Quotes for larger sizes/patterns are being sourced.
26/03/2021		ClIr Neilson: Council to consider starting an Instagram page to help promote the region	CSM	07/05/2021 Following up with Media Officer. 08/04/2021 Media Officer is instigating this.
26/3/2021		Investigate the ‘speed advisory signs’ (solar) with smiley faces for both the Herbert St and outside the school.	DWO/CSM	08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
Friday 23 rd April 2021				
23/04/2021		ClIr Edgar: look at the possibility of updating the Tropic of Capricorn signage and pillar and make it a point of interest with a possible undercover table area rest stop. Point of Interest signs around the shire are also fading.	DWO/CSM	11/05/2021 This sign has been vandalised with red paint this week. Will have this repaired. Rest stop will be a TMR consideration as this is a TMR road. Will put this forward for consideration by TMR.
23/04/2021		ClIr Britton: Consider extra lighting for the back yards at the Rodeo Grounds.	DWO	11/05/2021 Being reviewed in line with budget.
23/04/2021		ClIr Norton: Tidy the look of the road sides out to the Rodeo Grounds/Selwyn Road (ie. remove old rock piles).	DWO	
23/04/2021		ClIr Norton: Repair signs around town not showing correctly e.g. upside down.	DWO	12/05/2021 Being looked into.

23/04/2021		Cllr Britton: Travel movement forms needing to be filled out every time you are moving stock – confirm if this is in regards to when one is carting stock only, not also when walking stock.	RLPO	11/05/2021 Only when transporting not walking.
23/04/2021		Cllr Britton: Density test to be carried out on the Racecourse track	DWO	11/05/2021 To be arranged by DWO.
23/04/2021		Were floor tiles purchased for the Magix system at the Sports Centre	CSM	12/05/2021 No floor tiles were purchased.
23/04/2021		Cllr Britton: consider making the induction process easier for volunteers at events	CEO/WHSA	11/05/2021 Our online induction can be used which is simple.
23/04/2021	2021/4.12	1. That Council receive the third quarter report for December 2020 to March 2021 for the 2020-2021 Operational Plan for information. 2. That the report be displayed on the Council website.	EA	27/04/2021 Completed – uploaded to Council website.
23/04/2021	2021/4.27	1. That Council proceed with the sale of 6 Mulligan Street to the approved applicant as per the conditions imposed under the Ministerial consent received and the approval to proceed received from the Department of State Development, Infrastructure, Local Government and Planning 2. That the Council authorise the CEO to undertake all things necessary for the sale to proceed to finalisation.	CEO	11/05/2021 Contract signed and returned to lawyers.
23/04/2021	2021/4.2	1. That Council authorise the CEO to advise TMR that Boulia Shire is unable to commit to the 5 year program of four point nine eight million (\$4.98m) 20% contribution to match the Federal Government's 80% allocation to the continued sealing of the Donohue Highway section of the Outback Way. 2. That the Council support all actions for the continued employment of Council staff on the continued sealing of the Outback Way and seek avenues for this to happen.	CEO	11/05/2021 TMR advised on 23/4/2021.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times. We will put together all the information we have into a business case for review by Council for the

			long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull'ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (ie. Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	26/02/2021 – Could be a project for Work Camp? 7/11/2020 This is a project to be looked at in 2021 in partnership with DWO. 01/09/2020 CSM Report to Dec Council meeting.
23/10/2020	DWO/CSM	Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	04/03/2021 No new funding released as yet for shading projects. 7/11/2020 This is a project being looked at when funding is available.
20/11/2020	CEO/DWO/CSM	Cllr Norton: Solar for Urandangi	6/4/2021 W4Q4 project allocation in the future. 04/03/2021 No new funding released for Councils to access at this time for solar energy. 20/11/2020 CEO, DWO and CSM already looking into this (grant possibilities)
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. E.g where will drilling have to be done? Costs involved?	17/03/2021 To be actioned after end of financial year due to competing priorities.
26/02/2021	CEO/DWO	Cllr Beauchamp: Future planning regarding water treatment – will the treatment plant be big enough down the track? Can water be recycled for town watering use/road works use? Considerations to be made in future Corporate Plan.	17/03/2021 To be actioned after end of financial year due to competing priorities.
23/04/2021	CSM/CEO/DWO	Cllr Edgar and Cllr Neilson: Look at purchasing buggies for visitors to hire to get around town.	11/05/2021 To be reviewed at budget meeting.

TITLE:	Policy Review – Code of Conduct and Equal Employment Opportunity Policy	DOC REF: 10.2.3
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Council is committed to a work environment that provides for equal employment opportunities and one that is free from bullying and harassment.

Whilst bullying could be thought to be the same as harassment, the term bullying incorporates a greater scope of untolerated behaviour and it is important therefore for Council to recognise this terminology in the relevant Council policies.

Subsequently, Council’s Code of Conduct (policy 146) and Equal Employment Opportunity Policy (policy 149) have been updated to include the bullying terminology (please find attached to this report revised policy versions with the proposed changes to the policies highlighted in yellow).

It is recommended that the policies as presented be adopted.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That Policy 146 Code of Conduct and Policy 149 Equal Employment Opportunity Policy as presented be adopted.
2. That a copy of the policies be loaded into the Councillor Hub.

ATTACHMENTS:

1. 146 - Code of Conduct [**10.2.3.1** - 16 pages]
2. 149 - Equal Employment Opportunity Policy [**10.2.3.2** - 7 pages]

Chief Executive Officer	Ms Lynn Moore
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BOULIA SHIRE COUNCIL

CODE OF CONDUCT

Category:	Policy
Policy Number:	146
Document Version:	1
Obsolete Version:	Human Resources – Code of Conduct, 2018/2-18 22 nd January 2021
Keyword Classification:	Code of Conduct
Summary:	To give guidance on behaviour
Adoption Date:	
Resolution:	
Due for Revision:	Three years as impacted by legislation or as required
Revision date:	21 st May 2024
Date revoked:	n/a
Related documents:	Code of conduct – handout 104 - Gift Policy 113 - Uniform Policy 114 - Drug and Alcohol Policy 116 - Workplace Health, Safety, Environment and Quality 121 - Confidentiality (Use of Information) Procedure Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) 132 - Study Policy 133 - Fraud and Corruption Control Policy 139 - Related Party Disclosure Policy 141 - Conflict of Interest Policy 149 - Equal Employment Opportunity Policy (includes Workplace discrimination and harassment bullying)
Responsible Section:	Executive Office
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009 Public Sector Ethics Act 1994 Work Health and Safety Act 2011 Information Privacy Act 2009 Qld Transport Regulations Australian Standards AS/NZS 4308:2008, AS/NZS 4760:2019 Copyright Act 1968

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INTRODUCTION

The Objective

A Code of Conduct is a set of standards and behaviours related to the way we do our work. It puts a responsibility on each of us to use sound judgement while at work.

It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in each of us. Nothing in this Code interferes with your rights as a private citizen or a ratepayer.

The Code does not cover every situation. However, the values, ethics, standards and behaviours it outlines are a reference point to help make decisions in situations it does not cover. If you act in good faith and in keeping with the spirit of the Code, you can expect to be supported by your colleagues, Supervisors, Managers and by Council.

A guide for ethical decision making is included at Appendix B to help you in situations not covered by the Code.

How this Code works

Council is required to adopt a Code of Conduct to meet the requirements of the *Public Sector Ethics Act 1994*. The Code seeks to fulfil Council's obligations under that Act. This Code of Conduct also seeks to set a standard of ethical behaviour which Council believes is appropriate for Council employees. In that regard, this Code of Conduct reflects the desire of Council to highlight the need for employees to act with honesty, integrity, diligence and to exercise a high degree of care in their actions.

This Code of Conduct seeks to set standards which the public has a right to expect as the minimum standards which should apply to all employees of Council. In meeting these standards, Council staff will act in a manner which should naturally lead to public confidence in the system of local government.

Under the *Public Sector Ethics Act 1994*, all employees of Council are bound by this Code of Conduct. This requirement is compulsory. This code may also be applicable to contractors and consultants if specified in their agreements with Council. In adopting the Code as policy, Council has recognised the importance of the Code in ensuring the successful operation of Council.

The *Public Sector Ethics Act 1994* defines four principles, each of which is strengthened by a set of values describing the behaviour that will demonstrate that principle. The principles and associated values are equally important.

The standards of conduct, contained in the Code under each set of principles and values, aim to assist Council employees understand how these principles and values can be put into practice. The standards are not intended to cover every possible scenario, therefore in adhering to the Code, Council is committed to upholding the intention and spirit of the principles and values.

Obligations of Council Employees

As an employee of Boulia Shire Council, you are obliged to ensure that you, and people under your supervision, are aware of, maintain knowledge of and comply with Acts, Regulations, local laws, policies, delegations and procedures applicable to your role. Further, you will comply with relevant awards, certified agreements, Council policies, procedures and organisational values.

Any lawful instruction given by your Supervisor, Manager or any other person who has the authority to direct you, must be obeyed. If you believe that a direction is improper or illegal you should tell the person giving the direction. If you are asked to do something illegal it may qualify as official misconduct and must be reported to the Chief Executive Officer.

You may have a personal objection to an instruction which you are given. If you believe you are unable to comply with a lawful instruction because of a belief, it is best to consult your Supervisor or Manager. A requirement that you act against your beliefs could be seen as discrimination. All employees have a duty of care to follow safe work practices, to avoid actions which may harm themselves or others and to report hazards in the work environment.

In addition, Managers and Supervisors are responsible, within the limits of their authority, for ensuring that activities within their area are undertaken with the exercise of proper diligence for the health and safety of all staff. Breaches of the *Work Health and Safety Act 2011* or Council policies and procedures may require disciplinary action pursuant to Local Government Act 2009. Disciplinary action against an employee of the Council may be in the form of a written reprimand, a deduction from salary or wages, a demotion or dismissal.

The Four Principles of the Public Sector Ethics Act 1994 and Standards of Conduct

The *Public Sector Ethics Act 1994* identifies four ethics principles fundamental to good public administration that guides our behaviour as Public Officials and forms the basis for a local government Code of Conduct. The four (4) principles are:

1. Integrity and impartiality

In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and -

- 1.1 are committed to the highest ethical standards; and
- 1.2 accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and
- 1.3 show respect towards all persons, including employees clients and the general public; and
- 1.4 acknowledge the primacy of the public interest and undertake that any conflict of interest issue will be resolved or appropriately managed in favour of the public interest; and
- 1.5 are committed to honest, fair and respectful engagement with the community.

2. Promoting the public good

In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public Officials -

- 2.1 accept and value their duty to be responsive to both the requirements of government and to the public interest; and
- 2.2 accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and
- 2.3 accept and value their duty to manage public resources effectively, efficiently and economically; and
- 2.4 value and seek to achieve excellence in service delivery; and
- 2.5 value and seek to achieve enhanced integration of services to better service clients.

3. Commitment to the system of government

In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public Officials -

- 3.1 accept and value their duty to uphold the system of government and the laws of the State, the Commonwealth and local government; and
- 3.2 are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and
- 3.3 accept and value the duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.

4. Accountability and transparency

In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and Public Officials –

- 4.1 are committed to exercising proper diligence, care and attention; and
- 4.2 are committed to using public resources in an effective and accountable way; and
- 4.3 are committed to managing information as openly as practicable within the legal framework; and
- 4.4 value and seek to achieve high standards of public administration; and
- 4.5 value and seek to innovate and continuously improve performance; and
- 4.6 value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials.

1. INTEGRITY AND IMPARTIALITY - Doing the right thing

a. Commit to the highest ethical standards

As local government employees we are required to ensure that our conduct meets the highest ethical standards when fulfilling our responsibilities. This means that any advice we provide is objective and impartial and that our decision-making is ethical. We will engage with the community in a consultative, honest, fair and respectful manner. We will meet our obligations to report suspected wrongdoing, including conduct not consistent with this Code.

b. Manage conflicts of interest

A conflict of interest involves a conflict between our duty as Council employees to serve the public interest and our personal interests. The conflict may arise from a range of factors including our personal relationships, employment outside Council, membership of special interest groups, or ownership of property. As local government employees we may also experience conflicts of interest between our local government ethics and our personal beliefs or opinions.

Having a conflict of interest is not unusual and it is not wrongdoing in itself. However failing to disclose and manage the conflict appropriately is likely to be wrongdoing. Council employees must demonstrate impartiality and integrity in fulfilling their responsibilities and as such will:

- always disclose a personal interest (to their Supervisor) that could, now or in the future, be seen as influencing the performance of our duties;
- not improperly use official powers or position, or allow them to be improperly used;
- ensure that any conflict of interest is resolved in the public interest.

c. Influences on decision making

You must not influence any person in an improper way with the aim to obtain personal advantage or favours.

All decisions need to be, and be seen to be, fair and transparent. This can be achieved in a number of ways, including clear record-keeping and showing how decisions were made.

d. Accepting Gifts and Benefits

Employees must not encourage, seek or ask for any gift or benefit. All gifts shall be dealt with in accordance with the Council's Gifts Policy. All gifts, if accepted, shall be recorded in the Council's Gift Register.

A gift or benefit could be seen as a bribe.

You should immediately report any gift or benefit you are offered or receive regardless of whether or not you accept it to your Manager or Supervisor, Director or Chief Executive Officer.

e. Contribute to public discussion in an appropriate manner

Commenting on Council policy is a matter for the Mayor, management and authorised staff. Unless prior authorisation has been given, employees will not comment to the media on Council policy.

Like any other resident, we have the right to contribute to public discussions on community and social issues in a private capacity. In doing so, we will:

- take reasonable steps to ensure that any comment we make will be understood as representing our personal views, not those of the Council;
- maintain the confidentiality of information we have access to due to our roles, that is not publicly available; and
- be aware that personal comments about a public issue may compromise our capacity to perform the duties of our role in an independent, unbiased manner.

f. Manage participation in external organisations

Our work as a local government employee does not remove our right to be active privately in a political party, professional organisation or trade union.

In these instances we are aware that participating in activities in the public arena, where we may be identified as a local government employee, can give rise to a perception of conflict of interest. Where this situation arises, we will declare and manage our activities in accordance with relevant Council policies.

If elected as workplace representatives or officials of a trade union or professional association, we are not required to seek permission from our workplace before speaking publicly in that capacity and we will make it clear that our comments are made only on behalf of that organisation. In all instances, we will comply with the appropriate laws of privacy, confidentiality and information management.

g. Demonstrate a high standard of workplace behaviour and personal conduct

As Council employees we have a responsibility to always conduct and present ourselves in a professional manner and to demonstrate respect for all people. To this end we will:

- treat fellow workers, customers, Councillors and members of the public in an honest, respectful and courteous manner, while recognising that they have the right to hold views which may differ from our own;
- ensure our conduct reflects our commitment to a workplace that is inclusive and free from harassment bullying or favouritism;
- ensure our fitness for duty, and the safety, health and welfare of ourselves and others in the workplace, whether fellow workers or customers;
- ensure our private conduct maintains the integrity of the Council and our ability to perform our duties.

h. After Employment with Council ceases

If and when you take up work in the private sector after leaving the employment of Council, you are obliged to respect the confidentiality of non-public Council information that has come into your possession on account of your Council position.

i. Non-discriminatory workplace

Council is an equal opportunity employer and as such is proactive in ensuring that its practices do not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:-

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference;
- age;
- disability/impairment,
- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction.

As an employee of Council you have a shared responsibility to ensure that discrimination is not part of our workplace or our practices in dealing with ratepayers and the public generally. If you witness discriminatory behaviour you have a positive obligation to report such actions to your Supervisor/Manager or if such action involves them, another senior officer.

j. Sexual and other forms of Workplace Harassment Bullying

Council is also committed to the prevention of any form of sexual harassment, victimisation or other forms of bullying in the workplace, or at any place where work related activities are performed, including at social functions.

As an employee of Council it is expected that you proactively contribute to building a workplace that is free from sexual harassment, victimisation and bullying. You have a joint responsibility to respect the rights of fellow employees, by not taking part in any action that may constitute harassment bullying of any form, and in doing so supporting and promoting the achievement of equal employment opportunity.

2. PROMOTING THE PUBLIC GOOD - Doing the best we can for our community

a. Commit to excellence in service delivery

As a Council employee it is expected that you will strive to provide excellent customer service. You must treat members of the public equitably and with honesty, fairness, sensitivity and dignity.

Council's image can be impacted by the presentation of staff. Council requires its office based employees to appear neat and tidy and maintain a professional business standard of dress. If you are unsure about what constitutes appropriate dress please discuss this with your manager.

Council is entrusted with public funds to develop and deliver services to the community. We have a responsibility to:

- deliver services fairly, courteously, effectively, ensuring we use resources efficiently and economically;
- assist all members of the community, such as people with disabilities, those who speak languages other than English, and those who may find it difficult to access government services; and
- treat complaints from clients and the community seriously and respond to constructive feedback as an opportunity for improvement.

b. Ensure appropriate community engagement

Community participation is crucial to the development of quality government planning and decision making processes. We have a responsibility, where appropriate and in accordance with our official duties, to:

- listen and respond to issues and concerns raised by individuals or communities;
- consult with the public to assist in the development of public policy; and
- assist in raising community awareness about public issues and policies.

c. Work as an integrated service

In order to deliver excellence in customer service, we will work together to address complex issues and provide integrated services to the community. We have a responsibility to:

- share information across Council departments to enhance the seamless delivery of services;
- share assets, resources and infrastructure to generate economies and efficiencies within Council;
- work with the community to collectively plan and deliver relevant programs and services within the region; and
- work cohesively with all tiers of government in order to provide integrated services.

d. Intellectual property

Council expects its employees to ensure that their actions do not breach or infringe the Copyright Act 1968, by unlawfully using the intellectual property of any individual or organisation.

You must respect the copyrights, trademarks and patents of suppliers and other organisations outside Council and which includes that you do not reproduce or quote suppliers' material unless your license specifically allows it.

Any original work, invention or product you have contributed to in association with your official duties as a Council employee remains the property of Council.

e. Concern for the environment

We all share the responsibility to protect our natural environment, creating healthy surroundings for our community, and for managing the impacts of air, water, land and noise pollution.

In performing your duties at Council, you must ensure that you comply with your general environmental duty and where applicable, your duty to notify of environmental harm.

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3. COMMITMENT TO THE SYSTEM OF GOVERNMENT - Respecting the law

a. Commit to our roles in local government

As an employee of Council, you are expected to comply with applicable legislation, awards, certified agreements, Council policies and local laws.

Our role is to undertake our duties, and to give effect to Council policies. We will:

- accept that the elected Council has the right to determine policy and priorities;
- be responsive to the government of the day and implement decisions and policies professionally and impartially;
- comply with the laws of State, Australian and local governments.

You have the right to comment on or raise concerns with your Supervisor or Manager about Council policies, or priorities where they impact on your employment.

b. Ensure proper communication with Mayor and Councillors

We have the right to communicate directly with the Mayor and/or Councillors outside of working hours, on any issues affecting us as a private citizen. In communicating with the Mayor or Councillors as private citizens, we will maintain the confidentiality of information we have access to in our roles with Council.

We are not to approach the Mayor or Councillors on any Council operational matters.

Under the provisions of the Local Government Act 2009, the CEO has determined arrangements for Councillors contact with staff on work related matters. Ensure that you are aware of this policy and if necessary direct Councillors to your Supervisor if the request is outside of the policy provisions. These guidelines are available on Council's Intranet or may be requested from Human Resources.

At no time is the Mayor and/or Councillors to direct an employee as to how the employee should carry out his/her work duties.

c. Privacy

Council maintains information about individuals, businesses and commercial issues which is private and sensitive and which could be harmful to a person's interest if released. Employees should only access personal information and records they require to perform their official Council duties.

Employees must ensure that the collection, storage and use of personal information is done so in accordance with the Privacy Principles outlined pursuant to the *Information Privacy Act 2009*.

4. ACCOUNTABILITY AND TRANSPARENCY - Looking after what belongs to our community

a. Using Council Assets

Council's assets include property, plant, equipment, information systems, computing resources, goods, products and/or valuables. All employees share the responsibility for looking after them.

If you are in charge of assets you must take good care of them while they are in your possession or use, and ensure they are used economically and efficiently. It is an offence to misuse or allow anyone else to misuse Council assets. You must make sure assets are secured against theft and properly stored, maintained and repaired.

You must ensure that you use Council assets only for official Council business, unless written approval has been granted by your Manager.

If you use Council vehicles or a Council issued mobile telephone for non-official purpose, you must ensure that your use is in accordance with Council policy.

Upon your employment terminating with Council, you must return all Council property and work related documents immediately.

b. Diligence, care and attention

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. You contribute to this aim by carrying out your duties honestly, responsibly, in a conscientious manner and to the best of your ability. This includes:-

- maintaining punctuality and not being absent from your work station/location during work time without reason;
- giving priority to official duties over personal activities during work time;
- helping Council achieve its mission and goals by acting to improve systems and practices;
- conducting yourself in a way so others gain confidence and trust in the way Council does business;
- not allowing your conduct to distract or prevent others from working;
- not exposing Council to a judgment for damages against it, as a result of your negligence or breach of any law or policy.

c. Attendance at and absence from duty

You are expected to follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods.

Absence without approval and without reasonable excuse can create concerns for your safety and lead to unproductive time for others. All employees have an obligation to ensure that they promptly notify Council as soon as practicably possible upon becoming aware that they are going to be absent from work. Failure to promptly notify Council may result in the non-payment of salary/wages for the period of absence and/or may result in Council taking disciplinary action.

d. Self development

All Local Government employees have an obligation to be proactive in the continual improvement of all aspects of their work performance. You have a continuing responsibility to maintain and enhance your skills and expertise and keep up to date the knowledge associated with your area of work.

Council will assist you by providing equitable access to training and development opportunities (e.g. accessing the study assistance program, learning new work duties, participating in project work or undertaking internal or external training).

e. Workplace health and safety

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

Council will endeavour to ensure that persons are free from:-

- death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work; and
- the risk of death, injury or illness caused by the workplace, relevant workplace area, work activities, or plant or substances for use at work.

You must take reasonable steps to ensure your own safety, health and welfare in the workplace. You also have duty of care to both fellow employees and members of the public. As a worker you have the following obligation at the workplace:-

- to comply with the instructions given for workplace health and safety at the workplace by Council;
- to use personal protective equipment provided by Council for your use;
- not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
- not to wilfully place at risk the workplace health and safety of any person at the workplace.

We must keep our workplace drug and alcohol free if we are to maintain the trust and confidence of the broader public, and ensure the health and safety of all employees. The use of drugs or alcohol can adversely affect productivity, attendance and on the job safety.

You must not:-

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or drugs;
- consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy;
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- undermine Council's service to customers by leaving your work station/location in order to smoke. Smoking is only permissible during meal breaks;
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces whilst on site or within 5 metres of any part of an entrance to an enclosed place.

5. Breaches of the Code

Council expects all employees whilst engaged in official duties, to ensure they demonstrate the basic standards of acceptable conduct as enshrined in this Code. All employees have the responsibility to comply with this Code of Conduct and all other policies which Council implements and or varies from time to time.

A breach of the Code of Conduct damages business effectiveness, public perception of Council and interpersonal work relationships. Any act or lack of action by an employee of Council that contravenes this Code may result in Council taking disciplinary action against that employee, and which may include dismissal. All suspected breaches will be dealt with on a case by case basis.

Suspected Official Misconduct must be referred to Council's Chief Executive Officer, and the Chief Executive Officer has a duty to notify the Crime and Corruption Commission of the suspected Official Misconduct.

In cases where a suspected breach of this Code is under investigation, and if the Chief Executive Officer deems it appropriate, any employee suspected of a breach of this Code may be suspended from duty on full pay until such time as the investigation has been completed.

All disciplinary action taken by Council against an employee for found breaches of this Code will be in accordance with Council's Disciplinary Procedures.

APPENDIX A - DEFINITIONS OF TERMS

The terms below have the following meanings for the purposes of this Code. Where appropriate, meanings have been adopted from relevant legislation.

"advice" includes access to, copies or, files, records, documents, data and other forms of information, and opinions or recommendations.

"benefit" means something that is similar to a Gift in that it is of value.

"Conflict of interest" means a conflict between a Council employee's work responsibilities and their personal or private interests. A conflict of interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of Interest can be real (actual) or perceived (apparent).

"fraud" includes the broad range of deceitful acts that people may perform to benefit themselves or some other person at the expense of others. Fraud can be committed by employees (internal fraud) or by people outside Council (external fraud).

"gift" means an item of value – money, voucher, entertainment, hospitality, travel, commodity, property – that one person gives to another. Gifts may be offered as an expression of gratitude with no obligation to repay, or given to create a feeling of obligation.

"impaired by the effects of alcohol or drugs" means:-

- For employees operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00% (consistent with Qld Transport Regulations).
- For employees driving light vehicles or operating mechanical tools or equipment, a blood alcohol content greater than 0.00% (consistent with Qld Transport Regulations).
- For all employees – a positive drug test result in excess of the cut off levels specified in Australian Standard AS/NZS 4308:2008 and AS/NZS 4760:2019; and/or physical or mental condition and/or behaviour which limits the employee's ability to undertake work in a safe and effective manner.

“intellectual property” means an invention, original work, the results of scientific research or a product development, which can be protected.

APPENDIX B - A GUIDE TO ETHICAL DECISION MAKING

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Assessing the Situation:

- What is your aim?
- What are the facts and circumstances?
- Does it break the law or go against Council policy?
- Is it in line with the Code's principles?
- What principles does it relate to? Why?
- Who is affected? What rights do they have?
- What are your obligations or responsibilities?

Council Point of View

- As a Public Official, what should you do?
- What are the relevant laws, rules and guidelines?
- Who else should you consult?

How would others see your actions?

- Would a reasonable person think you used your powers or position improperly?
- Would the public see your action or decision as honest and impartial?
- Do you face a Conflict of Interest?
- Will your decision or action stand up to public scrutiny?

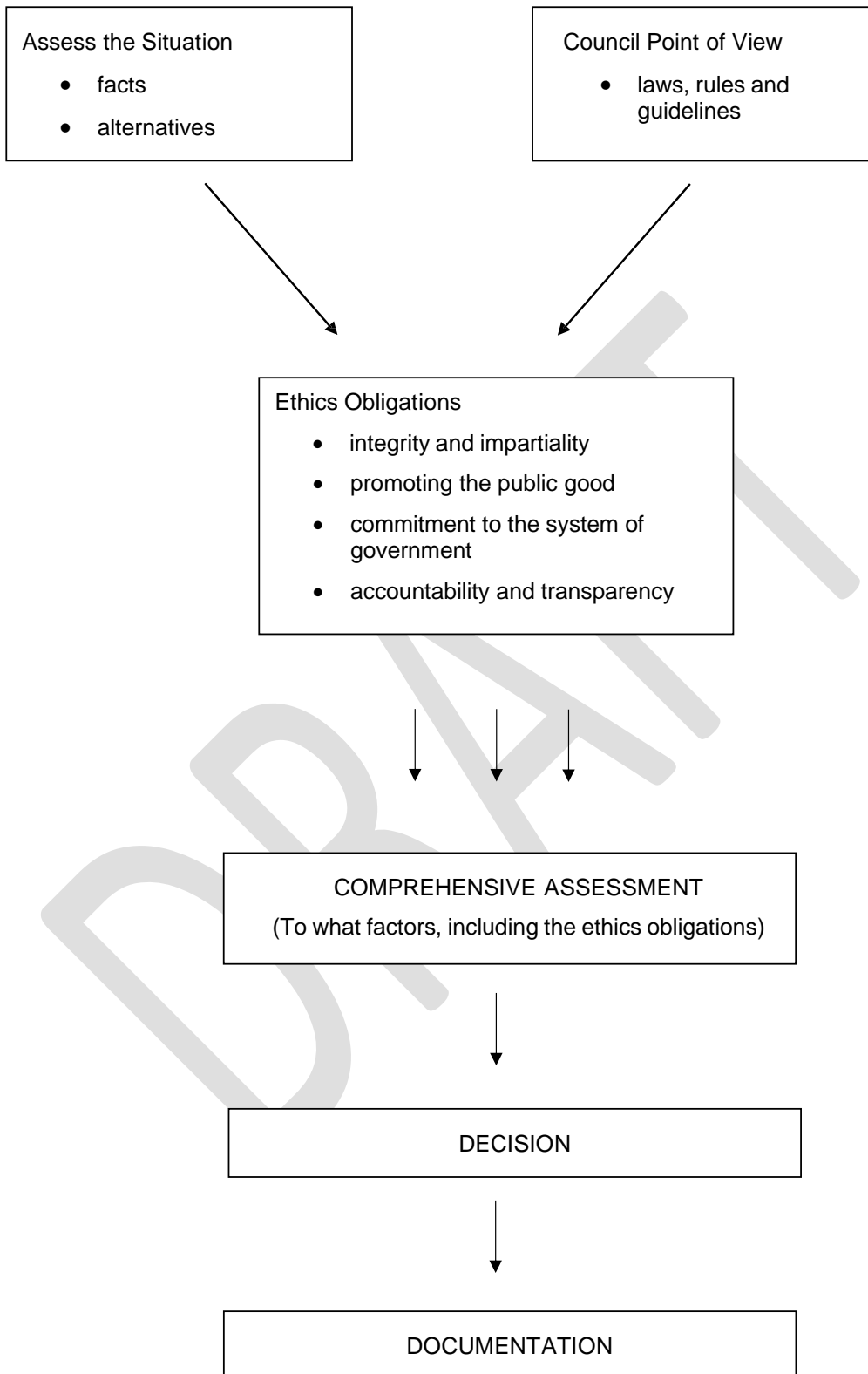
Consider the Options

- Ask your Supervisor/Manager, or any person who is able to give sound, relevant advice.
- What options and consequences are consistent with Council's values, the four ethics principles fundamental to good public administration and your obligations?
- What are the costs and long-term consequences of each option?
- How would the public view each option?
- What will be the outcome for Council, your colleagues, others and you?

Choose your course of action

Make sure your actions are:

- within your power to take, legal and in line with policy and this Code;
- fair and able to be justified to your Manager and the public;
- documented so a statement of reasons can be supplied;
- consistent with Council's mission, goals and values.





BOULIA SHIRE COUNCIL

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

Category:	Policy
Policy Number:	149
Document Version:	new
Obsolete Version:	n/a
Keyword Classification:	Equal Employment Opportunity, workplace discrimination, harassment bullying
Summary:	This policy outlines Council's stance on equal employment opportunities, workplace discrimination and harassment bullying
Adoption Date:	22 nd May 2019
Resolution:	2019/5.30
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	May 2022
Date revoked:	n/a
Related documents:	<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>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	<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 Bouliia 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 Bouliia Shire Council duties
- staff treatment of other staff, of clients, and of other members of the public encountered in the course of their Bouliia Shire Council duties.

AIMS

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.

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

By effectively implementing our Workplace discrimination and harassment bullying 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 bullied 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, queer¹ 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

¹ The word 'queer' has been included in this policy as it has been noted that this 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 bullying**. 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 bullying.

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.

DRAFT

TITLE:	Work Health and Safety April 2021 Report	DOC REF: 10.2.4
REPORT BY:	Brett Hyde Work Health and Safety Advisor	DATE: 14/05/2021
CORPORATE PLAN REFERENCE:		
Key Priority 7: Valuing our greatest asset – people		
7.1: An innovative culture		
7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices		
Key Priority 7: Valuing our greatest asset – people		
7.2: A great place to work		
7.2.4 Provide a safe, healthy working environment and be proactive in all Work Health and Safety matters		
PURPOSE:		
To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.		
LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> Continually populating the audit criteria with the required evidence. Ongoing monitoring with contractors projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. 	
Toolbox talks/presentations	<ul style="list-style-type: none"> Additional presentation information sessions presented to all divisions triggered by WHSQ alerts, vehicle/plant updates, changes in industry compliances and areas identified within the work place. Ongoing Weekly Toolbox talks/presentations are held with Council Works Depot staff. Ongoing monthly Toolbox meetings/presentations with Administration/Office staff. Topics generated from field observations and/or staff feedback. 	
Compliance and Education	<ul style="list-style-type: none"> A few employees participated in snake education, identification and catching techniques program conducted by Julian Craig from Adelaide. Ongoing cross section of staff doing online training through the GO1 software portal. Provide Supervisors and Directors safety alert updates from Workplace Health & Safety Queensland and other Safety alert systems. <ul style="list-style-type: none"> Electrocution survivor, Jason Daniel's story Employee caught in Hay press, legs amputated Ongoing education through Toolbox presentations to Council employees: Eg: <ul style="list-style-type: none"> Fatigue in the Workplace Documentation in the field Selected staff undergoing Fire Warden certification (12 month validity). 	
Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> Reviewing contractors documentation as received for compliance. Offer advice with the Airport Emergency Plan. Assist staff with the use of iAuditor and the reporting process. 	

	<ul style="list-style-type: none"> • Assist Urandangi employee with compliance requirements for there. • Staff re-familiarisation of Safe Work Method Statements (SWMS). • Staff re-familiarisation of Safe Operating Procedures (SOP's). • Provide First-Aid Risk assessments to staff on their work locations. Eg: Admin Office, Min Min Encounter, Sports Complex, Library, Stone House, Works Depot and Mobile Camp. • Set three staff members up in the iAuditor WHS reporting software.
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Near Misses, Incidents and Issues	<ul style="list-style-type: none"> • Near Miss – 0 • Hazard – 1 • Damage – 0 • Incident – 0
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Category	Description	Site	Outcome
Hazard	Primary Care Centre sign with very sharp edges is mounted at a dangerous height for pedestrians at median strip.	Median at Herbert and Wills Sts.	Sign was installed much higher to avoid any person contact.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> • Selected staff completing Fire Warden courses, still ongoing. • WHSA completed e-learning: Silica Awareness, Manual Handling. • May, so far, has had 4 face to face inductions and 8 online inductions. • Set up three tablets with iAuditor inspection software for the Stone House, Min Min Encounter and Sports Complex. • Provided some WHS editorial for the Channel Country Chatter publication. • Alcolmeter has been calibrated for another six months. • Inspection of Urandangi community hall for compliance - follow up required. • Sound/noise meter has been calibrated for another 12 months. • Continually updating Noise Level Monitoring spreadsheet register for Council facility and work areas – ongoing. • Continue monitoring of the Boulia Shire Council Hazard Risk Register (this is a live document). • Created a First-Aid risk assessment for the Mobile Work Camp. • Design a range of Toolbox presentations for Council admin/office/tourism staff to be held on a monthly basis or more frequent as needed – ongoing. • Design a range of Toolbox presentations for Council Works/field staff held on a weekly basis – ongoing.
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Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with CEO to discuss current and future WHS items concerning the Shire. • Weekly consultation with Director for Works and Supervisors on current and upcoming projects and what is required from a WHS perspective. • Review and combine the BSC Drug and Alcohol Policy with the Fitness for Work. • Assembly sign and location required for BSC Airport. • First-aid kit required for BSC Airport facility. • Research and implement Fatigue Management documentation governed by National Heavy Vehicle Licencing Queensland for
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	<p>BSC.</p> <ul style="list-style-type: none"> • Design a set of plant and equipment verification of competency forms for employees and Corrections work teams. • Regularly monitor the Boulia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required. • Development of future Toolbox presentations with some that encompass mini questionnaires/tests on various topics for both BSC and contractor groups. • Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification. • Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements. • Outdoor “No Smoking” signs to be erected around designated Council buildings, Parks and Facilities (Racecourse completed).
WHS Alerts and Updates	<ul style="list-style-type: none"> • Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health & Safety alerts, updates and changes within the industry. • Adopt various alerts/updates into weekly Toolbox talks and training. • Review WHS Queensland website and Alert board. • Receive WHS alerts from Workplace Australia.
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Assembly sign and location required for BSC Airport. • First-aid kit required for BSC Airport facility. • Inspection of Urandangi community hall for compliance - follow up required. • Ongoing updating of evacuation plans for Council facilities. • Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing). • Create Toolbox presentation to use iAuditor, inspection templates, reporting. • Where and when possible, create media content for the Channel Country Chatter publication. • Design a set of plant and equipment verification of competency forms for employees and Corrections work teams.
Training Required	<ul style="list-style-type: none"> • Staff to receive familiarisation in Manual Handling. • Review opportunities where E-Learning and face-to-face course are offered to the shire. • Consult with Supervisors where competencies or extra training maybe required and future Toolbox topics.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

10.3 Corporate Services

TITLE:	Director of Corporate Services April 2021 Report	DOC REF: 10.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

PURPOSE:

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

CONTENT:

Asset Management Plan

Shepherd Services have presented their Draft of the Asset Management Plan and the prioritised works for the next 10 years based on the inspections that were done.

Currently reviewing this document to ensure it is a usable resource and easily understood.

Connectivity of Council Buildings especially Depot

Had Consultant visit and do site inspections on what Council's set up is currently, from this he will provide Council with a scope of works and suggested improvement plans. Awaiting this information to come in.

Finance Manager on Leave

For the full month of April, the Finance Manager was on leave, I was therefore doing a lot of the hands on works for Finance. Completed the March 2021 Budget Review on the 2020/21 Budget for Council meeting held in April.

Internal Audit Visit – Plant and Equipment Audit

Tony and James Walsh worked on our Plant and Equipment Audit and were based at the Depot computer training room so they were available to the staff that use the equipment and housed.

During this audit there was a meeting with Management and Staff regarding the use, storage, recovery of costs and charging of plant hours to jobs as well as a review of how the Plant Committee operate.

As the Director of Works was unavailable for a period during this audit, Tony is still to liaise with the DWO on his return. Once this is completed we will be presented with a report on his findings.

Capital Budget 2021/22

Created the capital budget whilst reviewing all the work schedules for planned works over the next 10 years and consulting with Management on proposed projects. This included analysing the funding agreements for planned scopes of work.

Human Resources (HR) SynergySoft Module

Had a demonstration done by Gail from IT Vision on the Human Resources module in SynergySoft. The module is one that Council has the ability to plan to what extent it wishes to use it, meaning it has a number of registers kept within the module like Training for all staff, immunisations for all staff, positions within the organisation chart.

We will be having a discussion on the pros and cons of the module plus planning to what extent we will use the module. As we are taking payroll to the new Altus Payroll Suite this module will be a standalone module, there will be no filter of information between the two modules as it would have done had we planned on staying with the present payroll module.

CONSULTATION:

Lynn Moore

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Updated Banking Signatories	DOC REF: 10.3.2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 14/05/2021
<p>CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.4 Ensure transparency and accountability through integrated performance management reporting</p> <p>Key Priority 5: Robust Governance 5.4: Sustainability 5.4.2 Optimise performance of Council business units using available technology</p>		
<p>PURPOSE: To update changes to banking signatories in preparation of the Executive Assistant taking maternity leave, upgrading of the Senior Finance Officer Carol Smith to being a signatory.</p>		
<p>CONTENT: To ensure that Council has the best protection and ensuring the activities of Council's Finance Department are not impeded, the following recommendations are made. The following officers are recommended as signatories to any bank accounts which will include electronic transfers for the bank selected by Council. They are divided into primary and secondary signatories.</p> <p><u>CHEQUE SIGNATORIES</u></p> <p><u>PRIMARY ACCOUNT SIGNATORY: Type 'A'</u></p> <ul style="list-style-type: none"> • Mayor - Eric Britton • Chief Executive Officer - Lynn Moore • Director of Works and Operations - Harin Karra • Director of Corporate Services - Kaylene Sloman <p><u>SECONDARY ACCOUNT SIGNATORY: Type 'B'</u></p> <ul style="list-style-type: none"> • Finance Manager - Rahul Bhargava • Senior Finance Officer - Carol Smith <p><u>ELECTRONIC FUND TRANSFERS:</u></p> <p><u>PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'</u></p> <ul style="list-style-type: none"> • Chief Executive Officer - Lynn Moore • Director of Works and Operations - Harin Karra • Director of Corporate Services - Kaylene Sloman <p><u>SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'</u></p> <ul style="list-style-type: none"> • Finance Manager - Rahul Bhargava • Senior Finance Officer - Carol Smith <p>The method of signing/authorising electronic transactions will be as follows:</p> <ul style="list-style-type: none"> • Any two type 'A' signatories OR • Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory. 		

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

- Sufficient investigation is completed to ensure Council obtains the best facilities for its banking arrangements.
- All signatories have been informed of the requirements to provide 100 points of ID.

RECOMMENDATION:

1. That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.
2. That the Director of Corporate Services action the changes to signatories and electronic devices for the change in role for Carol Smith and the removal of Nicole Tonkies.

CHEQUE SIGNATORIES**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- Director of Corporate Services - Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY: Type 'B'

- Finance Manager - Rahul Bhargava
- **Senior Finance Officer - Carol Smith**

ELECTRONIC FUND TRANSFERS:**PRIMARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'A'**

- Chief Executive Officer - Lynn Moore
- Director of Works and Operations - Harin Karra
- Director of Corporate Services - Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORISING OFFICER TYPE 'B'

- Finance Manager - Rahul Bhargava
- **Senior Finance Officer - Carol Smith**

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

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

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Policy Review – Flag Flying Policy	DOC REF: 10.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Council’s policy 135 has been reviewed in line with the implementation of a third flag pole in Herbert Street. The content of the policy has been checked and some updates have been made and are presented to Council for consideration.

Flag Flying Policy (Policy 135)

This policy provides Council staff with a guideline on the protocols surrounding flying of flags. Upon review of this policy, it was found that only minor updates were required for the implementation of a third flag pole.

It is recommended that the policy as presented be adopted.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That 135 Flag Flying Policy as presented be adopted.
2. That a copy of the policy be loaded into the Councillor Hub.

ATTACHMENTS:

1. 135 Flag Flying Policy [10.3.3.1 - 4 pages]

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

Flag Flying Policy

Category:	Policy
Policy Number:	135
Document Version:	1
Obsolete Version:	2, 2018/2.15, 2021/3.15
Keyword Classification:	Flag Flying, Flag Protocol
Summary:	To provide Council staff with a guideline on the protocols surrounding flying of flags
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as required by legislation.
Revision date:	
Date revoked:	n/a
Related documents:	Nil
Responsible Section:	Administration
Responsible Officer:	Administration Supervisor
Legislation:	Department of the Prime Minister and Cabinet – Excerpt from the booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag Flags Act 1953

PURPOSE

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

WHEN FLAGS ARE FLOWN

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

- The Australian National Flag, and the Australian Aboriginal Flag and Boulia Shire Council's Flag is to be flown each working day.
- The Australian National Flag shall be flown on the middle Flag pole in Herbert St. closest to the Cenotaph

FLAG RAISING AND DISPLAY

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

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

FLYING THE FLAG AT HALF MAST

Flags are to be flown at half-mast

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

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

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

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

Remembrance Day (11 th November)	On Remembrance Day, flags are flown at the top of the mast from 8 am, then at half-mast from 10.30 am to 11.02 am and then at the top of the mast again from 11.02 am.
ANZAC Day (25 th April)	On ANZAC Day, flags are flown at half-mast until noon then at the top of the mast until close of business.

RULES OF PRECEDENCE

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

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

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

FLAG HANDLING AND APPEARANCE

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

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

TITLE:	Finance April 2021 Report	DOC REF: 10.3.4
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

PURPOSE:

Financial Summary as at 30th April 2021.

CONTENT:

Cash Position:

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

	30th April 2021	31st March 2021
Cash at Hand	18,185,560	19,092,368
Net Cash Equivalent (Debtors-Creditors)		1,040,627
Total		\$20,132,995

Income

Total revenues to 30th April 2021 are \$15,483,910. This equates to approx. 75% of this year's budget.

Expenditure

Operating expenses to 30th April 2021 are \$17,352,653. This equates to approx. 63% of this year's budget.

Liquidity

• CBA		\$ 223,466
• Floats		\$ 1,300
• Investments		
CBA At Call 0.10%	\$ 2,296,638	
QTC 0.83%	\$ 15,664,156	
		<u>\$17,960,794</u>
	Total	\$18,185,560

Additional Information on Cash Position

Cash Balance as at 30th April 2021 18,185,560

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	773,579
Grant Funding (paid in advance)	3,974,962
Working Capital Cash	1,500,000
Capital Grants	6,338,363
Operating Results for 2020/2021	1,604,927
Less Capital Expenditure 2020/2021	(10,500,256)
	9,969,544

Uncommitted Cash 30th April 2021 **\$8,216,016**

Aged Debtors 30th April 2021

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	9,663.81	435.00	56,166.19	175,419.17	(2,915.00)	238,769.17

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$9,663.81.

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

\$2,880.00 are under a payment arrangement, balance outstanding is being followed up by Manager.

Rates 30th April 2021

Total Outstanding **\$804,865.20**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre- paid OR Water & Gravel Compensation)	Total Outstanding
Urban	\$ 29,056.59	\$36,304.27	\$27,728.03	\$ 115,303.61	-\$ 28,080.75	\$ 180,311.75
Rural	-	-	\$ 1,884.08	\$518,518.22	-\$ 23,342.48	\$ 497,059.82
Mining	-	-	\$ 5,230.50	\$ 19,229.49	-	\$ 24,459.99
	\$ 29,056.59	\$36,304.27	\$34,842.61	\$653,051.32	-\$ 51,423.23	\$ 701,831.56

CREDITORS 30th April 2021 \$ 4,110.00

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30th April 2021

2020/21 Actual

Income

Revenue

Recurrent Revenue

Net rate and utility charges	1,412,181
Fees and charges	461,524
Rental income	197,555
Interest received	104,006
Sales - contract and recoverable works	4,410,888
Other Income	236,141
Grants, subsidies, contributions and donations	1,935,731

Total Recurrent Revenue 8,758,026

Capital Revenue

Grants, subsidies, contributions and donations	<u>6,658,329</u>
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Total Capital Revenue 6,658,329

Total Revenue 15,416,355

Total Income 15,416,355

Expenses

Recurrent Expenses

Employee benefits	(2,738,926)
Materials & Services	(4,298,334)
Finance Costs	(32,361)
Depreciation	(435,995)

Total Recurrent Expenses (7,505,616)

Total Expenses (7,505,616)

Net Result Attributable to Council 7,910,739

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30th April 2021

2020 / 21 Actual

Current Assets		
Cash and cash equivalents	18,185,560	
Trade and other receivables	929,567	
Inventories	309,464	
Total Current Assets	19,424,591	
Non-current Assets		
Property, plant and equipment	194,451,009	
Total Non-current Assets	194,451,009	
TOTAL ASSETS	213,875,600	
Current Liabilities		
Trade and other payables	(50,399)	
Borrowings	(15,469)	
Provisions	(1,222,190)	
Contract Liabilities	(4,618,501)	
Total Current Liabilities	(5,906,559)	
Non-current Liabilities		
Borrowings	(1,009,222)	
Provisions	(182,464)	
Total Non-current Liabilities	(1,191,686)	
TOTAL LIABILITIES	(7,098,245)	
NET COMMUNITY ASSETS	206,777,355	
Community Equity		
Asset revaluation reserve	110,690,860	
Retained surplus	96,086,495	
TOTAL COMMUNITY EQUITY	206,777,355	

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 April 2021

2020/ 21 Actual

Cash Flows from Operating activities:

Receipts from customers		1,679,746
Payments to suppliers and employees		(7,693,485)
		(6,013,739)
Interest received	▶	104,006
Rental income		197,555
Non-capital grants and contributions		6,297,672
Borrowing costs		(32,361)
Net Cash Inflow (Outflow) from Operating Activities		553,133

Cash Flows from Investing activities:

Payments for property, plant and equipment		(10,500,256)
Proceeds from sale of property, plant and equipment		70,909
Grants, subsidies, contributions and donations		6,587,420
Net Cash Inflow (Outflow) from Investing activities		(3,841,927)

Cash Flows from Financing activities

Repayment of borrowings		(38,812)
Net Cash Inflow (Outflow) from Financing activities		(38,812)

Net Increase (Decrease) in Cash and Cash Equivalents held		(3,327,606)
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Cash and Cash Equivalents at beginning of Reporting period		21,513,166
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Cash and Cash Equivalents at end of Reporting period		\$18,185,560
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CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Finance April 2021 Report be received for information.

ATTACHMENTS (TABLED):

1. CONFIDENTIAL REDACTED - Capital Program - 30th April 2021 [10.3.4.1 - 4 pages]
2. CONFIDENTIAL REDACTED - Flood Damage Report 30 April 2021 [10.3.4.2 - 2 pages]
3. CONFIDENTIAL REDACTED - Revenue Expenses April 2021 [10.3.4.3 - 4 pages]
4. CONFIDENTIAL REDACTED - DCP Extension [10.3.4.4 - 1 page]
5. CONFIDENTIAL REDACTED - W4Q R3 [10.3.4.5 - 1 page]
6. CONFIDENTIAL REDACTED - LGGSP 19-21 Progression Table [10.3.4.6 - 1 page]
7. CONFIDENTIAL REDACTED - W4Q COVID Progression Table [10.3.4.7 - 1 page]

10.4 Community Services

TITLE:	Community Services April 2021 Report	DOC REF: 10.4.1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 1: A strong supportive community environment

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

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

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

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 3: Economic Development - A sustainable local economy

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

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

PURPOSE:

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

CONTENT:

Current housing available:

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

Tourism:

Visitor numbers have increased markedly and the Min Min Encounter and Heritage Complex are doing very well this year so far.

A June visit is scheduled by Xzibit and Greg Tuckwell to map out the audio visual changes to the show. This will occur over a couple of days in June ready for the major renovation and upgrade in October.

April sales have hit an all time high for that month so kudos to all staff who worked so hard.

Grants in March:

No grants have been applied for this month and we are still waiting on several outstanding applications submitted earlier in the year.

- We did not receive funding from *Salute their Service* for the installation of a gazebo in the ANZAC Garden area. The application was decreed outside their guidelines.

Community:

The Community Open Day at the Heritage Complex is on the 21st May with representatives from Anglo American as they are donating a cabinet and trilobite fossils to the current display.

This will also be an opportunity for the community and visitors to see the film room which used to be Dick Suter's work room with the original picture projector from the open air theatre.

Movie nights continue to be held in the shire hall monthly, these have not been very successful in attracting community members other than a few children and one or two adults, however perhaps during tourist season more visitors will come.

Upcoming events organised by Council staff:-

- May - Simultaneous reading time with all Australian libraries
- May - Heritage Complex Open Day
- June - Qld Day celebrations in Robinson Park
- July - Flipside Circus returning
- August - Rebel Highwire entertainment in the hall
- September - Dead Puppet Society workshop for the children
- October - Qld Ballet workshop for adults and children
- November - Remembrance Day

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. Grant Funding Register - approved items [10.4.1.1 - 1 page]
2. Grant Funding Register - pending items [10.4.1.2 - 1 page]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	on exhaustion of funds	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		Yes
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	
First State Grant - Admin Trainee	Department of Employment, Small Business and Training	\$ 15,000					\$ 15,000		
First Five Forever Program (Yearly)	State Library of Queensland	\$ 1,000					\$ 1,000		
TOTAL AMOUNT OF FUNDING APPROVED:					\$ 5,709,742				

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Learning the smart way	First 5 Forever Innovation Micro Grant 2020-21 - Round 2	\$ 5,000	\$ -	0	\$ 5,000	9/03/2021	CSM	audio/visual items for the Library
Investing in Qld women	Dept Justice and Attorney General	\$ 5,000	\$ 787		\$ 5,787	5/03/2021	CSM	disposable coffee cups with domestic violence message on them
Mental Health and Wellbeing	Dept Of Qld Health	\$ 75,000	\$ -		\$ 75,000	12/03/2021	CSM	outreach programs and rodeo event
Drought Support Program	Dept Communities	\$ 200,000	\$ -		\$ 200,000	26/02/2021	CSM	financial hardship/events
Drone caution signs	CASA	\$ 1,500	\$ -			23/04/2021	CSM	signage
RADF funding	Arts Queensland	\$ 10,000	\$ 2,000			2/04/2021	CSM	arts and cultural activities
Boulia Residential Estate	National Housing Infrastructure Facility	\$ 1,267,557		\$ 316,890	\$ 1,584,447	no closing date	CEO	An application has been made to National Housing Infrastructure Facility for 80% grant and 20% loan
Total Amount of Funding applied for		\$ 2,045,792						

TITLE:	Min Min Encounter April 2021 Report	DOC REF: 10.4.2
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REPORT BY:	Roni Harris Tourism Officer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 1: A strong supportive community environment

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

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

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

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

Key Priority 3: Economic Development - A sustainable local economy

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

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for April 2021	\$17,599.45
MME Visitor Stats for April 2021	811
MME Show Stats for April 2021	462
BHC Stats for April 2021	303

Social Media Statistics for April 2021:

Page	Page Likes	Reached	Shares
Bouliia Shire Council	2,117	15,733	403
Min Min Encounter	1,228	11,721	10,131

REPORT ON ACTIVITIES HELD FOR APRIL 2021

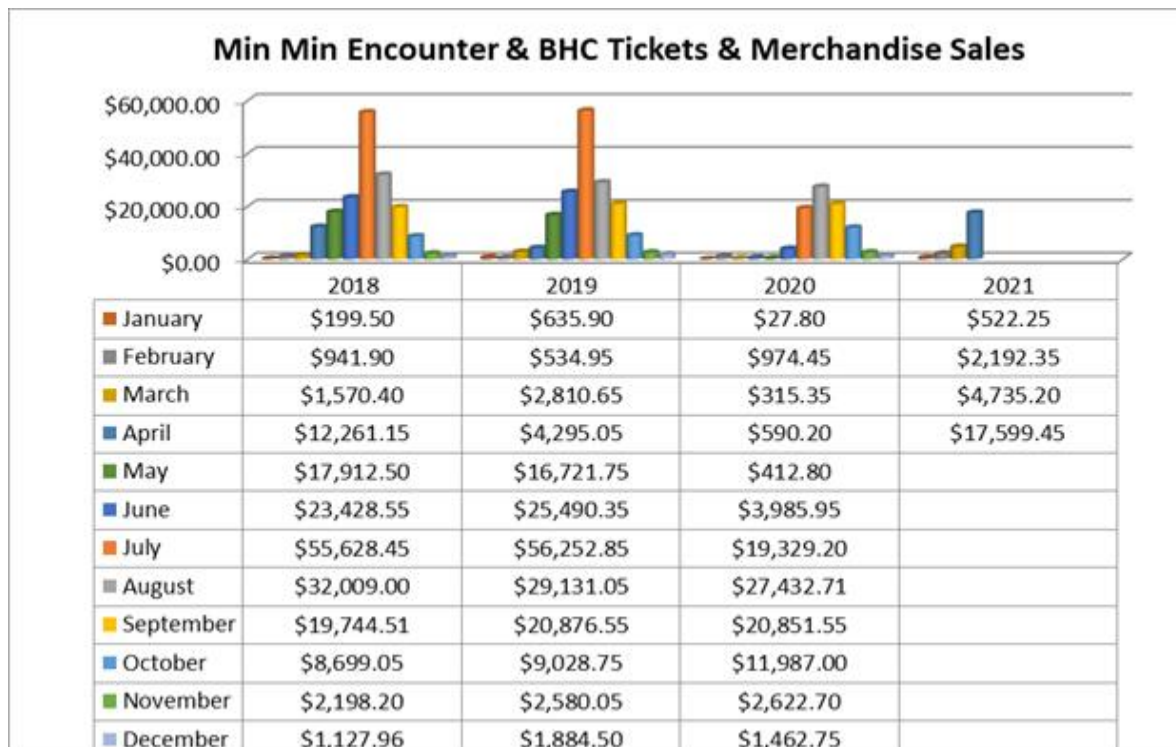
April this year was a good month for visitors and sales which is encouraging. With the opening of the Bouliia Heritage Complex and two tour buses, the staff were pleased to welcome an interesting mix of visitors. Out of a total of 811 visitors we had 509 from QLD, 122 from NSW, 68 from VIC and 34 from SA as well as a few from WA, NT, TAS and ACT. A vast majority of these travellers were new to the area and the feed back from chatting to them was very favourable although most were unimpressed with our friendly flies. Although the school holidays were in this month, we noticed that there were very few families. The majority of travellers are in an older age group and several were couples permanently on the road with no fixed address.

Although both venues were of course closed for Good Friday and ANZAC Day we had some visitors stay an extra day to compensate. We noticed some visitors at the ANZAC Day services which was pleasing and we had some very favourable comments on the services.

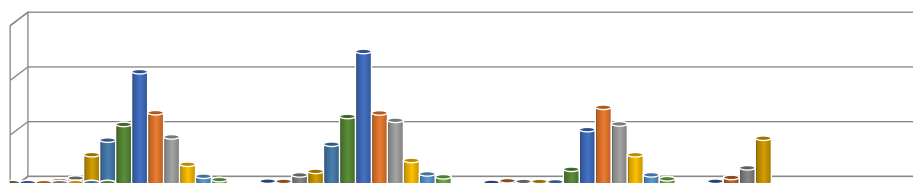
We are continuing to maintain our COVID protocols for hand sanitising, sign in and the cleaning of public surface areas in both venues.

Although the majority of our visitors comment favourably on the appearance of the town, we have had a few mention that the dump point is hard to find and a bit difficult to access with larger vehicles. This may be because of the ongoing road works.

Overall a pleasing month with the weather being milder and so more encouraging to those passing through the area.



Min Min Encounter Visitor Numbers



	2018	2019	2020	2021
■ January	13	26	5	24
■ February	38	22	34	94
■ March	82	140	21	270
■ April	510	205	20	811
■ May	776	701	15	
■ June	1063	1208	243	
■ July	2026	2396	968	
■ August	1277	1273	1376	
■ September	835	1138	1072	
■ October	335	405	509	
■ November	116	159	142	
■ December	54	106	70	

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Library April 2021 Report	DOC REF: 10.4.3
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REPORT BY:	Tarsha Shaw Library Officer	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

- 1.1: Promotion of community events, services and facilities
 - 1.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

Key Priority 1: A strong supportive community environment

- 1.2: Respecting our culture and heritage, past, present and future
 - 1.2.1: To preserve and promote the heritage and diverse cultures of our community
 - 1.2.2: To maintain, preserve, develop and provide access to our region's history
 - 1.2.3: To promote the heritage, arts and cultures of our communities

PURPOSE:

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

CONTENT:

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

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	73
Wi Fi	10
Number of new members - local	0
Tourist Member	0

LIBRARY ACTIVITIES

This month we have been holding our First 5 Forever program twice a week. We have started to look into holding theme days to match in with National themed days (dress like a pirate day etc)

I'm still participating in the Library Leadership program so I have been attending zoom training and completing workshops. This course will be completed on the 11th of May 2021.

We completed the ANZAC Day with some great feedback received.

The CCC is in the draft process at the moment and we will have it out at the beginning of June if all goes to plan.

We are getting things prepared to host the National Simultaneous Storytime in the Hall. We have invited the school and School of the Air to participate in the morning with us. They have a lady from the space station reading the book "Give me some Space" written by Phillip Bunting.

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

Visitor Numbers to the Library

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2020	240	124	125	0	32	55	108	108	111	195	147	67
2021	42	78	48	73								

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Library April 2021 Report for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Bouliia Sports and Aquatic Centre April 2021 Report	DOC REF: 10.4.4
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REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 14/05/2021
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

Key Priority 1: A strong supportive community environment

1.3: Bouliia Shire to have active inclusive communities

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

PURPOSE:

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

CONTENT:

The Sports and Aquatic Centre provides an important sports venue for the local residents of Bouliia. 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: 29 After Hours: 30
• Pool	After Hours: 0
• Squash	0
• Casual entry usage	47
• Kid's usage	105
• Membership usage	59
• Merchandise sales	\$0.00
• Admission	\$0.00
• Refreshment sales	\$0.00

Activities held this month:

- With the weather getting cooler we have had very few people using the pool.
- We are in the process of getting the Magic Floor connected. Then we will have more for the kids to do during the cooler months.
- Afterschool Sports every Thursday is still running, this is a joint program with Jan Norton, Michael and Kelli.



- We are looking into getting a few things replaced and removed from the gym. We will then have a little shuffle around in there to make it feel new and fresh again.

Sports Centre Patron Numbers												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	484	579	380	0	0	0	0	0	0	0	304	487
2021	500	494	299	211								

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

11 General Business

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

12 Late Reports

13 Closed Session

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

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