

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 20 May 2022



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

16/05/2022


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 20 May 2022** at the **Boulia Shire Hall** commencing at **8 am** for the transaction of the following business.

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

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Ms Lynn Moore
Chief Executive Officer

Please note:

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

COMMONLY USED ACRONYMS

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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Ms Estelle van Tonder (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 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 22 April 2022
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 09:00 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

Councillors: Councillor Sam Beauchamp
Councillor Tim Edgar
Councillor Jack Neilson
Councillor Jan Norton

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

Absent: Councillor Eric (Rick) Britton

3 Apologies / Leave of Absence

It was noted that an apology was received from Mayor Rick Britton and was granted leave of absence from the 22 April 2022 Council meeting. Deputy Mayor Sam Beauchamp chaired the meeting.

4 Declaration of Interests

Councillor Tim Edgar declared a Declarable Conflict of Interest in the matter in accordance with the *Local Government Act 2009* section 9.1.2, due to having an interest in the tender, as a

contractor. In accordance with section 150EM of the Local Government Act 2009, Cr Tim Edgar was excluded from the discussion.

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Confirmation of Minutes from Previous Meetings

Moved: Cr Edgar

Seconded: Cr Neilson

That the minutes of the Ordinary Meeting held on 18 March 2022 be accepted.

Resolution No.: 2022/04.00

Carried

9 Reports

9.1 Works and Operations

TITLE:	Engineering Service Report – Newsbrief for March 2022	DOC REF: 9.1.1
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PURPOSE:	To inform Council on the progress of various items through an information update.
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Moved: Cr Beauchamp

Seconded: Cr Norton

That the Engineering Services Report – Newsbrief for March 2022 be received.

Resolution No.: 2022/04.1

Carried

TITLE:	Action Report – Assessment of T2021-22.10 Boulia Industrial Subdivision Installation of Water, Sewer and Power	DOC REF: 9.1.2
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PURPOSE:	To provide a summary and a recommendation for the award of T2021-22.10 Installation of Water, Sewer and Power.
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Moved: Cr Neilson

Seconded: Cr Beauchamp

That for T2021-22.10 Boulia Industrial Subdivision - Installation of Water, Sewer and Power, eight (8) tenders were received. KABZS Plumbing and Quality Electrical has been assessed against

weighted criteria as the most suitable tenderer who may be engaged under the existing T2019-20-11 Panel of Pre-Qualified Suppliers Plant Hire and Trader Services.

Resolution No.: 2022/04.2 **Carried**

TITLE:	Action Report – Assessment of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate Supply and Delivery of Precoated Cover Aggregate	DOC REF: 9.1.3
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PURPOSE:

To provide a summary and a recommendation for the award of T2021-22.14 Supply and Delivery of Precoated Cover Aggregate.

Moved: Cr Neilson **Seconded:** Cr Norton

That for T2021-22.14 Supply and Delivery of Precoated Cover Aggregate, one (1) tender was received. PE & GC Harris has been assessed against weighted criteria. As only one submission was received pricing was compared to past tenders for the purposes of benchmarking. It is recommended that the contract be awarded to PE & GC Harris.

Resolution No.: 2022/04.3 **Carried**

TITLE:	Action Report – Assessment of T2021-22.15 'All Services' Supply and Install Bituminous Products Supply and Install Bituminous Products	DOC REF: 9.1.4
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PURPOSE:

To provide a summary and a recommendation for the award of T2021-22.15 'All Services' Supply and Install Bituminous Products

Moved: Cr Edgar **Seconded:** Cr Beauchamp

That for T2021-22.15 'All Services' Supply and Install Bituminous Products, three (3) tenders were received. RPQ Spray Seal have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to RPQ Spray Seal.

Resolution No.: 2022/04.4 **Carried**

TITLE:	Foreman Roads Maintenance and Construction Report March 2022	DOC REF: 9.1.5
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PURPOSE:

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

Moved: Cr Neilson **Seconded:** Cr Beauchamp

That Council receive the Foreman Roads Maintenance and Construction March 2022 Report for information.

Resolution No.: 2022/04.5 **Carried**

TITLE:	Foreman Road Maintenance and Utility Services Report March 2022	DOC REF: 9.1.6
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PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of March 2022.

Moved: Cr Norton

Seconded: Cr Edgar

That Council receive the Foreman, Road Maintenance and Utility Services March 2022 report for information.

Resolution No.: 2022/04.6

Carried

TITLE:	Plant Replacement 2021/22	DOC REF: 9.1.7
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PURPOSE: To inform the councillors the outcome of the plant purchases of the 2021-2022 budget.
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Moved: Cr Norton

Seconded: Cr Neilson

That Council receive the Plant Replacement Report for information.

Resolution No.: 2022/04.7

Carried

The meeting was adjourned for morning tea at 10:27 am

The meeting resumed at 10:45 am

TITLE:	Rural Lands Protection Officer March 2022 Report	DOC REF: 9.1.8
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PURPOSE: To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

Moved: Cr Edgar

Seconded: Cr Beauchamp

That Council receive the Rural Lands Protection Officer Report for March 2022.

Resolution No.: 2022/04.8

Carried

TITLE:	NDRRA Flood Damage Works Department March 2022 Report	DOC REF: 9.1.9
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program.

Moved: Cr Beauchamp

Seconded: Cr Neilson

That the NDRRA Flood Damage Works Department March 2022 report be received for information.

Resolution No.: 2022/04.9

Carried

9.2 Office of the Chief Executive

TITLE:	Chief Executives Report for March 2022	DOC REF: 9.2.1
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PURPOSE: To advise Council of the activities of the Chief Executive Office.

Moved: Cr Neilson

Seconded: Cr Norton

That the Chief Executive Officer March 2022 report be received for information.

Resolution No.: 2022/04.10

Carried

TITLE:	Action List - Update March 2022	DOC REF: 9.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Neilson

Seconded: Cr Norton

That Council receive the Action List update for March 2022 for information.

Resolution No.: 2022/04.11

Carried

TITLE:	WH&S April 2022 Report	DOC REF: 9.2.3
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Edgar

That Council receive the Workplace Health and Safety - WHSA / RRTW March 2022 report for information.

Resolution No.: 2022/04.12

Carried

TITLE:	NEW POLICY – 161 Verification of Competency	DOC REF: 9.2.4
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PURPOSE:

The Bouliia Shire Council recognises its obligations and responsibilities and is committed to achieving and maintaining a work environment which promotes and protects the health, safety, and welfare of all staff, contractors, and visitors. This Verification of Competency policy will deliver guidelines for managers, supervisors and operators to ensure plant operators are suitably qualified to operate machinery.

Moved: Cr Beauchamp

Seconded: Cr Norton

That Council adopt the new Verification of Competency Policy and include it into the Council's policy document register, place on the web and distribute to managers and supervisors.

Resolution No.: 2022/04.13

Carried

TITLE:	3rd Quarter Operational Plan Report Jan to March 2022	DOC REF: 9.2.5
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PURPOSE:

To present the first quarter Operational Report for January to March 2022

Moved: Cr Edgar

Seconded: Cr Neilson

- That Council receive for information the third quarter report from January to March 2022 in relation to the adopted Operational Plan 2021-2022.
- That the report be displayed on the Council website.

Resolution No.: 2022/04.14

Carried

9.3 Corporate Services

TITLE:	Director of Corporate Services March 2022 Report	DOC REF: 9.3.1
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PURPOSE: To advise Council of the activities of the Director of Corporate Services.

Moved: Cr Neilson

Seconded: Cr Beauchamp

That the Director of Corporate Services March 2022 monthly report be received.

Resolution No.: 2022/04.15

Carried

TITLE:	Write off of Sundry Debts Deemed Uncollectable	DOC REF: 9.3.2
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PURPOSE: To advise Council of the write off, of uncollectable debts in preparation for end of financial year balancing.

Moved: Cr Edgar

Seconded: Cr Norton

That approval be granted for the write off, of \$4,469.06 of Accounts Receivable debts as per hand-out.

Resolution No.: 2022/04.16

Carried

TITLE:	Finance Manager March 2022 Report	DOC REF: Item FM1
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PURPOSE: Financial Summary as at 31 st March 2022
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Moved: Cr Beauchamp

Seconded: Cr Neilson

That the Finance Report for March 2022 Report be received for information.

Resolution No.: 2022/04.17

Carried

TITLE:	Post Office - Write off old Stock	DOC REF: 9.3.4
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PURPOSE: To advise Council of the write off of obsolete / old stock holdings for the Post Office prior to the end of year stock take.

Moved: Cr Norton

Seconded: Cr Edgar

That approval be granted to write off \$1,520.06 of Post Office stock that cannot be sold due to damage.

Resolution No.: 2022/04.18

Carried

TITLE:	2021/2022 Budget Review - Operational March 2022	DOC REF: 9.3.5
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PURPOSE: To provide a Budget Review to 31 st March 2022 based on trends to date.

Moved: Cr Edgar

Seconded: Cr Neilson

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

Resolution No.: 2022/04.19

Carried

TITLE:	Good Shepherd Parish Catholic Church Rates	DOC REF: 9.3.6
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PURPOSE: To advise Council of the request to waiver the rates relating to the Good Shepherd Parish Catholic Church.

Moved: Cr Neilson

Seconded: Cr Edgar

1. That Council with the exemption as per the Act and Regulations, not charge general rates and subsidise the utility charges for garbage (no charge) and water (50% of normal charge) to Good Shepherd Parish.

2. Council to then pay the Water and Sewerage charges as a donation.

3. That the Director of Corporate Services write to the Good Shepherd Parish and advise that Council will pay and exempt all charges that Council is responsible for.

4. Action to be completed by Finance to change the Assessment, to maintain the exemption for general rates and utility charges to reflect no charge for garbage services, water be charged at 50% of the normal rate, sewerage to be charged as normal for the 2021/22 financial year and future years until such time as a change of use is reported from Department of Resources.

Council to then pay for the Water and Sewerage and ESL charges only at the time of the Rates being issued, this payment to be recognised as a donation.

Notation to be made in the rates system for future years transactions and records.

Resolution No.: 2022/04.20

Carried

TITLE:	Boulia Golf Club Rates	DOC REF: 9.3.7
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PURPOSE: To advise Council of the request to waiver the rates relating to the Boulia Golf Club.

Moved: Cr Beauchamp

Seconded: Cr Norton

1. That all rates payable (general rates plus all services and the Emergency Services Levy) by the Bouliia Golf Club Inc (Assessment A244) for the 2021/2022, 2022/23 financial years, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility.

2. That the DCS write to the Golf Club and advise them of the outcome.

3. Action to be completed by Finance to make the donation to the Golf Club to cover the 2021/2022, 2022/2023 financial years. Notation to be made in the rates system for future records.

Resolution No.: 2022/04.21

Carried

9.4 Community Services

TITLE:	Community Services Manager March 2022 Report	DOC REF: 9.4.1
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PURPOSE: To provide Council with an update of the activities associated with Council's community development activities.

Moved: Cr Norton

Seconded: Cr Neilson

That the Community Services March 2022 Report be received for information.

Resolution No.: 2022/04.22

Carried

TITLE:	Min Min Encounter Report & Bouliia Heritage Centre – March 2022	DOC REF: 9.4.2
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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: Cr Edgar

Seconded: Cr Neilson

That the Min Min Encounter March 2022 Report be received for information.

Resolution No.: 2022/04.23

Carried

The meeting was adjourned for lunch at 12:10 pm
The meeting resumed at 1:05 pm

10 Late Reports

There were no late reports

11 Closed Session

CLOSED MEETING AT 1:05pm

Moved: Cr Beauchamp

Seconded: Cr Neilson

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

(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

Resolution No.: 2022/04.24

Carried

OUT OF CLOSED SESSION AT 1:17 pm

Moved: Cr Neilson

Seconded: Cr Edgar

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

Resolution No.: 2022/04.25

Carried

The following recommendations were resolved from the closed session: 2022/04.26

Moved: Cr Beauchamp

Seconded: Cr Norton

That the following be conveyed to the Office of Liquor and Gaming Regulations:

That the Council have the following opinions on the removal of the licence conditions:

3509926 – Increase time period to 10 pm
3509928 – remove
3509930 – remove
3509932 – to remain
3509934 – remove
3509936 – to remain
3509938 – to remain
3509940 – remove

Resolution No.: 2022/04.26

Carried

12 General Business

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

13 Confirmed

Minutes to be confirmed at the next Ordinary Meeting of Council.

14 Meeting Closure

The Mayor closed the meeting at 1:21 pm.

9 Reports

9.1 Works and Operations

TITLE:	Engineering Services Report Newsbrief April 2022	DOC REF: 9.1.1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment

2.3: Well-planned - land, open spaces and assets

2.3.1: Develop and implement a robust Asset Management Strategy to support effective long-term asset management

Key Priority 3: Economic Development

3.2: Advocate for the region through regional networks

3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment

4.2: Resilient management plans which support the community in times of crisis

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

6th – 8th April

Athol Hite

Flood Damage Completion Evidence
Collection

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 the 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. Patch and stabilisation scheduled for April 2022.

Activated for the 'Central, Southern and Western Queensland Rainfall and Flooding, 10th November – 3rd December 2021' on the 17/11/21.

The following relief measures have been approved:

- Counter Disaster Operations; and
- Reconstruction of Essential Public Assets

This event will be Emergent Works only, REPA will be submitted under the subsequent event.

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

The following relief measures have been approved:

- Counter Disaster Operations; and
- Reconstruction of Essential Public Assets

This event will be for Emergent works and REPA. Data collection nearly complete. Submission to be prepared.

3. Other

Donohue Highway: Outback Way Funding Package 2

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

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

4. Industrial Subdivision

Ergon detailed design complete. Sewer Design now complete. Survey completed – earth works to be finalised up to finished level. Operational works approval completed. Works awarded to KABZ Plumbing & Quality Electrical.

5. Bengaeacca Crossing

\$1.7m QRA resilience funding – top up as required with Outback Way Package 3.

Survey complete, cultural heritage clearance is complete. Design complete. Tender closed on the 8th April & 8 submission were received.

6. DTMR 20D Flood Damage and Dump Road Access

Prime took place on the 3rd of December, initial seal completed December. Final Seal delayed to late May.

7. Boulia Airport Crack Sealing and Line Marking

RPQ undertook the crack sealing 25th November. Line marking complete.

8. Donohue Seals

CH46-53.53 and CH116.45-122.40 being procured under T2021/22-4 'All Services' Supply and Install Bituminous Products. Currently programmed for early June 2022.

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 2022 be noted.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Action Report – Assessment of T2021-22.16 Bengeacca Crossing Culvert Works Supply and Install Bituminous Products	DOC REF: 9.1.2
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REPORT BY:	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment

2.1: Fit for purpose - roads, airport infrastructure

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 outcomes on all roads (Shire and State) within quality assurance guidelines

2.1.3: Lobby for appropriate State and Federal government funding to upgrade the quality of major access roads within the shire and also accessing the region

RISK MANAGEMENT:

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

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

PURPOSE:

To provide a summary and a recommendation for the award of T2021-22.16 Bengeacca Crossing Culvert Works

CONTENT:

The procurement of the Supply and Install Culverts on Donohue Highway CH 520 – CH 1220 for the Bengeacca Crossing Culvert Works.

- Tender closing date was the 8th of April 2022.
- T2021-22.16 Bengeacca Crossing Culvert Works, tender was advertised via Vendorpanel.
- Seven (7) tenders were submitted.

Letter or Recommendation (Assessment Summary, RFX Summary Report)

CONSULTATION:

Director of Works and Operations

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That for T2021-22.16 Bengeacca Crossing Culvert Works, seven (7) tenders were received. Three of the submissions were non-conforming and one was a late submission. Lohman Contracting have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to Lohman Contracting.

ATTACHMENTS:

1. Letter of Recommendation ONLY Bengeacca Culvert Works (ID 418129) 1 [9.1.2.1 - 1 page]

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

Enquiries : Richard Lewis
Email : rlewis@gbaengineers.com.au
Proj. No./Doc. ID : 210108 / 418129

Initials : RAL:JMC

29 April 2022

The Chief Executive Officer
Boulia Shire Council
Herbert Street
BOULIA QLD 4829

Dear Lynn,

**BOULIA SHIRE COUNCIL
BENGEACCA CROSSING CULVERT WORKS
LETTER OF RECOMMENDATION**

On the 17th of February 2022, tender documents for the "Bengeacca Crossing Culvert Works" were uploaded to Vendorpanel.

At the close of tenders 2pm, 8th of April 2022 seven (7) submissions were received. With three submissions non-conforming and one late submission.

1. Durack Civil Pty Ltd
2. Lohman Contracting
3. Mann Made Constructions Pty Ltd
4. SNG Constructions Pty Ltd
5. Stockham Building Services Pty Ltd
6. Holcim (Australia) P/L T/as Humes
7. Joe Wagner Group (late submission)

We recommend Lohman Contracting in accordance with the attached tender analysis.

Should you require further information regarding the content of this letter, please do not hesitate to contact Richard Lewis of this office.

Yours faithfully



for **GBA Consulting Engineers**

Enclosures

ENGINEERING THE OUTBACK

BARCALDINE | EMERALD | ROCKHAMPTON

PHONE 07 4651 5177 | WEBSITE gbaengineers.com.au

TITLE:	Foreman Road Maintenance and Utility Services Report April 2022	DOC REF: 9.1.3
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 6: Lifestyle and Community
6.1: Facilitate opportunities for community development
6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To inform Council of the current utilisation and activities of the Town Department during the month of March 2022.

CONTENT:

Race Course:

Arena and grounds	General maintenance of the grounds has continued by Racecourse Caretaker. Stephen Rollo has leave during May, Council workers will continue general maintenance in his absence.
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Town water testing and Depot maintenance:

Chlorine level testing	Evoqua has completed their last service, once again the chlorine dosing problem was a completely different issue to previous problems. Plant is back running to desired chlorine levels within town. Chlorine testing has been conducted on a weekly basis with satisfactory levels maintained at Urandangi.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order. With the tourist season starting, we are working hard to ensure the town is still looking its best. Recent rains have the town looking great however mowing & whipper snipping have increased. Staff shortages have caused some problems.
Mowing / Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout April 2022: <ul style="list-style-type: none"> ▪ 1st April – Main Office ▪ 4th April – Burke & Wills Sts ▪ 5th April – Pituri St ▪ 6th April – Airport ▪ 11th April – Median Strip ▪ 12th April – River Front ▪ 13th April – Fire Station ▪ 19th April – Cemetery ▪ 20th April – Median Strip ▪ 21st April – Melrose ▪ 26th April – Post Office ▪ 29th April – Min Min Encounter

Town Entrances:

Three Mile Campground	The area has had limited maintenance due to wet conditions. The few Tourists we have had are keeping the area in a tidy condition.
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RMPC/Works crew:

RMPC signage is still an ongoing project.

The Sign Crew are currently working on flood damage surface correction on the Bedourie Road with hold ups occurring with recent rain events.

Surface correction is also scheduled for Dajarra/Mount Isa & Winton roads.

The crew has also completed concrete batching for private works throughout April.

Urandangi:

Urandangi	Regular Council services continued over the month of April (mowing, whipper snipping, rubbish collection etc.). The new 15,000 litre diesel fuel tank has been relocating to correct position. Willie Doyle is also in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road – servicing will remain one day a week but may need to increase with tourist season beginning.
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Water and Sewerage:**Boulia Township**

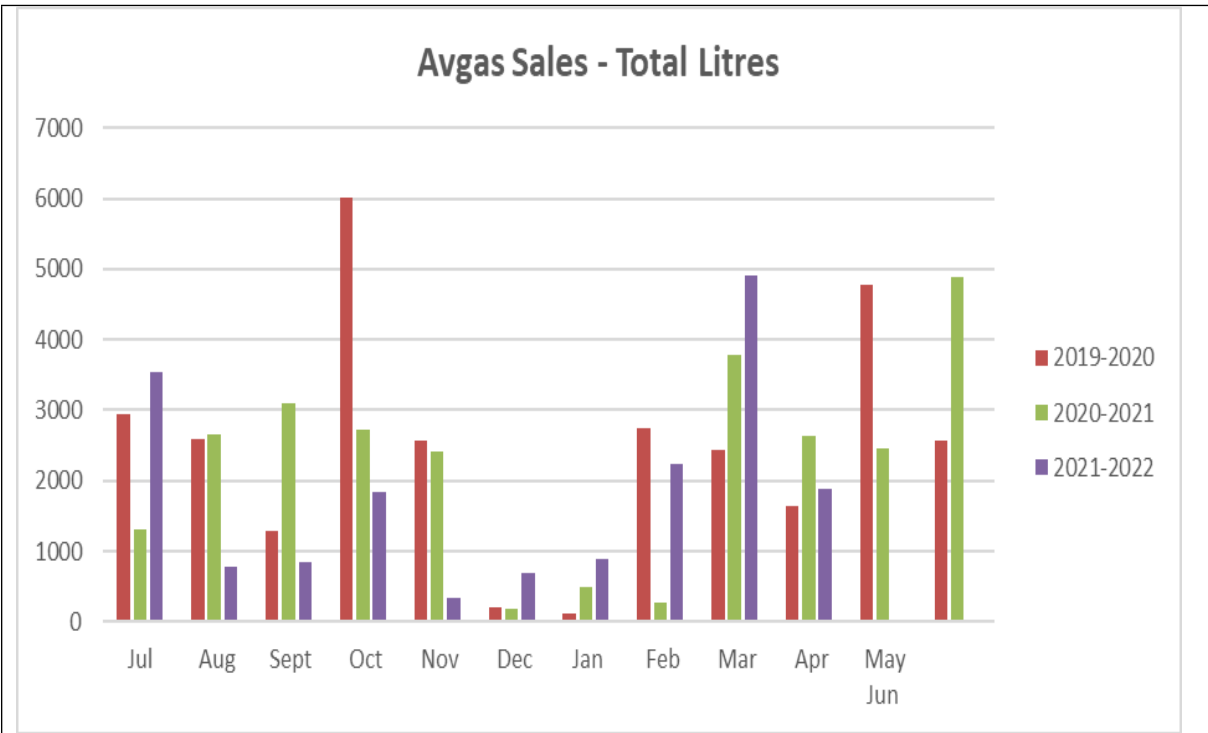
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

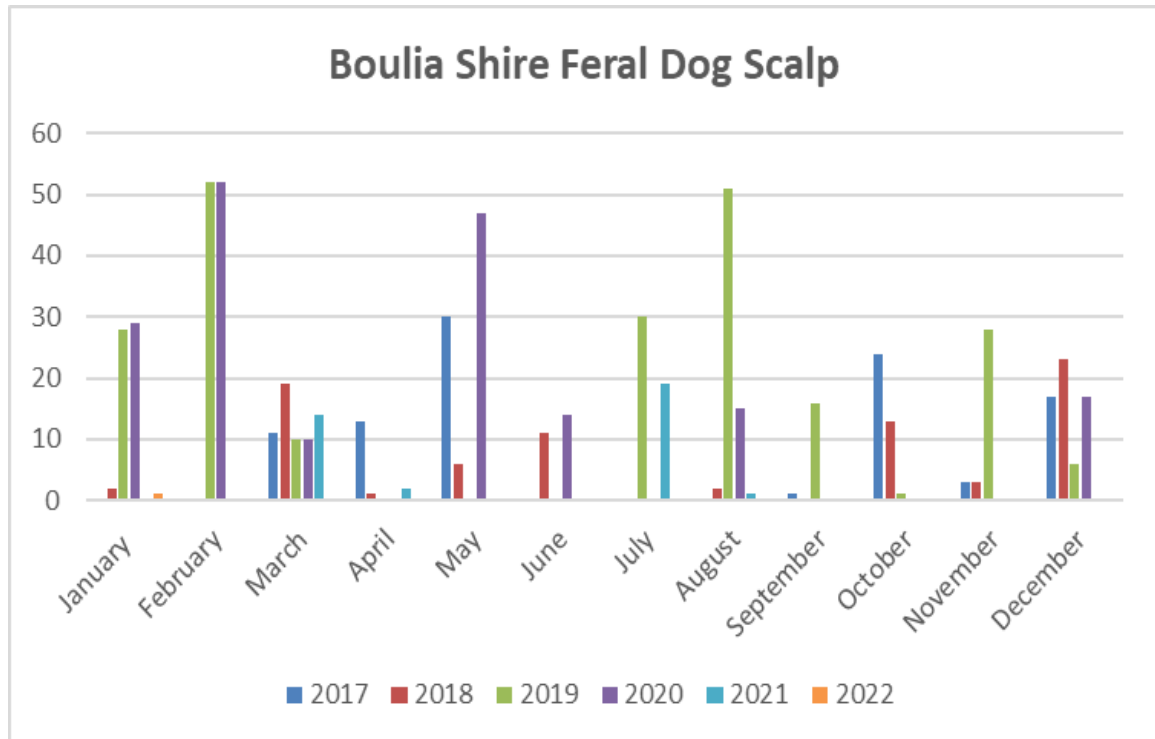
Boulia Airport activity:

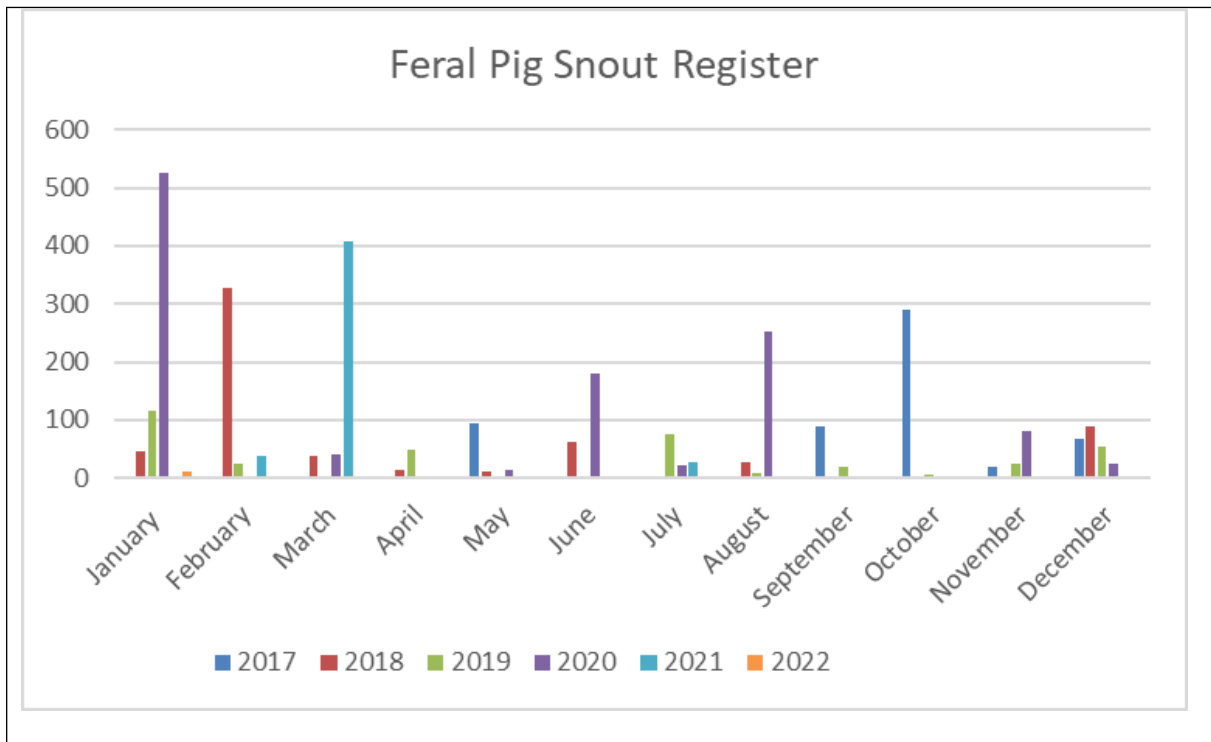
Number of call outs: RFDS/Lifeflight Rescue	1
Avgas/Jet Refuelling	A1 18 for April 2022 – 16 self-fuelled through Compac.



Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	0





CONSULTATION:
 Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:
 All work completed within budget allocations.

RECOMMENDATION:
 That Council receive the Foreman, Road Maintenance and Utility Services April 2022 report for information.

ATTACHMENTS: Nil

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

TITLE:	Foreman Roads Maintenance and Construction Report April 2022	DOC REF: 9.1.4
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.1: Fit for purpose - roads, airport infrastructure
 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 outcomes on all roads (Shire and State) within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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



CONTENT

Current and upcoming projects are as follows:

- Commenced Dajarra Widening – Stabilisation is ongoing and 3km of sub grade has been completed. Waiting on test results before commencing base course.
- Side track held up well during rain event.
- Water supply at Selwyn Connection Road is sufficient for current needs.
- Cloncurry culvert section Ch 122 – unloaded culverts, pumping out creek after rain event in readiness for side track. Will commence this week depending on weather.
- Covid cases have caused disruptions to work crew and productivity.

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 2022 Report for information.

ATTACHMENTS: Nil

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

TITLE:	NDRRA Flood Damage Works Department April 2022 Report	DOC REF: 9.1.5
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REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.1: Fit for purpose - roads, airport infrastructure
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 Key Priority 4: Natural Environment
 4.2: Resilient management plans which support the community in times of crisis
 4.2.1: Implement initiatives for flood responses and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current Projects

Emergent Works April Event

Emergent Works Started on Donohue Highway for April Event 5/05/2022, Harris Crew - having issues with GBA with regards to photos for damage as their equipment is down, photos on Donohue taken by me, extremely slow going.

Cannot move other crews into various roads until photos taken to show April Rain Damage to Roads?

Futures Works, March 2019 REPA Event

Toolebuc Road Harris Crew "A" - Working on this now.
 Craven Peak Road, Harris Crew "C" Working on this road.
 Bilby will move to Cravens Peak Road to assist on 12/05/2022

Donohue Highway 2020 Restoration Work

Donohue Hi-way (Stabilisation and Bitumen Sealing) being done by SPA, should be complete by 14/05/2022
 Bilby Contractor grading Stabilise Sections on Donohue, will be complete grade 11/05/2022

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 March 2022 report be received for information.

ATTACHMENTS: Nil

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

TITLE:	Rural Lands Protection Officer April 2022 Report	DOC REF: 9.1.6
REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 16/05/2022
CORPORATE PLAN REFERENCE: Key Priority 4: Caring for the environment 4.3: Sustainable 4.3.1 Ensure the region's sustainability through integrated weed and pest management practices		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To advise Council of current activities relating to weed management, pest control, animal management and stock routes.		
CONTENT:		
RLPO: The month was spent checking shire roads for weeds, mowing the edges of the Boullia Airport runway.		
TOWN COMMON: The good falls of rain and the warmer weather has given the feed a second growth spurt leading into winter and there is good moisture in the ground for later on in the year.		
PONY/CAMEL and RODEO PADDOCKS: The feed in these paddocks has come back well.		
DOMESTIC ANIMAL CONTROL: There were no dogs impounded this month. I have had to speak to a couple of the owners of some dogs that have been roaming the streets and informed them that they must keep their dogs in their yards otherwise they will be fined if their dogs keep roaming the streets.		
CWRPM (TECHGROUP): There have been no news or meetings this month - there is a teleconference been held early in May.		
WEED SPRAYING SHIRE ROADS: I have been out and inspected the roads I could, before they were closed due to flooding and once it's reopened, I will be doing weed spraying where needed. I will start spraying of weeds on the Donahue Highway in May.		
RMPC: I have not done any more RMPC weed spraying due to it being too wet where I need to spray.		

I only have a bit to do in the Cloncurry Shire (Boulia/Dajarra Rd) and some along the Dajarra/ Mount Isa Rd, once it dries out.
I will also be looking at doing some slashing along that same section of Rd.

GRAVEL/BURROW PITS:

I have been noticing that after the last lot of rain, the pits where I had to go back to because of not getting 100% kill and had put more Grasland pellets out, had a 100% kill.
There are still a couple of the old pits that are still full of water. I will have to wait for it to dry out before I put more pellets out.

STOCK ROUTE:

I have not heard if we were lucky enough to receive any of the Capital Works Funding for this round.
With the rainfall over the shire, the feed is coming along nicely on the parts of the stock routes which I could inspect. I am looking forward to when I can inspect all of the stock routes in the shire, once the ground has dried out enough, and see how the feed has come along.

1080 BAITING:

There has been no one wanting to bait this month due to the rain.
I have had some interest from a couple of Properties wanting to bait in May.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Rural Lands Protection Officer Report for April 2022.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

9.2 Office of the Chief Executive

TITLE:	Chief Executive Officers Report - April 2022	DOC REF: 9.2.1
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Leases over council facilities:

Several council properties will be available for lease over the next few months. Preparation has begun on the proposed terms and conditions for each specific lease which will then be reviewed by council before release to the general public. These leases are:

- The shed known as the 'CPL Shed' - next to the council depot
- Butchers Paddock
- Coridgee Reserve

Sale of Council housing: 6 Mulligan Street Boulia.

Only one property is being sold at present and this will be completed via Tender (T2021-22.27) which closes on 26th May 2022 at 12 noon. Council will receive a valuation price to enable a sale price to be considered.

Donohue Highway – Outback Way Funding

As the Government is in caretaker mode funding will not be officially approved until after the Government is announced and the Minister has had time to sign off the release of funds. In the interim period we will be working with the Department of Infrastructure and TMR to develop the first Project Proposal Report (PPR) which is required to be submitted to the Federal Government for the first package of money.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

- Lease income for both properties will be included in 2022-2023 budget
- Sale proceeds of Mulligan Street will go to support new LGGSP funding application for the units in Pituri Street.
- Donohue Highway funding package will be included in the 2022-2023 budget.

RECOMMENDATION:

That the report be received for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Proposed Permit/Leases for Coridgee Reserve and Butchers Paddock	DOC REF: 9.2.2
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 4: Natural Environment

4.3: Sustainable practices are in place to be a good caretaker of our natural resources

4.3.1: Caretake environmental impact areas of pests, weeds, water resources, disasters and natural resources

RISK MANAGEMENT:

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Unlikely (Likelihood) giving an overall assessment as **Low L-4.**

PURPOSE:

To advise council of the progress of the new permits/ leases for both the Butchers Paddock and Coridgee Reserve.

CONTENT:

The Council is Trustee of the Coridgee Reserve (Lot 7 on CP W163) and holds a Crown Lease over the Butchers Paddock, (Lot 27 on CPW173.). In the past the two properties have been the subject of both long-term leases which expire in June 2022.

As the current leases are about to expire, and the Council wishes to continue with this offer we will be asking for expressions of interest to be submitted which will then be based on the formal permit, and lease agreements are drawn up based on a three-year term. The draft lease agreements are included in this report.

In drawing up these agreements several factors need to be considered.

- The nature of Council's interest in the land
- The impact of Ministerial title to the lands
- The impact of Cattle from other properties trespassing on the land.

Dealing with each of these:

1. The nature of Council's interest in the land

Council is the Trustee of the Coridgee Reserve and Lessee of the Butchers Paddock.

This means that any agreement made is subject to the underlying lease or reserve conditions.

The agreements for the Butchers Paddock (Sub-Lease) and Coridgee Reserve (Trustee Permit) are made on the basis that the lease and reserve conditions must prevail. Hence a clause that refers to the underlying lease or reserve conditions will override any other conditions imposed by Council.

2. The impact of Ministerial title to the lands

Because Council is not the owner of the land there are a number of ways in which Council can legally allow other persons to utilise the land.

- a. The first is an unregistered informal agreement, as is the case with the agreement, where Council permits another party to use the land. This type of agreement is unregistered and is not referred to the Minister or the land titles office. It is a low-cost minimalistic approach.
- b. The second is a formal agreement (sub-Lease) that requires Ministerial approval and sign off if it is of a term of greater than 3 years and is registered to the title.

- c. The third, which is the preferred option is to have a registered Sub-Lease and a Trustee Permit that is subject to the underlying Ministerial Lease requirements but does not require the same formality of the Ministerial lease. This lease must be three years or less and therefore does not require Ministerial approval.

The first option carries the highest risk for the lessor and option two requires considerable cost and time to implement. Therefore, the preferred option is to have a formal Sub-Lease (Butchers Paddock) and Trustee Permit (Coridgee Reserve) prepared that is not required to be signed off by the Minister.

3. The impact of Cattle from other properties trespassing on the land and water use

The final questions are:

a. the fencing and new bore at Coridgee

Every attempt to secure the Coridgee reserve with the repairs to the fencing have been unsuccessful. Therefore, the lease will not be executed until the fencing has been completed by the council and it will be at the behest of the new lessees to maintain the fencing in the future.

A new bore is to be installed on the Coridgee Reserve (location to be determined by Council).

b. the availability of water for the Butchers paddock.

The only water supply to that paddock is from the Stock Route Water Facility which is the bore and they will be obligated to do 100% maintenance of the Windmill, Tanks and Water Troughs and all fittings

CONSULTATION:

DNRM – lease/ permit documents

GOVERNANCE IMPLICATIONS:

2022-2023 to allow for new bore on Coridgee Reserve.

RECOMMENDATION:

1. That the council consider the application received from the Expression of Interest which closes on 27th May 2022 and authorise the Chief Executive Officer to proceed with the allocations to be confirmed at the June council meeting.
2. That the Expressions of interest received to be assessed and if necessary, go to a ballot which will be held on Wednesday 1st of June 2022 if required.

ATTACHMENTS:

1. Advert Coridgee and Butcher Paddock 3 yr lease Apr 2022 [9.2.2.1 - 1 page]
2. Trustee Permit for Coridgee Res Lot7 on CP WI63 2022unsigned [9.2.2.2 - 9 pages]
3. Lease for Butcher Paddock Lot 27 on CP WI73 2022unsigned [9.2.2.3 - 9 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



Expression of Interest

3yr Lease Agreements

1st July 2022 to 30th June 2025

Boulia Shire Council are offering a 3-year lease over the following properties and are seeking expressions of interest for:

- Butcher Paddock (3280 ha) T/R 17548075 and
- Cooridgee Reserve (4420 ha) T/R 49018618

Your expression of interest should clearly state:

- which property you are interested in leasing
- the annual lease payment amount you are offering for the property.
- Confirmation that you are a Boulia Shire resident (copy of utilities/rates notice)

Full conditions of the lease documents are available:

- on the councils' web site (www.boulia.qld.gov.au)
- or via email (*please contact Estelle van Tonder* execassist@boulia.qld.gov.au)
- Stock limits will apply and are clearly explained in the lease document.
- Copy of NVD must be provided to Council and counting of cattle must be allowed

Applications will be allotted by ballot from applications received Council.

If there is more than one applicant that meets the criteria, a ballot draw system be used to ascertain the successful applicant/s.

The closing date for the expressions of interest to be 12 noon Friday 27th May 2022 with the Ballot (if required) conducted at the Council office 4pm, Wednesday 1st June 2022, the ballot (if required) will be open to the public.

Please address your expression of interest to CEO Boulia Shire Council, by:

12 noon on Friday 27th May 2022

Via email: ceo@boulia.qld.gov.au

The confirmation of the successful applications will be announced by council at its meeting on **Friday 17th June 2022**.

Lynn Moore
Chief Executive Officer

Dealing Number



OFFICE USE ONLY

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

1. Trustee BOULIA SHIRE COUNCIL	Lodger (Name, address, E-mail & phone number)	Lodger Code
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2. Lot on Plan Description LOT 7 ON CROWN PLAN WI63	Title Reference 49018618
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3. Permittee Given names	Surname/Company name and number	(include tenancy if more than one)
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4. Interest RESERVE

5. Description of premises being leased THE WHOLE OF THE LAND DESCRIBED AT ITEM 2

6. Term of Trustee Permit Commencement date/event: 1/7 / 2022 Expiry date: 30 /6/ 2025 and/or Event: #Options: NIL #Insert nil if no option or insert option period (eg 3 years or 2 x 3 years)	7. Rental/Consideration
--	--------------------------------

8. Grant/Execution The Trustee leases the premises described in item 5 to the Permittee for the term stated in item 6 subject to the covenants and conditions contained in:- *the attached schedule;
--

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

Boulia Shire Council (ABN 20 492 088 398)

.....signature
full name
qualification

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Execution Date

Mr Eric Charles Britton
Mayor Boulia Shire Council
Trustee's Signature

9. Acceptance The Permittee accepts the Trustee Permit and acknowledges the amount payable or other considerations for the Trustee Permit.
--

.....signature
full name
qualification

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

Execution Date

Permittee's Signature

Title Reference 49018618

PREAMBLE

The Reserve for Local Government – Camping and Water Purposes, No. R2437, was reserved and set apart by Order-in-Council appearing in the Government Gazette on the 8th day of July 1978, at page 1156 containing an area of 4420ha, being over Lot 7 on Crown Plan W163, under the control of the Boulia Shire Council as Trustee.

This **Trustee Permit** is granted pursuant to the terms of section 60 of the Land Act 1994.

This **Trustee Permit** is subject to the provisions of the *Land Act 1994* and if any clause or condition of the **Trustee Permit** is inconsistent with the *Act* to the extent that the *Act* applies, then the provisions of the *Act* prevail.

REFERENCE SCHEDULE

Trustee: Boulia Shire Council

Trustee Address: Herbert Street, Boulia

Permittee:

Permittee Address:

Address of Premises: Cooridgee Reserve, Lot 7 on CP W163

Commencement Date: The commencement date in Item 6 of the Form 7

Term: 3 years from the commencement date.

Termination Date: The termination date in Item 6 of the Form 7

Rent Review Method: CPI

Rent for first year: [§] [ex GST]

Rental payment date for the first year: Commencement Date

Rent review date: Each anniversary of the **Trustee Permit**

Rent payment dates for subsequent years: The beginning of each year of the **Trustee Permit**

Permitted Use: **Grazing**

Title Reference 49018618

DEFINITIONS

In this Trustee Permit the following terms shall have the following meaning unless the context

- otherwise requires:Act:** means the *Land Act 1994* or as amended from time to time.
- C.P.I.** means The Cost Price Index for the City of Brisbane or if discontinued the Cost Price Index applicable for the State of Queensland at the relevant Review Date.
- Land:** means the land described in Item 2 of the Form 7.
- Permittee:** means the Permittee named in Item 3 of the Form 7 and in the case of a corporation their successor in title and permitted transferees and in the case of a natural person their executor administrators and permitted transferees.
- Minister:** means the Minister administering the *Land Act 1994*.
- Rent Review Date:** means each Anniversary Date of the **Trustee Permit**
- Trustee:** means the Trustee named in Item 1 of the form of the Form 7 and in the case of a corporation their successor in title and permitted transferees and in the case of a natural person their executor administrators and permitted transferees.
- The premises:** means the land referred to in Item 5 of the Form 7 and includes the building and any of the Trustees fixtures from time to time herein.

In this **Trustee Permit** the following conditions shall apply:

- Trustee Permit Area:** The Trustee and the Permittee acknowledge that in pursuance of the agreement made between them and in consideration of the rent herein reserved and of the covenants by the Permittee herein contained the Trustee **DOES HEREBY permit** unto the Permittee all that piece or parcel of land namely the whole of Reserve R2437 (hereinafter referred to as "the premises")
- Rental:** The Permittee will pay to the Trustee by way of rental during the term hereof the Rental as set out herein such amount to be paid by the Permittee to the Trustee on or before the dates specified in the notice given by the Trustee to the Permittee and apart from payment of that figure shall not make payment to the Trustee of any additional amount in respect to general rates. Such Rental shall be subject to increase by **CPI** as defined **AND** the Permittee **DOETH HEREBY AGREE** with the Trustee that the Permittee will during the term pay to the Trustee the rent without any deductions or abatement whatsoever on the days and in the manner hereinbefore prescribed.

Title Reference 49018618

Additional Payments:

The Permittee **AGREES FURTHER** with the Trustee: -

(a) that it will pay all water, sewerage, cleansing and other charges taxes assessments and other outgoings now payable or hereinafter to be assessed by the Trustee or any other Government entity and to become payable in respect of the premises.

Obligations of Permittee:

The Permittee agrees with the Trustee as follows: -

(a) that it will not, save as set out herein, erect upon the premises any structural improvements without the consent of the Trustee first had and obtained **PROVIDED THAT** if any such structural improvements are erected on the premises during the term hereby granted **THEN** the Permittee covenants that it will keep in good order and substantial repair to the satisfaction of the Trustee and so as not to become unsightly all buildings and other structural improvements and erections placed on or erected by it on the premises with the permission of the Trustee **AND PROVIDED FURTHER** that on the expiration or sooner determination of this **Trustee Permit** the Permittee shall have the right to remove any removable improvements from the premises within thirty (30) days prior to determination (other than cancellation) of the **Trustee Permit**. Should such improvements not be removed within that time all of the improvements on the premises become the property of the Trustee without payment of any compensation. The Permittee is to leave the premises in a clean and tidy state.

(b) that it will not at any time during the term hereof carry on or commit or permit to be carried on or committed upon the premises any offensive business or occupation or nuisance.

(c) that it will not save as is necessary to enable compliance with (b) hereof, dig or remove or cause or allow to be dug or removed any turf clay and soil gravel or stone from any part of the land hereby without the permission of the Trustee and of the Minister first had and obtained;

(d) that it will at its own expense do all things necessary to prepare the area of the Reserve to be used for the purpose set out above and will also undertake and continue the beautification of the Reserve to ensure that the area remains composite with the surrounding areas and will where necessary carry out any requirements of the Trustee in this regard;

(e) that it will permit the Minister and/or the Trustee and his or its officers agents surveyors and/or workmen at all reasonable times during the term thereof to enter upon the premises to inspect the same;

(f) that it will observe and cause to be observed in relation to the premises the Local Laws of the Trustee including the provisions of "The Town Planning Scheme" for the Local Government Area (if applicable) of Boulia Shire for the time being in force relating to Reserves or to the Reserve of which the premises form part in particular and also any and every Local Law and/or Local laws relating to places to which the public have access;

Title Reference 49018618

(g) that except as presently existing or specifically requested and approved by the Trustee (save as are specifically required for security purposes) or as provided for herein no boundary fences will be erected on the premises at any time;

(h) that the Permittee shall not permit the storage sale or supply of liquor on the premises, except with the prior approval of the Trustee and only on obtaining any necessary licenses for the storage sale or supply of liquor and in accordance with the conditions of any licences so obtained.

(i) the Permittee shall keep and maintain all improvements on the **Trustee Permit** area in a good state of repair.

(j) that it will during the term hereof completely clear the premises of all noxious weeds and/or plants.

(k) that it will not without the consent of the Trustee use the premises for any purpose other than the depasture of stock being horses sheep or cattle or their progeny or any other animals.

(l) INTENTIONALLY DELETED.

(m) INTENTIONALLY DELETED.

Tree Clearing:

The Trustee must not authorise the Permittee to destroy any trees on the reserved land unless the Trustee has obtained a tree clearing permit (if required) in accordance with the Vegetation Management Act 1999.

Watering:

Watering of the premises and of any animals depastured on the premises will be the sole responsibility and at the sole cost of the Permittee.

GST:

A.1 GST Definitions

For the purpose of this clause:

"GST" means GST within the meaning of the *GST Act*.

"*GST Act*" means the *A New Tax System (Goods and Services Tax) Act 1999* (as amended).

Expressions set out in italics in this clause bear the same meaning as those expressions in the *GST Act*.

A.2 Amounts otherwise payable do not include GST

Except where express provision is made to the contrary, and subject to this clause A, any obligation to pay money to the other by any party under this **Trustee Permit** represents the *value* of any *taxable supply* from which payment is to be made.

A.3 Liability to pay any GST

Subject to clause A.5, if a party makes a *taxable supply* in connection with this **Trustee Permit** for any obligation to pay money to the other, which under clause A.2 or clause A.4 represents its *value*, then the party liable to pay for the *taxable supply* must also pay at the same time and in the same manner as the *value* is otherwise payable the amount of any GST payable in respect of the *taxable supply*.

Title Reference 49018618

A.4 Reimbursements

If this **Trustee Permit** requires the Permittee to pay reimburse or contribute to an amount paid or payable by the Trustee in respect of an *acquisition* from a third party for which the Trustee is entitled to claim an *input tax credit*, the amount required to be paid reimbursed or contributed by the Permittee will be the *value* of the *acquisition* by the Trustee, plus if the Trustee's recovery from the Permittee is a *taxable supply*, any GST payable under clause A.3.

A.5 Tax Invoice

A party's right to payment under clause A.3 is subject to a valid *tax invoice* being delivered to the party liable to pay for the *taxable supply*.

A.6 Turnover Calculation

GST must be excluded for the purposes of calculating gross receipts, gross sales and turnover at the premises.

A.7 No Profiteering

Where necessary if the *price* is a *gross price* any *price* payable under this **Trustee Permit** shall be reduced in accordance with the requirements of *A New Tax System (Trade Practices Amendment) Act 1999*.

A.8 All Prices Plus GST

All amounts referred to in this **Trustee Permit** are exclusive of GST.

INDEMNITY BY THE PERMITTEE

In this clause –

'**Claim**' includes an action, suit, proceeding, claim, demand, cost, loss, damage or expense;

"**the parties**" means the Minister, the State of Queensland and the Trustee.

The Permittee (other than the State of Queensland, if Permittee) indemnifies and agrees to keep indemnified the parties against any Claim, arising out of or in any way connected with this **Trustee Permit** from the date of grant or commencement of the **Trustee Permit**, the **Trustee Permit** land or any activity on the **Trustee Permit** land (all referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the parties, however, any negligent act or omission of the parties, however any negligent act or omission of one of the parties does not negate the indemnity to the other parties. The Permittee releases and discharges the parties from any Claim relating to the indemnified acts or omissions.

Title Reference 49018618

PUBLIC LIABILITY

The Permittee must effect a public liability insurance policy with an Insurer authorised under the *Insurance Act 1973 (Commonwealth)* or, in any other case, to the satisfaction of the Minister administering the *Land Act 1994*, naming the Permittee as the Insured covering legal liability for any loss of or damage to any property and for the injury (including death) any person arising out of anything done or omitted on or about the leased land or any improvements thereon and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof. Such policy must:

- (a) be for an amount of not less than **TWENTY MILLION DOLLARS (\$20,000,000.00)** in respect of all claims arising out of a single event or such higher amount as the minister may reasonably require;
 - (b) be effected on a “claims occurring” basis so that any claim made by the Permittee under the policy after the expiration of the period of policy cover but relating to an event occurring during the currency of the policy will be covered by the policy subject to the claim meeting the policy’s other terms and conditions; be effected on such other reasonable terms and conditions as may be required by the Minister; and
2. The Permittee must, as soon as practicable, inform the Trustee, in writing, of the occurrence of any event that the Permittee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Trustee is kept fully informed of subsequent actions and developments concerning the claim.
 3. The Permittee must renew such policy, at the Permittee’s expense, each year during the currency of this **Trustee Permit** and forward a certificate of currency to the Trustee within 14 days of the commencement of each respective renewal period.
 4. Upon receipt of a Notice of Cancellation, the Permittee must immediately effect another public liability policy in accordance with the provisions of this condition.
 5. Clause (1) of this condition will be satisfied if the Permittee is the State of Queensland or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund.
 6. The Trustee must, within 14 days of becoming aware of any of the following occurrences, inform the Minister in writing, of any such occurrence:
 - (a) the Permittee’s failure to renew the public liability insurance cover as required under the terms and conditions of the **Trustee Permit** agreement between the Permittee and the Trustee (“the agreement”);
 - (b) the Permittee’s failure to forward to the Trustee within 14 days after the commencement of a renewal period for such cover, a copy of the certificate of currency as required under the agreement;
 - (c) Receipt by the Trustee of a Notice of Cancellation in relation to such cover.

TRUSTEE OBLIGATIONS

COMMUNITY (for a reserve gazetted under the *Land Act 1994*) or **PUBLIC** (for a reserve gazetted under the *Land Act 1962*) **PURPOSE:**

The Permittee holds the **Trustee Permit** so that the trust land may be used for the purpose for which it was dedicated without undue interruption or obstruction. This clause does not apply, however, to a permitted building as provided for under section 61(4) of the Act.

Title Reference 49018618

REVOCATION OF WHOLE OR PART OF THE RESERVE OR LEASE:

1. Subject to the provisions of section 33 of the Act, the Minister may revoke all or part of a reserve.
2. If the whole or part of the reserve cancelled is subject to a **Trustee Permit** then the **Trustee Permit** is cancelled from the day the revocation of the reserve is notified in the Government Gazette under section 34F(c) of the Act.
3. If the **Trustee Permit** is cancelled, no person has a right to a claim for compensation as provided by section 34F(f) of the Act.
4. Upon the cancellation of this **Trustee Permit**, and if the right of removal of improvements within a stated time is given to the Permittee, and those improvements are not removed within that stated time, all improvements included in the Premises become the property of the State as provided for by section 34H of the Act.
5. This **Trustee Permit** does not have the approval of the Minister and the Minister, or the State Government may, at any time, make changes to legislation, reserves in general, this reserve in particular, or any other matters that may affect this **Trustee Permit**. If any of the above changes are made, then this **Trustee Permit** is cancelled and no person has a right to claim compensation of any kind, nor does any person have any claim or legal right against any other person, in relation to the cancellation of this **Trustee Permit**

DEFAULT AND CANCELLATION:

1. Subject to the provisions of section 65 of the Act, the Trustee may cancel this **Trustee Permit** if default is made by the Permittee in the performance or observance of any covenant or conditions of this **Trustee Permit**, including, where such default is capable of remedy, such default is not remedied within twenty-one (21) days (or such other time as the Trustee may allow after taking into account what needs to be done and the time required to remedy the default) after notice in writing specifying such default and requiring the Permittee to remedy the same has been given by the Trustee to the Permittee whereupon the Trustee shall be entitled to re-enter the premises.
2. The Minister may cancel the **Trustee Permit** if
 - (a) the Permittee does not comply with the conditions of the **Trustee Permit** or
 - (b) the Minister is satisfied cancellation would be in the public interest.
3. If the **Trustee Permit** is cancelled, no person has a right to a claim for compensation as provided by section 65(3) of the Act.
4. Upon cancellation of this **Trustee Permit**, and if the right of removal of improvements within a stated time is given to the Permittee, and those improvements are not removed within that stated time, all improvements included in the Premises become the property of the Trustee as provided for by Section 66 of the Act.

POWER OF ATTORNEY:

The Permittee appoints the Trustee to act as the Permittee's attorney and authorises the Trustee to execute all such documents and to perform such acts as on the Permittee's behalf as are necessary to procure the registration of a surrender of this **Trustee Permit** to the Trustee. The Trustee must not use its power pursuant to this clause unless the Permittee has breached a term or condition of this **Trustee Permit** and the Trustee is entitled to end the **Trustee Permit** and take back possession of the Premises.

Title Reference 49018618

TRANSFER, SUBLETTING AND MORTGAGE:

The Permittee shall not transfer, sublet or mortgage this **Trustee Permit** or part with possession of the premises save with the prior written permission of the Trustee.

DUTY OF CARE:

The Permittee is required to control noxious plants on the Premises during the term of the **Trustee Permit**.

MAINTAIN EXISTING IMPROVEMENTS:

The Permittee acknowledges that all improvements on the **Trustee Permit** land shall be maintained by the Permittee at all times in a good state of repair comparable at least to the condition of such improvements as at the date of commencement hereof.

IMPROVEMENTS ON TERMINATION OTHER THAN CANCELLATION:

The Permittee shall have the right to remove any removable improvements from the Premises within thirty (30) days prior to termination (other than cancellation) of the **Trustee Permit**. Should such improvements not be removed within that time all of the improvements on the Premises become the property of the Trustee without payment of any compensation. The Permittee is to leave the Premises in a clean and tidy state.

CARRYING CAPACITY:

The permittee acknowledges that there shall be no limit on the carrying capacity of the area such carrying capacity being limited only by the amount of feed made available which is necessary to sustain the number of animals depastured on the premises. This carrying capacity will be determined by the council to ensure good management of the land.

NATIVE TITLE:

This **Trustee Permit** is entered into in accordance with the provisions of section 24JA of the *Native Title Act 1993* (Cth). In accordance with Section 24JA of the *Native Title Act 1993* (Cth), the non-extinguishment principle applies.

Dealing Number



OFFICE USE ONLY

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

1. Lessor COUNCIL OF THE SHIRE OF BOULIA	Lodger (Name, address, E-mail & phone number)	Lodger Code
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2. Lot on Plan Description LOT 27 ON CROWN PLAN WI73	Title Reference 17548075
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3. Lessee	Given names	Surname/Company name and number	(include tenancy if more than one)
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4. Interest being leased LEASEHOLD
--

5. Description of premises being leased THE WHOLE OF THE LAND DESCRIBED AT ITEM 2 KNOWN AS BUTCHER'S Paddock
--

6. Term of lease Commencement date/event: 1/7/ 2022 Expiry date: 30/6 / 2025 and/or Event: #Options: NIL #Insert nil if no option or insert option period (eg 3 years or 2 x 3 years)	7. Rental/Consideration
--	--------------------------------

8. Grant/Execution
 The Lessor leases the premises described in item 5 to the Lessee for the term stated in item 6 subject to the covenants and conditions contained in: ~~*the attached schedule;~~ *the attached schedule and document no. 713040803; *document no. _____; *Option in registered Lease no. _____ has not been exercised.

* delete if not applicable

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

Boulia Shire Council (ABN 20 492 088 398)

.....signature
full name
qualification

Witnessing Officer

Execution Date

Mr Eric Charles Britton
Mayor Boulia Shire Council

Lessor's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

9. Acceptance
 The Lessee accepts the lease and acknowledges the amount payable or other considerations for the lease.

.....signature
full name
qualification

Witnessing Officer

Execution Date

Lessee's Signature

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

SCHEDULE

Title Reference 40073176

REFERENCE SCHEDULE-SUBLEASE PURSUANT TO THE LAND ACT 1994

Sub-Lessor: Boulia Shire Council

Sub-Lessor Address: Herbert Street, Boulia

Sub-Lessee:

Sub-Lessee Address:

Address of Premises: Lot 27 on Crown Plan W173 -Butcher's Paddock

Commencement Date: The commencement date in Item 6 of the Form 7

Term: 3 years from the commencement date.

Termination Date: The termination date in Item 6 of the Form 7

Rent Review Method: CPI

Rent for first year: \$.....

Rental payment date for the first year: Commencement Date

Rent review date: Each anniversary of the Sub-Lease

Rent payment dates for subsequent years: The beginning of each year of the Sub-Lease

Permitted Use: Stock Holding Paddock

Title Reference 40073176

DEFINITIONS

In this Sub-Lease the following terms shall have the following meaning unless the context otherwise requires:

- Act:** means the *Land Act 1994* or as amended from time to time.
- C.P.I.** means The Cost Price Index for the City of Brisbane or if discontinued the Cost Price Index applicable for the State of Queensland at the relevant Review Date.
- Land:** means the land described in Item 2 of the Form 7.
- Sub-Lessee:** means the Lessee named in Item 3 of the form of the Form 7 and in the case of a corporation their successor in title and permitted transferees and in the case of a natural person their executor administrators and permitted transferees.
- Minister:** means the Minister administering the *Land Act 1994*.
- Rent Review Date:** means each Anniversary Date of the Sub-Lease.
- Sub-Lessor:** means the Lessor named in Item 1 of the Form 7 and in the case of a corporation their successor in title and permitted transferees and in the case of a natural person their executor administrators and permitted transferees.
- The premises:** means the land referred to in Item 5 of the Form 7 and includes the building and any of the Sub-Lessors fixtures from time to time herein.

In this Sub-Lease the following conditions shall apply:

- Area Sub-Leased:** The Sub-Lessor and the Sub-Lessee acknowledge that in pursuance of the agreement made between them and in consideration of the rent herein reserved and of the covenants by the Sub-Lessee herein contained the Sub-Lessor **DOES HEREBY SUB-LEASE** unto the Sub-Lessee all that piece or parcel of land namely the whole of Lot 27 on Crown Plan WI73 (hereinafter referred to as "the premises")
- Rental:** The Sub-Lessee will pay to the Sub-Lessor by way of rental during the term hereof the Rental as set out herein such amount to be paid by the Sub-Lessee to the Sub-Lessor on or before the date specified in the notice given by the Sub-Lessor to the Sub-Lessee and apart from payment of that figure shall not make payment to the Sub-Lessor of any additional amount in respect to general rates. Such Rental shall be subject to increase by **CPI** as defined **AND** the Sub-Lessee **DOETH HEREBY AGREE** with the Sub-Lessor that the Sub-Lessee will during the term pay to the Sub-Lessor the rent without any deductions or abatement whatsoever on the days and in the manner hereinbefore prescribed.

Title Reference 40073176

Additional Payments:

The Sub-Lessee **AGREES FURTHER** with the Sub-Lessor:-

(a) that it will pay all water, sewerage, cleansing and other charges taxes assessments and other outgoings now payable or hereinafter to be assessed by the Sub-Lessor or any other Government entity and to become payable in respect of the premises.

Obligations of Sub-Lessee: The Sub-Lessee agrees with the Sub-Lessor as follows:-

(a) that it will not, save as set out herein, erect upon the premises any structural improvements without the consent of the Sub-Lessor first had and obtained **PROVIDED THAT** if any such structural improvements are erected on the premises during the term hereby granted **THEN** the Sub-Lessee covenants that it will keep in good order and substantial repair to the satisfaction of the Sub-Lessor and so as not to become unsightly all buildings and other structural improvements and erections placed on or erected by it on the premises with the permission of the Sub-Lessor **AND PROVIDED FURTHER** that on the expiration or sooner determination of this Sub-Lease the Sub-Lessee shall have the right to remove any removable improvements from the premises within thirty (30) days prior to determination (other than cancellation) of the Sub-Lease. Should such improvements not be removed within that time all of the improvements on the premises become the property of the Sub-Lessor without payment of any compensation. The Sub-Lessee is to leave the premises in a clean and tidy state;

(b) that it will not at any time during the term hereof carry on or commit or permit to be carried on or committed upon the premises any offensive business or occupation or nuisance.

(c) that it will not save as is necessary to enable compliance with (b) hereof, dig or remove or cause or allow to be dug or removed any turf clay and soil gravel or stone from any part of the land hereby without the permission of the Sub-Lessor and of the Minister first had and obtained;

(d) that it will at its own expense do all things necessary to prepare the Premises to be used for the purpose set out above and will also undertake and continue the beautification of the Premises to ensure that the area remains composite with the surrounding areas and will where necessary carry out any requirements of the Sub-Lessor in this regard;

(e) that it will permit the Minister and/or the Sub-Lessor and his or its officers agents surveyors and/or workmen at all reasonable times during the term thereof to enter upon the premises to inspect the same;

(f) that it will observe and cause to be observed in relation to the premises the Local Laws of the Sub-Lessor including the provisions of "The Town Planning Scheme" for the Local Government Area (if applicable) of Boulia Shire for the time being in force relating to Special Leases or to the Special Lease of which the premises form part in particular and also any and every Local Law and/or Local laws relating to places to which the public have access;

Title Reference 40073176

(g) that except as presently existing or specifically requested and approved by the Sub-Lessor (save as are specifically required for security purposes) or as provided for herein no boundary fences will be erected on the premises at any time;

(h) that the Sub-Lessee shall not permit the storage sale or supply of liquor on the premises, except with the prior approval of the Sub-Lessor and only on obtaining any necessary licenses for the storage sale or supply of liquor and in accordance with the conditions of any licences so obtained.

(i) the Sub-Lessee shall keep and maintain all improvements on the Sub-Lease in a good state of repair.

(j) that it will during the term hereof completely clear the premises of all noxious weeds and/or plants.

(k) that it will not without the consent of the Sub-Lessor use the premises for any purpose other than the depasture of stock being horses sheep or cattle or their progeny or any other animals.

(l) INTENTIONALLY DELETED.

(m) INTENTIONALLY DELETED.

Tree Clearing:

The Sub-Lessor must not authorise the Sub-Lessee to destroy any trees on the reserved land unless the Sub-Lessor has obtained a tree clearing permit (if required) in accordance with the *Integrated Planning Act 1997*.

Watering:

Watering of the premises and of any animals depastured on the premises will be the sole responsibility and at the sole cost of the Sub-Lessee.

GST:

A.1 GST Definitions

For the purpose of this clause:

"GST" means GST within the meaning of the *GST Act*.

"GST Act" means the *A New Tax System (Goods and Services Tax) Act 1999* (as amended).

Expressions set out in italics in this clause bear the same meaning as those expressions in the *GST Act*.

A.2 Amounts otherwise payable do not include GST

Except where express provision is made to the contrary, and subject to this clause A, any obligation to pay money to the other by any party under this Sub-Lease represents the *value* of any *taxable supply* from which payment is to be made.

A.3 Liability to pay any GST

Subject to clause A.5, if a party makes a *taxable supply* in connection with this Sub-Lease for any obligation to pay money to the other, which under clause A.2 or clause A.4 represents its *value*, then the party liable to pay for the *taxable supply* must also pay at the same time and in the same manner as the *value* is otherwise payable the amount of any GST payable in respect of the *taxable supply*.

Title Reference 40073176

A.4 Reimbursements

If this Sub-Lease requires the Sub-Lessee to pay reimburse or contribute to an amount paid or payable by the Sub-Lessor in respect of an *acquisition* from a third party for which the Sub-Lessor is entitled to claim an *input tax credit*, the amount required to be paid reimbursed or contributed by the Sub-Lessee will be the *value* of the *acquisition* by the Sub-Lessor, plus if the Sub-Lessor's recovery from the Sub-Lessee is a *taxable supply*, any GST payable under clause A.3.

A.5 Tax Invoice

A party's right to payment under clause A.3 is subject to a valid *tax invoice* being delivered to the party liable to pay for the *taxable supply*.

A.6 Turnover Calculation

GST must be excluded for the purposes of calculating gross receipts, gross sales and turnover at the premises.

A.7 No Profiteering

Where necessary if the *price* is a *gross price* any *price* payable under this Sub-Lease shall be reduced in accordance with the requirements of *A New Tax System (Trade Practices Amendment) Act 1999*.

A.8 All Prices Plus GST

All amounts referred to in this Sub-Lease are exclusive of GST.

INDEMNITY BY THE SUB-LESSEE

In this clause –

'**Claim**' includes an action, suit, proceeding, claim, demand, cost, loss, damage or expense;

"**the parties**" means the Minister, the State of Queensland and the Sub-Lessor.

The Sub-Lessee (other than the State of Queensland, if Sub-Lessee) indemnifies and agrees to keep indemnified the parties against any Claim, arising out of or in any way connected with this Sub-Lease from the date of grant or commencement of the Sub-Lease, the Sub-Leased land or any activity on the Sub-Leased land (all referred to as "the indemnified acts or omissions") save to the extent that the Claim arises as a result of any negligent act or omission of the parties, however, any negligent act or omission of the parties, however any negligent act or omission of one of the parties does not negate the indemnity to the other parties. The Sub-Lessee reSub-Leases and discharges the parties from any Claim relating to the indemnified acts or omissions.

Title Reference 40073176

PUBLIC LIABILITY

The Sub-Lessee must effect a public liability insurance policy with an Insurer authorised under the *Insurance Act 1973 (Commonwealth)* or, in any other case, to the satisfaction of the Minister administering the *Land Act 1994*, naming the Sub-Lessee as the Insured covering legal liability for any loss of or damage to any property and for the injury (including death) any person arising out of anything done or omitted on or about the Sub-Leased land or any improvements thereon and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof. Such policy must:

- (a) be for an amount of not less than **TWENTY MILLION DOLLARS (\$20,000,000.00)** in respect of all claims arising out of a single event or such higher amount as the minister may reasonably require;
 - (b) be effected on a "claims occurring" basis so that any claim made by the Sub-Lessee under the policy after the expiration of the period of policy cover but relating to an event occurring during the currency of the policy will be covered by the policy subject to the claim meeting the policy's other terms and conditions; be effected on such other reasonable terms and conditions as may be required by the Minister; and
2. The Sub-Lessee must, as soon as practicable, inform the Sub-Lessor, in writing, of the occurrence of any event that the Sub-Lessee considers is likely to give rise to a claim under the policy of insurance effected and must ensure that the Sub-Lessor is kept fully informed of subsequent actions and developments concerning the claim.
 3. The Sub-Lessee must renew such policy, at the Sub-Lessee's expense, each year during the currency of this Sub-Lease and forward a certificate of currency to the Sub-Lessor within 14 days of the commencement of each respective renewal period.
 4. Upon receipt of a Notice of Cancellation, the Sub-Lessee must immediately effect another public liability policy in accordance with the provisions of this condition.
 5. Clause (1) of this condition will be satisfied if the Sub-Lessee is the State of Queensland or a statutory authority eligible for cover under the Queensland Government Insurance Fund and is insured and continues to be insured by the Queensland Government Insurance Fund.
 6. The Sub-Lessor must, within 14 days of becoming aware of any of the following occurrences, inform the Minister in writing, of any such occurrence:
 - (a) the Sub-Lessee's failure to renew the public liability insurance cover as required under the terms and conditions of the Sub-Lease agreement between the Sub-Lessee and the Sub-Lessor ("the agreement");
 - (b) the Sub-Lessee's failure to forward to the Sub-Lessor within 14 days after the commencement of a renewal period for such cover, a copy of the certificate of currency as required under the agreement;
 - (c) Receipt by the Sub-Lessor of a Notice of Cancellation in relation to such cover.

REVOCATION OR CANCELLATION OF THE HEAD LEASE OR SUB-LEASE:

1. Subject to the provisions of the Act, the Minister may revoke or cancel the Head Lease.
2. If the Head Lease cancelled is subject to a Sub-Lease then the Sub-Lease is cancelled from the day the cancellation of the Head Lease takes effect.

Title Reference 40073176

3. If the Sub-Lease is cancelled, no person has a right to a claim for compensation as provided by section 34F(f) of the Act.
4. Upon the cancellation of this Sub-Lease, and if the right of removal of improvements within a stated time is given to the Sub-Lessee, and those improvements are not removed within that stated time, all improvements included in the Premises become the property of the State.
5. This Sub-Lease does not have the approval of the Minister and the Minister, or the State Government may, at any time, make changes to legislation, Special Leases in general, this Special Lease in particular, or any other matters that may affect this Sub-Lease. If any of the above changes are made, then this Sub-Lease is cancelled and no person has a right to claim compensation of any kind, nor does any person have any claim or legal right against any other person, in relation to the cancellation of this Sub-Lease.

DEFAULT AND CANCELLATION:

1. Subject to the provisions of the Act, the Sub-Lessor may cancel this Sub-Lease if default is made by the Sub-Lessee in the performance or observance of any covenant or conditions of this Sub-Lease, including, where such default is capable of remedy, such default is not remedied within twenty-one (21) days (or such other time as the Sub-Lessor may allow after taking into account what needs to be done and the time required to remedy the default) after notice in writing specifying such default and requiring the Sub-Lessee to remedy the same has been given by the Sub-Lessor to the Sub-Lessee whereupon the Sub-Lessor shall be entitled to re-enter the premises.
2. The Minister may cancel the Sub-Lease if
 - (a) the Sub-Lessee does not comply with the conditions of the Sub-Lease or
 - (b) the Minister is satisfied cancellation would be in the public interest.
3. If the Sub-Lease is cancelled, no person has a right to a claim for compensation as provided by section 65(3) of the Act.
4. Upon cancellation of this Sub-Lease, and if the right of removal of improvements within a stated time is given to the Sub-Lessee, and those improvements are not removed within that stated time, all improvements included in the Premises become the property of the Sub-Lessor.

POWER OF ATTORNEY:

The Sub-Lessee appoints the Sub-Lessor to act as the Sub-Lessee's attorney and authorises the Sub-Lessor to execute all such documents and to perform such acts as on the Sub-Lessee's behalf as are necessary to procure the registration of a surrender of this Sub-Lease to the Sub-Lessor. The Sub-Lessor must not use its power pursuant to this clause unless the Sub-Lessee has breached a term or condition of this Sub-Lease and the Sub-Lessor is entitled to end the Sub-Lease and take back possession of the Premises.

TRANSFER, SUBLETTING AND MORTGAGE:

The Sub-Lessee shall not transfer, sublet or mortgage this Sub-Lease or part with possession of the premises save with the prior written permission of the Sub-Lessor.

Title Reference 40073176

DUTY OF CARE:

The Sub-Lessee is required to control noxious plants on the Premises during the term of the Sub-Lease.

MAINTAIN EXISTING IMPROVEMENTS:

The Sub-Lessee acknowledges that all improvements on the Sub-Lease shall be maintained by the Sub-Lessee at all times in a good state of repair comparable at least to the condition of such improvements as at the date of commencement hereof.

IMPROVEMENTS ON TERMINATION OTHER THAN CANCELLATION:

The Sub-Lessee shall have the right to remove any removable improvements from the Premises within thirty (30) days prior to termination (other than cancellation) of the Sub-Lease. Should such improvements not be removed within that time all of the improvements on the Premises become the property of the Sub-Lessor without payment of any compensation. The Sub-Lessee is to leave the Premises in a clean and tidy state.

CARRYING CAPACITY:

The Sub-Lessor and the Sub-Lessee acknowledge that the maximum carrying capacity of the premises at any one time will be 117 head of cattle or 821 sheep or an equivalent mixture of both being limited only by the amount of feed made available which is necessary to sustain the number of animals depastured on the premises.

NATIVE TITLE:

This Sub-Lease is entered into in accordance with the provisions of section 24JA of the *Native Title Act 1993* (Cth). In accordance with Section 24JA of the *Native Title Act 1993* (Cth), the non-extinguishment principle applies.

STANDARD TERMS

This Sub-Lease is subject to the Standard Terms For A Leasehold Sub-Lease document dealing number 713040803 and if there is any discrepancy between the terms of that document and the terms of this Sub-Lease, the Standard Terms prevails.

TITLE:	Action List - Update April 2022	DOC REF: 9.2.3
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 16/05/2022
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as Low L-1 .		
PURPOSE: To present to Council an updated Action List.		
CONTENT: Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings. Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information. Once an action has been shown as completed it is removed from the list.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That Council receive the Action List update for March 2022 for information.		
ATTACHMENTS: 1. Action List [9.2.3.1 - 6 pages]		
Reviewed and Approved by 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 Wirriylerna	DWO/ Workcamp	6/04/2022 - work camp has agreed to the work – Mayor and RLPO have met and will go over materials to use prior to work commencing. Waiting on Workcamp to return. 9-5-2022- Workcamp has returned. will organise. However, I was told that they are leaving today.
Friday 25th September 2020				
25/09/2020		Replacement of boundary entry signs to Boulia Shire <ul style="list-style-type: none"> • Winton / Boulia • Boulia/ Diamantina • Mt Isa/ Boulia • NT border (Tobermorey) / Boulia 	DWO	5/04/2022 – investigations underway to prove that there was a sign in the past and then we believe TMR will fund a new sign 9-5-2022- Winton/Boulia sign and NT border sign have been ordered. Auzscot will install the WB sign. The other signs -to be discussed with CEO
Friday 26th March 2021				
26/3/2021		Investigate the ‘speed advisory signs’ (solar) with smiley faces for both the Herbert St and outside the school.	CSM	29/3/22 This project to be reinvestigated. 08/07/2021 Progress subject to funding. 08/04/2021 Costs vary from \$9,000-\$10,000 for these signs.
Friday 18th June 2021				
18/06/2021		Town Common/Golf Club boundary fence – old Golf Club fence to be removed	DWO/ Workcamp	5/04/2022 – waiting on workcamp 9-5-2022- Workcamp has returned. Will organise. however, I was told that they are leaving today
Thursday 15th July 2021				
15/07/2021		Investigate <ul style="list-style-type: none"> - purchasing a coffin lowering device - Wall for Ashes at the Cemetery 	DWO	7/12/2021 CEO to review location of wall with tech officer. 7/10/2021 Niche wall for ashes has been sourced and purchased- installation in Nov 19/08/2021 Investigating prices for coffin lowering device. 9-5-2022- Waiting on quotes for CLD. Columbarium design is complete and will be installed by end of the month. Auzscot has been given PO for footing and installation
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. <ol style="list-style-type: none"> 1. Waverley Creek 2. Burke River (Boulia) 	DWO	6/04/2022 – confirmation from TMR to proceed – GBA to do detailed design and go to tender after TMR approval. 9-5-2022- to be discussed with CEO

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
27/08/2021		Business case for recyclable items going to Landfill. Cost of doing nothing vs the Cost of doing something.	DCS	8/11/2021 compiling data for report next month. 14/10/2021 In progress, investigating and gathering information. 9-5-2022 -We are in the discussion with a consultant to review the waste management facility and suggest possible upgrade. Waiting on surveyor who will visit on 16 th may 2022
27/08/2021		Look at adding to Council Bores signs - name (include Aboriginal name and bore number, potable? Longitude / Latitude etc)	DWO	13/9/21 – In-progress to collection the data. 9-5-2022- to be discussed with CEO
Friday 24 September 2021				
24/09/2021	2021/9.16	Community Drought Support 2021 Funding - To provide Council with an update of the activities associated with Councils' community development activities. That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each.	CSM	14/1/22 This will be ongoing until December 2022 7/12/21 Cards already being distributed in community. 8/11/21 Cards and eftpos machines set up. Process for handing out cards, security of issuing and control of cards being set up by CSM, FM and DCS
Friday 22 October 2021				
22/10/2021		Plant committee to review schedule of Garbage Truck	DWO	Complete
Friday 17 December 2021				
17/12/2021		Signage at the Public Toilets at the new Dajarra rest stop not showing correctly	DWO	24/12/2021 signs will be actioned as soon as work crews return 9-5-2022- Auzscot will be asked to do the work
17/12/2021		Issue with Dajarra rest stop Toilets being full.	DWO	6/04/2022 Toilets now pumped out and are being used again. 9-5-2022-complete
17/12/2021		Tim - Buckingham Grid is a safety issue as one side of the grid dropped (108km from Boulia and a second grid 135km from Boulia)	DWO	6/04/2022 – both grids on programme for repair in next month 9-5-2022- 108Km grid have been fixed. the second grid need to be inspected again
17/12/2021		Need a management plan at water plant; Sewer Audit to be done – CEO: GBA has most of the info on water plant	DWO	6/04/2022 - Water audit report completed mid-march – has raised number of issues – further report to be presented to Council on summary and recommended actions. 9-5-2022 Complete
17/12/2021		BOM – need automated weather station ± 3 meters tall	DWO	9-5-2022 – to be discussed with CEO
17/12/2021		Remove diving blocks at Pool and add hand rails	WH&S/DWO	24/12/2021 Actual requirements to be identified i.e., rails etc. 18/02/2022 Diving blocks removed.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
17/12/2021		Tropic of Capricorn – Dessert channel sign: Clean, GPS, Take a Photo, Measure, Replace	RUS	24/12/2021 Staff requested to, while 'out' to record location/s, take photos and report back.
17/12/2021		Recycling: Options..... Business Plan on containers for change	CEO / DWO	24/12/2021 CEO: other options are available which will help community; individuals being authorised by council 12 monthly for scavenging rights. (Small Mulcher cost \$15k) (Pallet size \$50k+)- 9-5-2022 to be discussed with CEO
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores	DWO	21/01/2022 This will be actioned once a permanent DWO is recruited. 9-5-2022 – air-conditioning engineer has been selected to look into the matter
21/02/2022		Contact Dajarra Rodeo Races re PA System – need to be re-programmed	Clr Sam Beauchamp	21/01/2022 Clr Sam Beauchamp to inform Council of what we need to resolve problem (upgrade / re-program PA System).
Friday 18 February 2022				
18/02/2022		Sewage pump station is 50 years old and failing, sits under water level, no screening - look at putting in a new pump	DWO	6/04/2022 GBA commissioned to undertake design and tender for replacement Pump Station. 10/3/2022 CEO has requested variation to W4Q project to include new sewer pump station. This has been approved. New project to be included and then approved on line by the department. 9-5-2022- Under design
Friday 18 March 2022				
18/03/2022		Signage: <ul style="list-style-type: none"> ▪ IOR Fuel depot - signs to go up to inform where truck parking is and where they can camp overnight. (including Coorabulka Road Pad, Donohue Hwy Pad, Selwyn Road Pad & Truck parking at washdown bay) ▪ Sign for tourists – 'We are tourist and caravan friendly – we respect you, please respect our local laws while visiting ▪ No parking sign for trucks and caravans at Pub, LPO and Min Min Store ▪ Street Name signs, review where they are located, want to be large & located on islands (medium strips). 	DWO	6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia. To be discussed with CEO

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
18/03/2022		Local Laws Enforcement Signage <ul style="list-style-type: none"> Ensure angle parking signs are erected as well as signs stating where other parking is for oversized vehicles Signs at angle parking with a line through showing caravans / trucks not to park there (eg. Like no smoking signs) Time limits if required eg. No overnight stay Camping areas, signage to be checked Racecourse Reserve signage to be reviewed to ensure local laws are covered Eg. No parking, parking enforcement laws apply 	RLPO DWO	6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia
18/03/2022		More fogging required if sighted around Boulia (fear of Japanese encephalitis)	RLPO	
18/03/2022		On Winton Road at Boulia boundary fence / grid, a lot of long grass. Clean up of grass in corners to clear the area so stock can be seen – slasher / whipper snipper / bobcat	DWO	6/04/2022 RMPC advised to add to programme 9-5-2022 By end of the June all slashing will be completed
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required	DWO	9-5-2022 under progress. Affected by shortage of resources
18/03/2022		Chinese Graves, not fenced anymore. To be included in penetration imaging when doing Boulia & Urandangi Cemetery, funding to be put into 22/23 budget.	DWO DCS	22/3/2022 added to listing of Radar penetration requirements, DCS. 9-5-2022-Auzscot will be bringing GPR in the month of may
18/03/2022		Boulia Winton Road boundary (Shire) the Welcome sign, TMR removed when widening at Lucknow, not been replaced. TMR to be asked where sign is?	DWO	9-5-2022 – Sign is being installed
18/03/2022		Mobile eftpos machine for Local Laws Fine Enforcement for on spot fine & pay as you go	DCS / SAO	22/3/2022 Machine in Safe ready for RLPO once issuing fines.
18/03/2022		Penetration scanning for Cemeteries to be added to RAPAD Agenda to see if joint procurement / works can happen	CEO	
18/03/2022		Check width of roads on Road Register for Donohue Highway as it is 2-way traffic (2 lanes) not just one lane any more. Both ways can be counted in FAGS Roads measurements	DWO	6/04/2022 Flood damage crew to be asked to check

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
18/03/2022		Visit Phil at Carpentaria Shire, a visit to be organised so he can review / see our signage and also do systematic dog inspection	DWO	6/04/2022 RLPO/LLO to attend Carpentaria Shire Council to liaise with LLO to understand process operations and take photos of appropriate signs etc for possible application in Boulia9-5-2022 complete
Friday 22 April 2022				
22/04/2022		Inspection of conduits / ducts at Depot - put in shed to prevent further sun damage. Nbn – put another conduit so it's council owned alongside existing (put pit; run cable through it and T off?)	DWO / Clr Tim Edgar	9-5-2022A cover over the conduits has been placed to prevent further damage
22/04/2022		Hire a cable locater or Differential GPS / Geoscience locater if / when needed to locate cables	DWO	9-5-2022 Do we really need this?
22/04/2022		Tim asked Question – TMR to fix Bitumen on Road? Clr Tim to provide km / distance location to Ajay	DWO	Tim has not provided any details. Will follow up with him. 80 km at mount isa road to 90km. RMPC crew will execute the repair on a later date
22/04/2022		Racecourse – Joseph has photos of concrete under Rodeo Arena. Ajay to follow up. Clr Tim to give map to Ajay of work carried out at Racecourse.	DWO / Clr Tim Edgar	Spoke to Tim. he will provide the info
22/04/2022		Racetrack camera box which run the cameras need to be replaced because it switches on and off (might overheat)	DWO / Clr Sam Beauchamp	Spoke to Time. He will look into it
22/04/2022		Freedom Camping Signs with time limit to be put up at: Racecourse Reserve Camping area, Three Mile Creek, Hamilton Channels & Georgina / Bedourie toilets -: Maximum two-night stay; No open fires – fires only in contained boxes;	DWO /RLPO	To be discussed with RLPO and prepare a programme
22/04/2022		Clr Jan Norton – Racecourse reserve died – can we have irrigation system installed? Landscape? Wild Garden? Astro turf? Ajay will make a list of what need to be done at Racecourse.	DWO	A list is being prepared
22/04/2022		Herbert Street corner Toilets at Jailhouse hard to keep clean due to red dirt around it. Turf and crusher dust to be put down at Jailhouse and map out where footpaths go.	DWO	Toilets are being cleaned regular basis
22/04/2022		Aircon at Min Min squeaking	DWO / Clr Sam Beauchamp	Air conditioning engineer being hired to fix the issue
22/04/2022		Stonehouse Fencing at back-end	DWO	Waiting on CEO instruction to finish fencing on the back side. Remaining fence will be done at the same time

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
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	DWO	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/DWO	Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.	
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	1/2/22 Due to health restrictions Work camp unable to proceed with this in near future. 7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta	
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?	7/12/2021 to be reviewed during the 'visioning project' 20/01/2022	
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.	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022	
27/08/2021	DWO	Cllr Neilson – consider another Bore for Urandangi	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022	
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
27/08/2021	DWO	Consider extra bins in the main street during the Big Red Bash period and daily collection for these bins	11/11/2021 - Noted	

TITLE:	WH&S April 2022 Report	DOC REF: 9.2.4
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REPORT BY:	Cindy Reimers WHSA/RRTWC	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities

5.1.2: Effective internal and external communication and records management

5.1.3: Adopt an integrated risk management approach

5.1.4: Contractor inductions, licenses, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. Checked to ensure they are current

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team - Our People

7.2: A great place to work

7.2.2: Develop and maintain a positive and future focused culture that demonstrates and supports Council's vision and values

7.2.3: Provide access to external support networks for emotional assistance

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in Magiq and Pulse. Meeting with LGW 12.05.2022 for Audit progression review.
Toolbox talks / Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to council staff to commence again on Monday 16.05.2022 Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle / plant updates, changes in industry compliances and areas identified within the work place. COVID updates included in recent toolbox presentation. Topics generated from field observations and/or staff feedback.
Compliance and Education	<ul style="list-style-type: none"> Where applicable, provide staff with pertinent information from WHSQ and other safety alert systems. Present WHS actions/issues to ManEx meetings weekly. Ongoing education through toolbox presentations to council employees. Update registers where applicable Develop and generate SOP and SWMS documents as required following identified gaps

	<ul style="list-style-type: none"> • Constant monitoring of iAuditor to check on completion of scheduled tasks • Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps 		
Assistance to Staff / Contractors / compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform. • On-going review of existing WHS documentation / procedures / registers / inspection schedules to streamline workflow and ensure compliance. • Continue to develop iAuditor templates to assist staff with their compliance requirements • Conducted training in use and interpretation of Heat Stress monitors • Conducted training of new employees in the use of iAuditor 		
Near Misses, Incidents and issues	<p>Total iAuditor WHS actions / issues since last Council meeting:</p> <ul style="list-style-type: none"> • Near Miss - 0 • Hazards – 0 • Damage – 0 • Incidents – 1 		
Category	Description	Site	Outcome
Hazards	NIL		
Damage	NIL		
Incidents	Fall off stairs, jarred neck.	Housing	2 days off, returned to work after resting
Completed Tasks and / or Achievements	<ul style="list-style-type: none"> • Face-to-face inductions: 1 • Online inductions: 1 • Preparation and organisation for upcoming LGW Audit. • Learning systems and updating tasks for completion. • Re-starting Toolbox talks Monday mornings 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boullia Shire Council Hazard Risk Register and update as required. • Currently overseeing works to bring the batching plant up to WHS compliance, i.e., safety rails and addressing access issues. • 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. • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks. 		
WHS Alerts and Updates	<ul style="list-style-type: none"> • Adopt various alerts / updates into regular toolbox talks and training. • Review WHSQ website and alert board where relevant. • Receive WHS alerts from Workplace Australia. 		

Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Ongoing updating of emergency plans for Council facilities as issues as they arise. • Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing). • Continue to review processes currently in place and update where necessary. • Assist staff with training needs. • Assist staff and / or contractors with WHS issues where either required or identified. • Continue to develop templates in iAuditor to assist staff with meeting compliance requirements.
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Workplace Health and Safety - WHSA / RRTW April 2022 report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

9.3 Corporate Services

TITLE:	Director of Corporate Service April 2022 Report	DOC REF: 9.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

Key Priority 5: Governance
5.3: Sustainability - our focus on value for money outcomes across the organisation

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Budget 2022-2023

Workshop with Councillors and Senior Staff was held April 12th, 2022. Workshop comments and ideas have been included where possible for the draft budget meeting being held May 20th 2022 after the Council meeting. Included at this meeting will be a draft copy of the Council Fees and Charges 2022-2023 (excluding Rates & Service Charges).

Rates and Service Charges for 2022-2023

Work has continued with reviewing the options available to Council and looking at ideas that were raised at the last workshop in April 2022. Categories are being amended as well as the rate in the dollar being amended for each category.

Services are being analysed and a proposal will be tabled at the next workshop, May 20th 2022.

NexGen Vendor Panel

Letters have issued to Suppliers supplying information on how to become involved with the Market Place and Vendor Panel. This is another step in assisting Council in becoming more transparent with procurement.

Training is scheduled for beginning of June 2022 for Council staff to learn / update their knowledge on improvements to the system.

External Auditors

The Interim Audit is scheduled for 9th May until 13th May 2022. Draft Skeleton statements have been issued to Auditors for checking.

SurePact

Training was scheduled for April 26th – 28th in Boulia however due to weather events, the Rex plane was unable to land in Boulia.

Training has now been re-schedule to 17th – 19th May 2022 in Boulia.

As there has been a delay in this training, it has allowed time for me to work on the templates so Council's data can be imported into the system in readiness for this training.

End of Financial Year

Finance is busy in capitalising any Assets that have had any improvements and or new to Council in readiness for completion of Financial Statements, this includes roads as well as buildings and structures.

Grant acquittals are being prepared as a number of funding programs are finishing 30th June 2022.

MagiQ / InfoXpert System Upgrade

Council's records management system has been upgraded and we are currently trialling working from the Cloud. Council's documents stored in MagiQ / InfoXpert are still saved on Council servers. New functionality allows a user to now go to MagiQ and be able to create a new document and have the ability to copy parts from the initial correspondence as well as being able to email directly from the MagiQ portal. This will save Officers a lot of time in the future. Training for Staff has been scheduled for 30th and 31st May 2022.

Procurement Policy 101 and Processes with Delegations

With a number of new systems and upgrades to existing systems it is timely to review our processes, particularly from a department level. Researching and reviewing the best processes in our procurement for Council and upgrading the policy with new requirements and processes. Future meeting planned with DWO, CSM and FM to workshop the best for Council.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services April 2022 monthly report be received.

ATTACHMENTS: Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Finance Report for April 2022	DOC REF: 9.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 30th April 2022.

CONTENT:

Cash Position:

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

	30 April 2022	31 March 2022
Cash at Hand	18,538,232	15,481,248
Net Cash Equivalent (Debtors – Creditors)	<u>1,290,595</u>	<u>890,571</u>
	\$19,828,827	\$16,371,819

Income

- Total revenues to 30th April 2022 are \$10,654,016. This equates to approx. 92% of this year's budget.

Expenditure

- Operating expenses to 30th April 2022 are \$12,272,562. This equates to approx. 93.2% of this year's budget.

Liquidity

• CBA		\$895,112
• Floats		\$ 1,300
• Investments		
• CBA At Call 0.20%	\$6,509,819	
• QTC 0.50%	\$11,132,001	
	Total	<u>\$17,641,820</u>
		<u>\$18,538,232</u>

Additional Information on Cash Position

Cash Balance as at 30 th April	18,538,232
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The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	
Less Depreciation accrued	8,139,021
	(3,775,724)
Funded Employee Entitlements (Current and Non-Current)	1,292,182

Grant Funding (paid in advance)	1,130,987
Working Capital Cash	1,500,000
Capital Grants	9,060,081
Operating Result for 2021/2022	(804,085)
Less Capital Expenditure 2021/2022	(9,216,819)
	9,654,194
Uncommitted Cash 30th April 2022	\$ 8,884,038

Aged Debtors 30th April 2022

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$3,960.00	\$3,150.00	\$79,201.42	\$971,287.37	\$(5,741.00)	\$1,051,857.79

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$3,960.00
\$3,960.00 have been referred to Council's external Collection Agency.

Rates 30th April 2022

Total Outstanding **\$169,585.06**

RATES	3 Years +	2 Years	1 Year (20-21)	Current Year (21/22)	In Credit (pre-paid OR Water & Gravel Compensation)	Total Outstanding
URBAN	\$58,742.46	\$23,701.92	\$33,771.03	\$43,967.04	(\$9,483.66)	\$150,698.79
RURAL	\$0.00	\$0.00	\$0.00	\$34,438.05	(\$26,030.06)	\$8,407.99
MINING	\$0.00	\$0.00	\$9,101.58	\$1,376.70	\$0.00	\$10,478.28
	\$58,742.46	\$23,701.92	\$42,872.61	\$79,781.79	(\$35,513.72)	\$169,585.06

CREDITORS 30th April 2022 \$5,435.16

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30th April 2022

	<i>2021/2022 Actual</i>	<i>Amended Budget as at 31/03/2022</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,388,764	1,400,000
Fees and charges	291,006	355,700
Rental income	208,369	243,160
Interest received	66,860	117,000
Sales - contract and recoverable works	2,875,722 ▲	4,122,300
Other Income	261,680 ▲	245,550
Grants, subsidies, contributions and donations	7,229,383 ▲	5,101,095
Total Recurrent Revenue	<u>12,321,784</u>	<u>11,584,805</u>
Capital Revenue		
Grants, subsidies, contributions and donations	▲ 9,060,081	6,820,635
Total Capital Revenue	<u>9,060,081</u>	<u>6,820,635</u>
Total Revenue	<u>21,381,865</u>	<u>18,405,440</u>
Total Income	<u>21,381,865</u>	<u>18,405,440</u>
Expenses		
Recurrent Expenses		
Employee benefits	(3,050,313) ▲	(4,933,255)
Materials & Services	(6,269,209) ▲	(6,618,028)
Finance Costs	(30,623)	(45,100)
Depreciation	(3,775,724)	(8,139,021)
Total Recurrent Expenses	<u>(13,125,869)</u>	<u>(19,735,404)</u>
Total Expenses	<u>(13,125,869)</u>	<u>(19,735,404)</u>
Net Result Attributable to Council	<u>8,255,996 ▲</u>	<u>(1,329,964)</u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30th April 2022

2021/2022 Actuals

Current Assets

Cash and cash equivalents	18,538,232
Trade and other receivables	1,204,480
Inventories	419,917

Total Current Assets	20,162,628
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Non-current Assets

Property, plant and equipment	198,872,922
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Total Non-current Assets	198,872,922
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TOTAL ASSETS	219,035,551
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Current Liabilities

Trade and other payables	86,115
Borrowings	(15,812)
Provisions	(1,075,321)
Contract Liabilities	(2,221,197)

Total Current Liabilities	(3,226,215)
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Non-current Liabilities

Borrowings	(954,533)
Provisions	(216,861)

Total Non-current Liabilities	(1,171,394)
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TOTAL LIABILITIES	(4,397,609)
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NET COMMUNITY ASSETS	214,637,942
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Community Equity

Asset revaluation reserve	110,690,860
Retained surplus	103,947,082

TOTAL COMMUNITY EQUITY	214,637,942
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BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30th April 2022

	<i>2021/2022 Actuals</i>	<i>Original 21/22</i>
Cash Flows from Operating activities:		
Receipts from customers	1,505,972	3,562,000
Payments to suppliers and employees	(11,133,018)	(20,809,000)
	<u>(9,627,046)</u>	<u>(17,247,000)</u>
Interest received	66,860	404,000
Rental income	208,369	212,000
Non-capital grants and contributions	10,053,987	18,183,000
Borrowing costs	(30,623)	(41,000)
Net Cash Inflow (Outflow) from Operating Activities	671,547	1,511,000
Cash Flows from Investing activities:		
Payments for property, plant and equipment	(9,216,819)	(42,920,000)
Proceeds from sale of property, plant and equipment	4,909	
Grants, subsidies, contributions and donations	9,055,172	34,469,000
Net Cash Inflow (Outflow) from Investing activities	(156,738)	(8,451,000)
Cash Flows from Financing activities		
Proceeds from borrowings		1,877,000
Repayment of borrowings	(40,550)	(86,000)
Net Cash Inflow (Outflow) from Financing activities	(40,550)	1,791,000
Net Increase (Decrease) in Cash and Cash Equivalents held	474,261	(5,149,000)
Cash and Cash Equivalents at beginning of Reporting period	18,063,972	16,741,000
Cash and Cash Equivalents at end of Reporting period	\$18,538,232	\$ 11,592,000

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Finance Report for April 2022 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Corporate Services

Mrs Kaylene Sloman

Approved by Chief Executive Officer

Ms Lynn Moore

9.4 Community Services

TITLE:	Community Services Manager April 2022 Report	DOC REF: 9.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

- 1.1: Enhance sporting, recreational & cultural facilities and activities
 - 1.1.1: Build a strong sense of community by supporting local groups and organisations
- 1.2: Respecting our culture and heritage
 - 1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region
 - 1.2.2: To promote the heritage, arts and cultures of our communities
- 1.3: Boulia Shire to have active inclusive communities
 - 1.3.3: Build social capital through provision of accessible community infrastructure and programs

Key Priority 3: Economic Development

- 3.1: Facilitate housing and investment to support employment opportunities
 - 3.1.1: Promote decentralisation and the opportunity to invest in community housing
 - 3.1.2: Council housing is sustainable and is suitable to meet demands

Key Priority 3: Economic Development 3.2: Advocate for the region through regional networks

- 3.2.1: Advocate and support the development of the Outback Highway
- 3.2.2: Actively support networks and partnerships between local businesses, industry groups, relevant organisations and State and Federal government

Key Priority 6: Lifestyle and Community

- 6.1: Facilitate opportunities for community development
 - 6.1.1: Facilitate health and medical service provision for Boulia and Urandangi
 - 6.1.2: Assist local community groups and support local events
 - 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle

Key Priority 8: Leadership

- 8.1: Genuine community engagement
 - 8.1.1: Develop and implement initiatives to encourage the community to become more informed and involved in issues that may affect them
 - 8.1.2: Manage and govern to ensure transparency and responsiveness to the needs and views of our communities in decision making practices
 - 8.1.3: To represent and collectively make decisions to benefit the entire community

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

The vacant unit [REDACTED] has been designated for another [REDACTED] [REDACTED] who applied for housing a couple of months ago. * Redacted for privacy reasons

Tourism: refer tourism officers report

We have re-advertised the Heritage Complex position and it closes on the 11th May.

Grants:

Arts Qld has now approved the extension of all funding agreements through to the 14th September 2023 and has offered an amount of up to \$10,000 for 22-23 period which will remove the need to apply for further funding this year if we require it with a 10% contribution of this amount by Council.

At this stage there have been no community applications for funding as we have still been expending money from various community drought support programmes for cultural and arts workshops.

Library:

We have started First 5 Forever again. We had a themed day of going on a Bear Hunt, we listened to songs and danced along with the characters on the television.

The Library has been closed most of this month due to a staff member having covid.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	42	78	48	73	109	102	75	20	175	49	44	101
2022	54	74	49	18								

Sports:

No sports report available this month.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services April 2022 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager	Mrs Julie Woodhouse
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Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Flexible Hardship Funding	DOC REF: 9.4.2																				
REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 16/05/2022																				
CORPORATE PLAN REFERENCE:																						
Key Priority 6: Lifestyle and Community 6.1: Facilitate opportunities for community development 6.1.1: Facilitate health and medical service provision for Boulia and Urandangi 6.1.2: Assist local community groups and support local events 6.1.3: Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle																						
RISK MANAGEMENT:																						
Information Report only - not applicable.																						
PURPOSE:																						
Recommendations on how to distribute Flexible Hardship Funding when received.																						
CONTENT:																						
<p>With a Flexible Hardship Funding imminent from the Dept of Communities, Housing and Digital Economy for the amount of \$161,230 council has been given the chore of deciding where and how this money will be best served in the community to aid all.</p> <p>Some examples were given at the March meeting such as-</p> <ul style="list-style-type: none"> • Meals on Wheels utilities such as whitegoods to assist in the preparation and delivery of meals on wheels for the most vulnerable people in the community - the aged and frail. • Gift cards/vouchers to be given out again for spending in the town only. (Preferred method of distribution) • Upgrade of the community men's shed so it could be used for emergency stays. (This is not allowed under the guidelines) <p>It was decided by Council that all clubs and not for profit groups in town be eligible to receive funding.</p> <p>Suggestions for this are: -</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">• 15% for organisational operating costs by Council</td> <td style="text-align: right; padding-left: 20px;">\$2,434</td> </tr> <tr> <td style="padding-left: 20px;">• P and C Assoc for various sundries +uniforms</td> <td style="text-align: right; padding-left: 20px;">\$40,000</td> </tr> <tr> <td style="padding-left: 20px;">• Bob's street Christmas Party (gifts/catering)</td> <td style="text-align: right; padding-left: 20px;">\$ 5,000</td> </tr> <tr> <td style="padding-left: 20px;">• Rodeo/Campdraft Association (free entry)</td> <td style="text-align: right; padding-left: 20px;">\$20,000</td> </tr> <tr> <td style="padding-left: 20px;">• Boulia Camel Races (free entry community)</td> <td style="text-align: right; padding-left: 20px;">\$20,000</td> </tr> <tr> <td style="padding-left: 20px;">• Meals on Wheels set up and equip.</td> <td style="text-align: right; padding-left: 20px;">\$20,000</td> </tr> <tr> <td style="padding-left: 20px;">• QCWA- Boulia- for senior events</td> <td style="text-align: right; padding-left: 20px;">\$10,000</td> </tr> <tr> <td style="padding-left: 20px;">• Afternoon sports program</td> <td style="text-align: right; padding-left: 20px;">\$ 5,000</td> </tr> <tr> <td style="padding-left: 20px;">• Golf Club- free golf days/tutoring</td> <td style="text-align: right; padding-left: 20px;">\$10,000</td> </tr> <tr> <td style="padding-left: 20px;">• Mental Health workshop</td> <td style="text-align: right; padding-left: 20px;">\$22,000</td> </tr> </table> <p>** CEO Comment – for the Rodeo / Camel Races – subsidise community entry, And pay for the ambulance as it is quite expensive? There will still be an amount of \$6,796 remaining which I would urge Council to consider other options for the spending of it.</p>			• 15% for organisational operating costs by Council	\$2,434	• P and C Assoc for various sundries +uniforms	\$40,000	• Bob's street Christmas Party (gifts/catering)	\$ 5,000	• Rodeo/Campdraft Association (free entry)	\$20,000	• Boulia Camel Races (free entry community)	\$20,000	• Meals on Wheels set up and equip.	\$20,000	• QCWA- Boulia- for senior events	\$10,000	• Afternoon sports program	\$ 5,000	• Golf Club- free golf days/tutoring	\$10,000	• Mental Health workshop	\$22,000
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• Golf Club- free golf days/tutoring	\$10,000																					
• Mental Health workshop	\$22,000																					

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Must be distributed according to funding guidelines

RECOMMENDATION:

That Council needs to approve or amend the projects / clubs mentioned.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Min Min Encounter and Heritage Centre Report April 22	DOC REF: 9.4.3
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REPORT BY:	Karen Chopping Tourism Officer	DATE: 16/05/2022
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CORPORATE PLAN REFERENCE:

Key Priority 1: Social License

1.2: Respecting our culture and heritage

1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region

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

Key Priority 6: Lifestyle and Community

6.1: Facilitate opportunities for community development

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: April 2022

Sales – tickets/merchandise	\$13,157.75
MME/BHC total Visitor Stats	573
MME Tickets	152 (\$3875)
BHC Tickets/	16 (\$205)
COMBO Tickets	149 (\$4670)
Rezdy Online Bookings during the month (no payment taken)	7

Social Media Statistics for April 2022:

Social media pages x2	Reached
Facebook	
TripAdvisor	No traffic since August 2021
Google Business (April)	Total Views – 7.99K – listing on Search 329 listing on Maps 7.57K Apr 18 Apr 24 003752501250

REPORT ON ACTIVITIES HELD FOR APRIL

Rezdy (online booking platform) very slow with online bookings during the month.

Visitor Statistic Reporting: Staff are confidently using Idealpos to record OQTA statistics.

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

Increased numbers to both centre as the season commence.

The few days leading up to and after the Birdsville races saw a healthy influx of travellers through both centres.

MME had 56 visitors during the Easter trading hours and consistent with 2021 numbers visiting both centres. Travellers were extremely happy the centre was open over the Easter weekend as surrounding areas were closed, therefore, chose to visit Boulia, unfortunately many commented that unaware of the Easter Races/Rodeo/Campdraft event.

Flooding and road closures the last week of April saw a decline with no travellers through the centre the last couple of days.

Group Bookings: First tour group (Aussie Outback Tours) came through on 20 April – unfortunately with ongoing issues with the headphones sets unable to utilise to full potential with the groups or in general public as yet.

Outback Spirit had to cancel tour end of April due to weather and floodwaters.

Queen Adelaide Club will be flying into Boulia with 20 members + 2 pilots, overnighing in June. Currently liaising with their co-ordinator on their itinerary, added extras to enhance the experience while in Boulia. The travel club has advised they have a waitlist for this tour with the potential for another before the end of year.

Social Media: Google Reviews are starting to see positive review activity.

Explore Queensland Network bi-monthly network meeting was held on 12 April. CSM was invited to update the network about the MME upgrades (due to CSM absence) KC presented to the network an overview of upgrade and future.

Points discussed VIC centres to continue to operate 42hr per week across 7days a week to remain in place with a review to be carried out 30 June. Position and collaboration are important in the way forward. Invoicing for membership 2022/23 will be sent after 1 July.

Merchandise: New merchandise slowly appearing in retail with positive sales.

Boulia Heritage Centre Appointed Tourism Officer resigned mid-April. This has put a huge strain on the centre staffing especially with peak season looming. During the short term of employment, the tourism officer has highlighted there is a need to change the opening hours (earlier) to allow an increase in tourists who arrive into Boulia late afternoon visit MME and would like to stop into the BHC before departing town. The general census opening at 10am is too late for those tourists who want to do both centres as it doesn't allow a visit prior to departure the next morning. This results in lower revenue as well as "word of mouth" advertisement about the centre – these comments now being identified in QR VIC survey. ***Time changes to occur in June with new staff member.***

Due to flooding and staff not able to access Boulia, Heritage Centre was closed for the last week of April.

General:

Mid-April "Australia Rediscovered with Ricko" film crew for an offroad travel series visited the MME to learn about the infamous lights to film a segment about the Min Min lights in the Boulia region. The crew were very impressed with the experience. We are hopeful the MME and Boulia region to be highlighted in the next season airing from 6 August 2022.

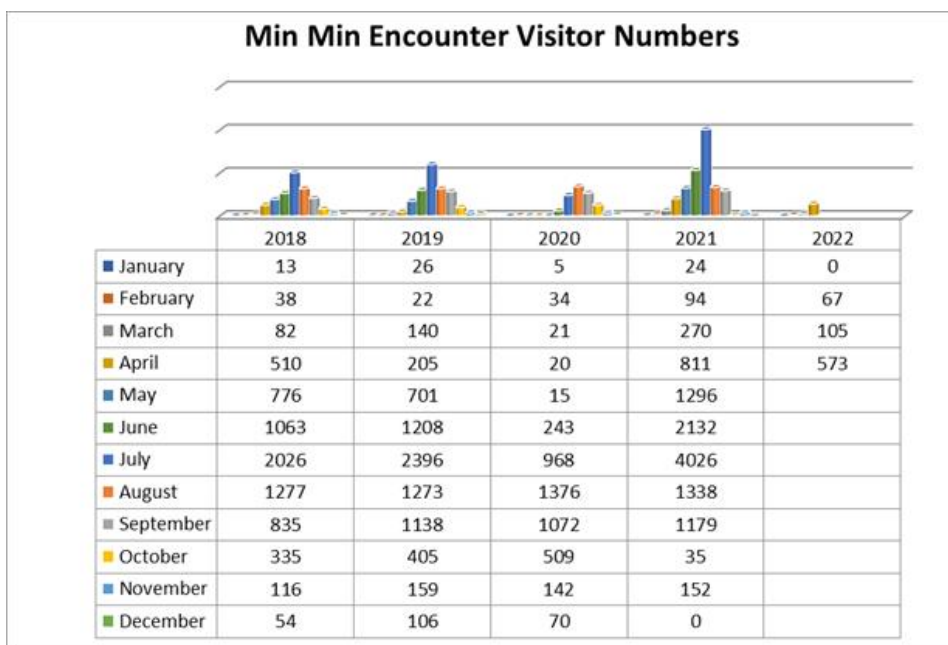
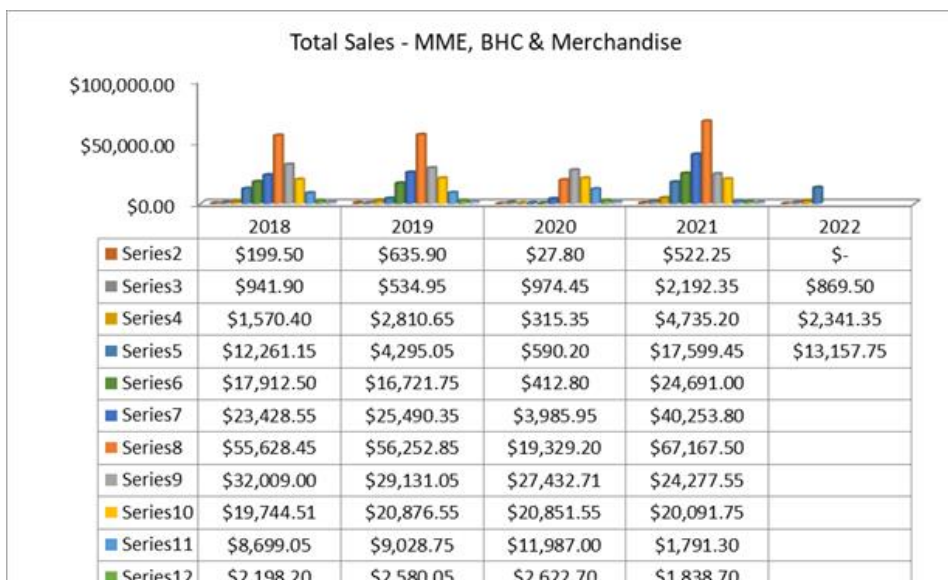
The MME continue to respond to email & telephone enquiries about road conditions, in particular, the Donohue/Plenty Highway. With roads shut had a huge impact on travellers through Boulia.

An increase with walk-ins enquiring about the Diamantia Lakes region and road conditions.

KC has taken initiative to travel to neighbouring shires to familiarise self with surrounding area, roads, build relationships between Visitor Centres and attractions where possible. Famil drive on the shires' Outback Way to Tobermorey Station due to the number of enquiries regarding the road conditions.

KC completed Chief Fire Warden online course in April and BHC staff need training.

The Shires' yearly event schedule has been compiled with input from numerous clubs & organisations with a May event schedule posted on Facebook.



CONSULTATION:

n/a

GOVERNANCE IMPLICATIONS:

nil

RECOMMENDATION:

That the Min Min Encounter April 2022 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

10 Late Reports

Nil

11 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.

12 General Business

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