

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 26 May 2023



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

18th May 2023

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 26 May 2023** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1 Meeting Opening with the Acknowledgement of Traditional Owners	6
2 Present	6
3 Apologies / Leave of Absence	6
4 Declaration of Interests	6
5 Mayoral Minutes	6
6 Notice of Motion	6
7 Request to Address Council in a Public Forum	7
8 Petitions	7
9 Deputations.....	7
10 Confirmation of Minutes from Previous Meetings	9
11 Reports	19
11.1 Works and Operations	19
11.1.1 Director of Works and Operations April 2023 Report.....	19
11.1.2 Foreman Roads Maintenance and Construction Report April 2023	21
11.1.3 Foreman Road Maintenance and Utility Services Report for April 2023.....	23
11.1.4 QRA Flood Damage Works Department April 2023	26
11.1.5 Engineering Service Report - Newsbrief for April 2023	28
11.1.6 Amendment to Pituri St Duplex resolution	31
11.2 Office of the Chief Executive	33
11.2.1 Chief Executives Report April 2023	33
11.2.2 Action List Update April 2023.....	36
11.2.3 WHS Report for April 2023	43
11.2.4 3rd Quarter Operational Plan Report Jan to March 2023	46
11.3 Corporate Services	98
11.3.1 Director of Corporate & Financial Services April 2023 Report.....	98
11.3.2 Financial Report for April 2023	102
11.3.3 Records Management Policy and Procedure	108
11.4 Community Services	130
11.4.1 Community Services Report for April 2023.....	130

11.4.2 Min Min Encounter & Boulia Heritage Centre Report – March 2023	132
12 Late Reports	134
13 Closed Session.....	134
14 General Business	134



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 Gerard Joubert (Acting Director of Works and Operations)
Ms Karen Haer (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

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

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

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

9 Deputations

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

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

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

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

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 21 April 2023
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9:04 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Ms Karen Haer (Executive Assistant)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Petitions

NO petitions were presented to Council.

9 Deputations

There were no deputations to Council.

10 Confirmation of Minutes from Previous Meetings

Moved: Cr Neilson

Seconded: Cr Edgar

That the minutes of the Ordinary Meeting held on 24th March 2023 be accepted.

Resolution No.: 2023/4.1

Carried

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations March 2023 Report	DOC REF: 11.1.1
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Edgar

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

Resolution No.: 2023/4.2

Carried

TITLE:	Foreman Roads Maintenance and Construction Report March 2023	DOC REF: 11.1.2
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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 Norton

Seconded: Cr Britton

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

Resolution No.: 2023/4.3

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report for March 2023	DOC REF: 11.1.3
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/4.4

Carried

TITLE:	QRA Flood Damage Works Department March 2023 Report	DOC REF: 11.1.4
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2023/4.5

Carried

TITLE:	Engineering Service Report - Newsbrief for March 2023	DOC REF: 11.1.5
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Edgar

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

Resolution No.: 2023/4.6

Carried

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report March 2023	DOC REF: 11.2.1
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2023/4.7

Carried

TITLE:	Action List Update March 2023	DOC REF: 11.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2023/4.8

Carried

TITLE:	Councillors Remuneration Levels 2023-2024	DOC REF: 11.2.3
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PURPOSE:

Council to consider remuneration levels for 2023-2024 financial year. Review of remuneration is required by Chapter 8 - Administration, Part 1 - Councillors, Division 1 -

Councillor remuneration, (s.247[1-7], s.248 [1-4]) of the *Local Government Regulation (LGR) 2012*.

Moved: Cr Beauchamp

Seconded: Cr Britton

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2023-2024 budget to be:

Proposed rates as per the Tribunal Rates from 1/7/2023	2023-24	Annual Base meeting fee (75%)	Annual attendance at 16 meeting pa (25%)	Monthly Base meeting fee 75% split	Monthly meeting attendance (16) 25% split
Mayor 100%	\$114,801	\$86,101	\$28,700	\$7,175.06	\$1,793.77
Dep Mayor 80%	\$52,985	\$39,739	\$13,246	\$3,311.55	\$827.89
Councillor 1 80%	\$45,920	\$34,440	\$11,480	\$2,870.00	\$717.50
Councillor 2 80%	\$45,920	\$34,440	\$11,480	\$2,870.00	\$717.50
Councillor 3 80%	\$45,920	\$34,440	\$11,480	\$2,870.00	\$717.50
Total Annual cost	\$305,546	\$229,159	\$76,386		

2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2023-24, via LGRenquiries@dlgrma.qld.gov.au
3. That the 2023-2024 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$ 305,546 (excluding superannuation, travel and accommodation costs).

Attendance at meetings by the Mayor, Deputy Mayor or Councillors is taken to be part of the normal remuneration paid and will not be compensated further by Council. Payment of expenses as per the Councillor Remuneration and Expenses Re-imbursment policy (Policy 111) will still apply.

Resolution No.: 2023/4.9

Carried

TITLE:	Urandangi Flood event - Water and Garbage charges	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 24/04/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

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:

This report will serve to advise the council on the options available to them for assistance to be provided with regard to water and garbage charges during the existing flood event at Urandangi.

Moved: Cr Norton

Seconded: Cr Edgar

That council waive the garbage and water charges for the township of Urandangi for the duration of the flood event (this rating period) and until council is able to resume normal service operations.

Resolution No.: 2023/4.10

Carried

TITLE:	WHSA Council Report	DOC REF: 11.2.5
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Neilson

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

Resolution No.: 2023/4.11

Carried

11.3 Corporate Services

TITLE:	Director of Corporate Services March 2023 Report	DOC REF: 11.3.1
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Edgar

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

Resolution No.: 2023/4.12

Carried

TITLE:	Financial Report for March 2023	DOC REF: 11.3.2
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PURPOSE:

Financial Summary as at 31st March 2023

Moved: Cr Britton

Seconded: Cr Edgar

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

Resolution No.: 2023/4.13

Carried

TITLE:	Budget Review Operational and Capital Budgets as at 31 st March 2023	DOC REF: 11.3.3
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PURPOSE:

To provide a Budget Review to 31st March 2023 based on trends to date.

Moved: Cr Neilson

Seconded: Cr Britton

That the Budget Review to 31st March 2023 as presented to Council be received and that the revised budget variations as shown be adopted.

Resolution No.: 2023/4.14

Carried

11.4 Community Services

TITLE:	Community Services Report for March 2023	DOC REF: 11.4.1
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PURPOSE:

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

Moved: Cr Norton

Seconded: Cr Beauchamp

That Community Services March 2023 report be received for information.

Resolution No.: 2023/4.15

Carried

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – March 2023	DOC REF: 11.4.2
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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 Norton

That the Min Min Encounter & Boulia Heritage Centre Report – March 2023 be received for information.

Resolution No.: 2023/4.16

Carried

12 Late Reports

TITLE:	Urandangi Bore - emergency restoration of asset	DOC REF: 12.1
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PURPOSE:

To seek council approval to re-instate the bore at Urandangi as an emergency request due to recent flooding and the bore collapse.

Moved: Cr Edgar

Seconded: Cr Britton

- *That the council approve the replacement of the bore under the reconstruction of essential assets (QRA).*
- *That council advise George Bourne and Associates to proceed with the procurement as soon as possible.*

Resolution No.: 2023/4.17

Carried

Council was presented with three additional late report in relation to Tenders.

TITLE:	Action Report – Assessment of Bridge Assessment Quote	DOC REF: Late Report
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PURPOSE:

To provide a summary and a recommendation for the award of the Bridge Assessment Quote.

Moved: Cr Neilson

Seconded: Cr Beauchamp

That for Bridge Assessment Quote, twelve (12) tenders were received. Bell Asset Engineering Pty Ltd has been assessed against the weighted criteria as the most suitable tenderer. It is recommended that the contract be awarded to Bell Asset Engineering Pty Ltd.

Resolution No.: 2023/4.18

Carried

TITLE:	Action Report – Assessment of T2022-23.11 Slashers Creek and Coorabulka Road Structures Package 2 Concrete Margins and Floodways	DOC REF: Late Report
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PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.11 Slashers Creek and Coorabulka Road Structures Package 2.

Moved: Cr Britton

Seconded: Cr Neilson

That for T2022-23.11 Slashers Creek and Coorabulka Road Structures Package 2, six (6) tenders were received. Stockham Building Services Pty Ltd has been assessed against the weighted criteria as the most suitable tenderer. It is recommended that the contract be awarded to Stockham Building Services Pty Ltd.

Resolution No.: 2023/4.19

Carried

TITLE:	Action Report – Assessment of T2022-23.10 Supply and Installation of Truck Stop Concrete Works Installation of Culverts and Margins	DOC REF: Late Report
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PURPOSE:

To provide a summary and a recommendation for the award of T2022-23.10 Supply and Installation of Concrete Works.

Moved: Cr Norton

Seconded: Cr Britton

That for T2022-23.10 Supply and Installation of Concrete Works, three (3) tenders were received. Mann Made Construction Pty Ltd has been assessed against the weighted criteria as the most suitable tenderer. It is recommended that the contract be awarded to Mann Made Construction Pty Ltd.

Resolution No.: 2023/4.20

Carried

13 Closed Session

There were no Closed Session reports presented to Council.

There were no Closed Session reports presented to Council.

14 General Business

1. Email - Gazetted Road to Black Mountain - Letter to be forward to resident.
2. Crusher Dust at Racecourse - Turn around needs to be replaced - Rick Britton
3. Suggested Council to purchase a Cage Trailer for the Council Bus - 2024 budget item - Rick Britton
4. Artwork for Tropic of Capricorn - Council to organise a fence similar to what we have at the Min Min Encounter.
To read as:
Boulia - Land of the Min Min Light
Tropic of Capricorn (Goats Head)
Brought up by: Council previously - quote to be obtained by Julie Woodhouse and included in budget review.
5. CEO to organise a Facebook Post, advising that Roads are open to Boulia - Rick Britton
6. Plumber to fix the plumbing issue at the Toilets at Peak Creek - Tim Edgar (purchase order required)
7. CEO review and Contract, to be completed during the Budget Meeting on Friday 28th April 2023. - Rick Britton
8. Rick Britton would like to attend the Bush Council Meeting - 25th and 26th July 2023 in Goondiwindi - Approved
9. LGAQ - Stock Routes, State land and Leasehold Land Rental - information coming from LGAQ
10. Stock Route - Josh from the LGAQ is working on a Template for the Stock Route Management Plan - Lynn Moore
11. Council Service Planning - Scanned and send to Councillors and Lynn Moore to organise (Request Jan from QTC to visit)
12. Races Weekend - Mushrooms - Ant Problem - Ant Sprays or Baits required and a reminder to the caretaker of the Racecourse to spray for Ants monthly. Repair work to be completed on mushrooms prior to the next event.

15 Meeting Closure

The Mayor closed the meeting at 12:39 pm.

16 Confirmed

11 Reports

11.1 Works and Operations

TITLE:	Director of Works and Operations April 2023 Report	DOC REF: 11.1.1
REPORT BY:	Lynn Moore Chief Executive Officer on behalf of DWO	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Director of Works position:

We have engaged an Acting Director of Works who is commencing on Friday 12th May 2023 up until Friday the 7th of July. A permanent director of works will be commencing on Monday the 3rd of July.

Technical officer:

this position has now been filled and the incumbent commenced work with Boulia Shire council on Wednesday the 10th of May

Projects

Urandangi Bore:

Development application approved with contractor appointed and bore drilling work commencing 9th of May. Successful location of water 16metres and 30 metres with new electrical leads required to connect the new bore with the existing solar system. Backup generator was impacted by the recent floods.

Truck Bay

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

Current Status: Work has commenced on this project with Flyers being delivered and business is notified of the upcoming work prior to commencement. This project is progressing well. Completed work to be finalised by 16th June. Budget is tight and not flexible. Pre-start meeting actioned 18th April included TMR, BSC crew, WH&S and finance.

Slashers Creek Concrete Works- Phase 1

Project Scope: Concrete Margins and Floodway on Slashers Creek

Current Status: This project is 90% complete with the phase two project commencing mid May (tenders Has been assessed for the phase two project allocation of work)

Industrial Estate Services Installation

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

Current Status: This project is on track with sewer install on track with expected completion before 30th of June. Work will then commence on the electrical and water installation.

New Staff Housing Project

Project Scope: Installation of new staff houses at Pituri Street

Current Status: Council have approved the work to proceed on 3 duplexes which is 6 units with the revised contract being issued to Beep Beep the successful tenderer. Initial design specifications interior and exterior requirements have been confirmed with Beep Beep and the design documents are well in hand which should be prepared and delivered to council by the end of May.

Salt Water Chlorinator

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

Current Status: Contract has been awarded. Contract to be signed by successful tenderer with project management being completed by MJM environmental Pty Ltd.

Regular scheduled servicing of this plant will continue and be completed early June to ensure that the water quality does not deteriorate in the interim period prior to installing the saltwater coordinator. The same contractor who is completing this regular servicing is also completing the work on the swimming pool and splash park repairs this is decreasing our travel costs.

Pump Station Upgrade

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

Current Status: Contract has been awarded and materials have been sourced. Work to be commenced mid-April and be completed by 30th June. Variations to the contract will be prepared by GBA for the macerator and any extra electrical work to be completed to make the system compliant. Macerator installation approved, electrical work approved, secure fencing approved.

CONSULTATION:

George Bourne and Associates as required.

GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	Foreman Roads Maintenance and Construction Report April 2023	DOC REF: 11.1.2
REPORT BY:	Jimmy Newman Roads and Construction Foreman	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT: Current and upcoming projects are as follows:

- Emergent works completed along Coorabulka Road – Maintenance Grading
- Commenced earthworks and removal of concrete batter for the Truck Stop Project – This is ongoing
- Emergent works completed on the Bedourie Road – now opened to all traffic
- RMPC Heavy Shoulder Grading was completed along the Winton Road (Bloodwoods/Macsland)
- Side Tracks constructed on Slashers Creek Road for contractors to conduct concrete floodways' projects
- Relocated the new fuel bowser/tank from the Industrial Estate to the Depot yard
- Once Truck Stop is completed – crew will proceed to set up camp on the Donohue Highway (approximately CH 170)





CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations	Mr Gerhard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Foreman Road Maintenance and Utility Services Report for April 2023	DOC REF: 11.1.3
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REPORT BY:	Ron Callope Road Maintenance & Utility Services Foreman	DATE: 18/05/2023
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Racecourse:

Arena and grounds	General maintenance of the Racecourse grounds by the Caretaker in ongoing. The new ground tank has been installed, is up and running as desired. Council assisted the Boulia Turf Club in preparing the grounds for the Campdraft and Rodeo weekend in May.
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Town water testing and depot maintenance:

Chlorine level testing	An error arose with the dosing system for the chlorine gas in March, this resulted in lower than desired levels. Council issued a boil water alert as a result of this and are still manually dosing the ground tank with chlorine tablets whilst waiting for the new dosing pump. This was expected to arrive mid April, however we are still waiting. Once the pump has been installed and levels are back up, the boil water alert will be lifted.
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Town Entrances:

Three Mile Campground	In general tourist using the site are keeping the area tidy. Town gardens have been looking great due to the constant rain, and have been maintained by our parks and gardens crew.
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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. We are currently working on upgrading the entrances to town.
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	Recent rain has the town looking great, however mowing and whipper snipping have increased immensely.
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout April 2023:</p> <ul style="list-style-type: none"> - 3rd April – Stonehouse - 4th April – Robinson Park, Hamilton Street - 5th April – Pensioner Units, Wills Street - 11th April – Medium Strips - 12th April – Airport - 13th April – Medium Strips, Town Entrances - 14th April – Min Min Encounter, Fire Station - 17th April – Main Office, Airport, Diamantina Street - 18th April – Stonehouse, Vacant Council Housing - 19th April – Post Office, Town Entrances - 20th April – Melrose, Herbert Street - 24th April – Vacant Council Housing, Pituri Street - 26th April – Post Office, Council Depot - 27th April – Main Office, Herbert Street - 28th April – Pensioner Units, Templeton Street
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RMPC/Works crew:

RMPC signage upgrades is still an ongoing project.

Concrete batching is an ongoing interruption to RMPC Works.

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

Urandangi:

Urandangi	<p>Council services continued over the month of April where possible (rubbish collection etc). Work is still focussed on the continued clean up after the recent flood event.</p> <p>Council is still pumping water from the river for showers and toilets, however is unable to provide suitable drinking water at this stage due to the bore collapsing. The new bore is due to be established in early May.</p> <p>The Urandangi town man is in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road with regular servicing twice weekly.</p>
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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
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Call outs – sewer	Nil
Broken mains	Nil

Boulia Airport activity:

Number of call outs: RFDS/LifeFlight Rescue	1
Avgas/Jet A1 Refuelling	Total 24 – 24 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 2023 Report for information.

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations	Mr Gerard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	QRA Flood Damage Works Department April 2023	DOC REF: 11.1.4
REPORT BY:	Alan Pilsworth Consultant Works Overseer	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

TMR Shoulder Grading Pigeon Creek to Waverly Creek Mt Isa Road

- Harris Crew B has now completed the shoulder grading under RMPC and mobilised back to REPA North Urandangi Road and are now working Stint.8
- TMR Emergent Works 236111-SO5/95004 on Boulia to Winton Road
- Bilby Mixed Crew have now completed work for TMR and crew has mobilised to Donohue Hwy to start REPA FD Works Stint 8
- Springvale Road WR2R5153SP Ch40.00 to Ch47.00 underway,
- Harris crew A are ahead of their program with only 2.40klm of gravel to mix and spread then establish table drains etc. This work will be complete at the end of this Financial Stint 8 then crew will start mixing material on the next stage of Re-sheeting Ch47.00 to Ch49.00.
- Dozer is pushing up additional material now and trucks started tipping between Ch47.00 to Ch49.00
- Emergent Works photos were taken for Linda Downs Link Road and the remainder of Linda Downs Road, there is major damage to this section across the Georgina River and in some areas on the Linda Downs Road, have spoken with GBA and QRA as Emergent Works is estimated at \$80,000.00 to \$100,000.00. Works will proceed next week to make this road safe for all road users.

CONSULTATION:

GBA as project officers on NDRRA Flood damage work.

GOVERNANCE IMPLICATIONS:

All work completed within NDRRA guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

Reviewed by Acting Director of Works and Operations	Mr Gerard Joubert
Approved by Chief Executive Officer	Ms Lynn Moore

TITLE:	Engineering Service Report - Newsbrief for April 2023	DOC REF: 11.1.5
REPORT BY:	Stuart Bourne GBA – Senior Civil Engineer	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

4 th – 5 th May	Nathan Raasch <ul style="list-style-type: none"> Meeting with Lynn and Kaylene Concrete floodway inspection
2 nd – 3 rd May	Stuart Bourne <ul style="list-style-type: none"> QRRRF Inspection, handover, Donohue reseals prioritisation and inspection

2. Flood Damage Works

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

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

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

Activated for the ‘Northern and Central Western Queensland Rainfall and Flooding event 21 April – 12 May 2022’. This event will be for Emergency works and REPA. Data collection is complete. Submission has been approved by QRA for a total value of \$1,750,892.06. Works started, Toolebuc-Middleton Completed

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

Damage pick has been completed. Emergent work started. Assessment in progress.

3. Other

Donohue Highway: Outback Way Funding Package 3

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

Design and CH clearance is complete for Stage 7 and 8. Works to commence after the truck pullover project.

4. Industrial Subdivision

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

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 457222) (ID 457233) [11.1.5.1 - 1 page]

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (12/05/2023)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - waiting on QRA approval
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved Works started March Betterment submission Lodged
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO				Data Collection completed Assessment in progress
	Jan-23	REPA				
	Jan-23	Emergency Works				

PRIVATE AND CONFIDENTIAL

TITLE:	Amendment to Pituri St Duplex resolution	DOC REF: 11.1.6
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 18/05/2023
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CLOSED SESSION REFERENCE:

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:

(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

CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development
3.1: Facilitate housing and investment to support employment opportunities
3.1.2 Council housing is sustainable and is suitable to meet demands
3.1.2 Housing stock meets council demands.

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide a confirmation and recommendation for the awarding of T2022-23 58 Pituri Street Duplex Staff Housing complex

CONTENT:

The procurement of the design and construction of 3 Duplex Units.

- Tender closing date was 31st January 2023.
- T2022-23.3 Design and Construct 3 Duplex Units, tender was advertised via Vendorpanel.
- Six (6) tenders were submitted, with one (1) non-conforming.

Letter or Recommendation (Assessment Summary, RFX Summary Report). Refer council report March 2023 for full details on tender and pricing.

Council report March 2023 – resolution.

- The Mayor requested the CEO to investigate whether council would be in a position to borrow the extra funds from Queensland Treasury Corp (QTC) to include the two additional units. **Resolution No.: 2023/3.20**

The Director of Corporate Services has now investigated the ability to borrow funds through QTC and owing to the small amount required \$600,000 they have advised we are in a secure financial position to be able to take this from general revenue. The discussion held at the council meeting on 21st April 2023 regarding the use of general revenue all councillors were in favour of progressing the build using council's funds and thereby investing in our own future.

CONSULTATION:

- Queensland Treasury Corporation

GOVERNANCE IMPLICATIONS:

- \$600,000 to be included in the 2024 budget from general revenue.

RECOMMENDATION:

- That the council resolution 2023-3.20 be rescinded.
- That for T2022-23.3 58 Pituri Street Duplex, six (6) tenders were received, with one non-conforming submission. Beep Beep Pty Ltd have been assessed against the weighted criteria as the most suitable tenderer. It is Recommended that the contract be awarded to Beep Beep Pty Ltd.
- That the council support the use of general funds \$600,000 to be able to build the 3 Duplex Units thereby saving money on potential increases in materials and later establishments costs in accordance with the successful tenderer received.
- That the budget be increased for this project to include the original scope of 3 Duplex Units as per the tender submitted.
- That a variation to the contract tender document be revised to include the 3 duplex units as per the original tender quoted.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report April 2023	DOC REF: 11.2.1
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Due to the unexpected departure of the Director of Works and Operations I have been managing the project work, and emails with assistance from GBA (for the technical issues and Tenders etc.) and Alan Pilsworth for the on-site works. No major delays have resulted in this departure and work is continuing, on all projects.

It is noted the good work done in regard to the prompt securing of the Drilling contractor, the management of the recent Boulia water issue which is a credit to our Boulia staff.

Urandangi Flood Event – Dec to March 2023

Council is still assisting with the clean-up following the flood event. The assessment team from the council's insurance coordinators visited Urandangi at the beginning of May and have requested their building assessors to visit on the 11th of May to provide quotes on the several buildings belonging to council which are requiring repair or replacement.

Their development application submitted by GBA for the drilling of the new bore at Urandangi was approved on the 9th of May with work commencing the same day on the drilling.

Several owners of privately owned properties in Urandangi have expressed the intent to hand those properties back to council. This is currently being investigated as to the legal ramifications of a transfer back to council and how we can assist these landholders.

Work has now been completed on the estimation of payment for services for the properties affected in Urandangi Township by the floods. Council has made the decision to waive the service charge for water and sewerage for the Township from the period of December 2022 to June 2023 as neither of those services could be reliably provided. It is expected that the bore at Urandangi will be commissioned before the end of June when normal service charges would resume for township residents. General rates on properties will still apply.

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

Council has identified 104 gravels pits across the shire used for the maintenance of council's roads and some TMR road work. Sales permits which are in place and have been issued by DAF are currently being reviewed. ILUA's will now be negotiated by DAF for each of the Native Title owners:

- Pitta Pitta
- Wangkamadhla People
- Bularnu Waluwarra and Wangkayujuru Peoples

Council is in receipt of a letter from the Department of Agricultural and Fisheries (DAF) stating that several gravel pits belonging to BWW will be removed from the sales permit if we are unable to obtain consent from this group. Unfortunately, BWW appear on the ORIC website to be in a non-functioning state with no reporting being received from the group. It appears that we may need to seek ministerial approval for any removal of gravel from those existing sales pits belonging to BWW area at several pits have been identified as being strategically important to council for the completion of road works within that area it is noted that this particular area is also highly affected by flooding in and flood event from the north

A meeting was held on Monday the 8th of May attended by the Mayor, CEO, contract overseer, Representative from PG Harris, works foreman. The purpose of this meeting was to identify gravel pits which are crucial to the ongoing road construction programme for the council. The identified pits are strategically located across the council area to maximise the beneficial use of the pits without incurring enormous costs to cart gravel across the existing dirt roads.

Pitta Pitta Native title compensation- QUD327 of 2020

Response has been sent to Kristy Snape of Crown Law regarding her correspondence over several properties in the Boullia Shire that are impacted by the Native Title Claim. No further correspondence has been received.

Outback Way signage

Recent damage to the Outback Way by an unknown vehicle means that a replacement is required. As this sign is over 10 years old and the Outback Way group are intending to update the map to include the now sealed sections, we are waiting for the new revised version to be available (the draft should be available shortly) then a new sign can be arranged and installed.

Sale of Staff housing to employees:

A request has been received from an employee who wishes to purchase their home currently owned by council. This property has been listed in council's Housing Asset Management Plan (2014) as one which should be sold in the future. Now that council has approved their building of new units for staff accommodation, we are in a position to sell properties to staff if requested. There is still a requirement to seek ministerial consent prior to the council completing a sale to an employee and this is being requested at present further details to be presented to council after the minister's decision is received.

Positions Vacant:

DWO Technical Officer	This position has now been filled
DWO	this position has now been filled with an acting DWO from 12th May until the 7th of July when the permanent DWI arrives from the 3rd of July.
Temp Finance Officer	Maternity leave relief and holiday relief position will be advertised in May.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS:

Nil

Reviewed and Approved by Chief Executive Officer
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Ms Lynn Moore

TITLE:	Action List Update April 2023	DOC REF: 11.2.2
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 18/05/2023
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance
 5.2: Accountability
 5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

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

PURPOSE:

To present to Council an updated Action List.

CONTENT:

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

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

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

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

1. CEO Action List - April 2023 [**11.2.2.1** - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 26th March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/CSM Remove after installation	21/4/2023- see 17/3 plus new review to be completed by RUS. 17-3-2023- TMR to conduct speed limit review in Boulia including 40Km road train sign. They are waiting for flood water to subside 18-1-2023 - Still waiting on TMR approval 10/11/2022 – TMR confirmation of location requested. 13/10/22 Signs have arrived -depot staff to arrange installation. Location on town entry sports.
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Boulia)	DWO	17-3-2023 - The 93F Waverly Ck 'Give Way' area upgrade is currently with TMR awaiting completion of scoping. Once project is scoped and quantities confirmed, a schedule will be provided to Boulia Shire Council for pricing. Estimate schedule will be provided to Council mid-April. CEO- 16/3 – pick up of scope done by Jim Newman, funding approval docs yet to be received from TMR 18-1-2023 – Waiting on TMR approval and funding 10/11/2022 – road marking has been completed. RMPC to increase gravel footprint. 13/10/2022 Waiting on TMR approval- possible RMPC project no separate funding.,
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	DWO	21/4/2023 Tim to follow up (purchase order is required) 17-3-2023- Tim has sent the report to an AC technician. Awaiting response. 18-1-2023 - No response to tender advert- will source elsewhere. 12/12/2022 No response from tender request – will contact individuals privately. 13/10/2022 Report received. Under investigation, short term and long-term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues. Sam to be involved in project.


Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
18/03/2022		<p>Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required</p> <p>21/10/2022 – It was asked if we could please investigate the Disabled Parking option for Post Office:</p> <ul style="list-style-type: none"> - Requires line marking - Line marking for caravans in Main Street - Parking in Wills Street - Caravan Parking in Pituri Street 	DWO	<p>21/4/2023 Staff member on sick leave not due back until May.</p> <p>17-3-2023- The P&G crew are busy in lawn mowing and other works. Likely to be completed end of April 2023.</p> <p>20-2-2023- Not yet completed due to recent flooding, shortage of manpower and constant lawn mowing etc</p> <p>18-1-2023 - Will be completed by end of the month.</p>
Friday 19th August 2022				
19/08/2022		Washdown Bay double gantry – what is the current status	DWO	<p>21/4/2023 – Promised weekly reporting. None.</p> <p>17-3-2023- Still waiting on DabFab to complete the works</p> <p>18/1/2023 - still waiting on DabFab to install - advised a further 3-4 weeks required</p> <p>23/12/2022 Should be finished in January 2023</p> <p>12/09/2022 DabFab has been issued a PO.</p>
19/08/2022		Cost of NBN line from town to Rodeo Grounds – look into costing	DCS	<p>16/05/2023 considering put in a Starlink network, Matt Young.</p> <p>15/2/2023 – This will happen when they revisit the site in July 2023.</p> <p>6/12/2022 Re-emailed, waiting on quote.</p> <p>8/11/2022 Waiting on quotation from nbn provider.</p>
Friday 16th September 2022				
16/09/2022	2022/09.10	Resolve that Council investigate implementing a systematic inspection for dog registration in Boulia town area.	RLPO	<p>21/4/2023 CWRPMG are looking to engage a ‘commercial’ operator to blitz each shire.</p> <p>10/11/2022 Under review by RLPO-delayed</p>
21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	10/11/2022 ...The request has been sent to TMR. Awaiting response
21/10/2022		Cr Beauchamp: MME Aircon – organise to get the urgent things done before Summer. Then Sam to talk to Ajay about organising a refrigeration mechanic.	DWO	10/11/2022 ...Discussed with Tim. Report has been sent to him. PO will be issued once we receive the quote. Tender for rest of the works is under review
Friday 18th November 2022				

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
18.11.2022	2022/11.20	That Council advise on the type of artworks if required on Outback Way and the replacement of Tropic of Capricorn signage/sculpture.	CSM	26/4/23 Norton Fencing have been approached re quote for laser cut panel. 17/4/23 Council to decide on what they wish to have, either a statue, signage only or something on top of existing plinth. 15/2/23 Waiting for council confirmation on what is required. 12/12/2022 not to commence until 2023.
Friday 16th December 2022				
16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing issue of the toilets at the Waverly rest stop on the Mount Isa Road still being unclean (including broken door, blockages). As this is a TMR controlled rest stop, it was suggested that Council approach TMR to suggest that a local contractor be considered to be appointed to ensure the cleanliness of these toilets is maintained. As the Dajarra rest stop toilets would be passed when going to Waverly, it was further suggested that Council could also approach Cloncurry Shire about the same cleaning subcontractor servicing the Dajarra rest stop on the same run to take advantage of potential costs savings. It is to be noted that Councillor Edgar declared a Prescribed Conflict of Interest should this suggestion be carried out as he is engaged as a local cleaning contractor.	DWO /CEO	21/4/2023 – Council have requested that the existing contractor be asked if he would take this on with his current contract. 10/03/2023 CEO – spoke to CEO of Cloncurry – they have a contractor who does the Dajarra toilets and would be keen to take this up. They will send through a proposal. 20.02.2023 – DWO - Still waiting on response from Cloncurry 23/12/2022 - DWO – to investigate the Cloncurry cleaning connection, then advise CEO of outcome. CEO- will await advices from DWO progress before negotiating an offer of extension to our existing contractor to take over the site.
16.12.2022	General Business	Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction. For action by DWO, options and costings CSM: Council to consider applying a cover (further clarification reqd)	DWO-primary CSM-Info DCS- Budget	26/4/23 Ideas re landscaping were given to DWO by CSM. 20.02.2023 - Not yet investigated due to ongoing important issues 23/12/2022 – DWO to commence investigation and provide options and costings.
16.12.2022	General Business	Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working	DWO	20.02.2023 - Not yet investigated due to current ongoing important issues.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
		<p>panels on now, which buildings could we add solar panels onto?</p>  <p>Ergon Energy - Boulia Shire Council</p>		<p>23/12/2022 DWO to Investigate the current solar systems, Min Min, Pool & Depot</p> <p>16.12.2022 – Presentation by Ergon</p>
16.12.2022	General Business	Purchase of a stabilizer machine - Given the pending road works schedule and the potential for further rehab works on the Boulia to Winton Road, Council to put together a business case on purchasing a stabilizer for road works.	DWO	18-1-2023 With Donohue Package approved now, this can be a viable option. Operator will still be the ongoing issue.
21.4.2023	General Business	Salt water chlorination plant- building. Q? Is it being replaced/what will happen to the old one ? Can we sell it?	DWO/CEO	<p>21/4/2023 enquiry made to Artur. New chlorination unit comes as one building. Artur is going to speak to the contractor and find out what allowance they have made in the contract if they take it away. Then we can decide if we want to sell it ourselves.</p> <p>We may have issues selling a 'second' hand water unit? Also investigate the re-circulating water issue we have with the current dosing system. (not installed)</p>
21.04.2023	General Business	Request ORRTG to see if a 'creepy crawly' type system can be used to clean the bottom tank for the water treatment plant on an ongoing basis.	DWO	21.4.2023 Request sent to chair of ORRTG Charles to see if this is viable.
21.04.2023	General Business	Is reinforcement included in the rat walls being installed now. Springvale.	DWO	
21.04.2023	General Business	Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	RUS	
21.04.2023	General Business	Flood damage inspections – signs to be taken out when pickups are done to identify hazards.	DWO / RUS/FD	
21.04.2023	General Business	Tower installed at Marion may be a risk to helicopters mustering . <i>CEO to ring Rob Jansen.</i>	CEO	
21.04.2023	General Business	Blank frame on Winton rd – could be old Australian hotel signage- do they still want it?(or remove it)	RUS	16/5/2023 Blank Frame being removed.
21.04.2023	General Business	Guide posts required on the school / pool where road narrows.	RUS	
21.04.2023	General Business	Racecourse bus turn around – crusher dust is required to be replaced.(before next event)	RUS	

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
21.04.2023	General Business	Tree trimming required for the Sybella and Mica creeks (Mt Isa shire). <i>Contact Mt Isa Shire Works Overseer to progress this – safety issue.</i>	DWO	
21.04.2023	General Business	Tropic of Capricorn- metal fence panel similar to the Heritage Complex. Bouliia-Land of the Min Min Light. Tropic of Capricorn and a goats head symbol. CSM to get quotes and compete project.	CSM	26/4/23 Norton Fencing have been approached for a quote to do this
21.04.2023	General Business	Peak creek toilets are an issue – poor water pressure. Purchase order to be created for plumber to review.	DWO	
21.04.2023	General Business	Invitation for Jan QTC to visit Bouliia – Rick very impressed by the training he undertook and will be beneficial to councillors.	DCS	16/5/2023 received quote, awaiting dates. Approached QTC to finance.
21.04.2023	General Business	Pricing for Min Min and Heritage Complex to be reviewed as they may have outdated prices on display.	CSM	26/4/23 No evidence of old pricing was found, all current fees and charges are displayed.
21.04.2023	General Business	Slashers Creek Rd work – ensure there is an ‘end ‘ date and all compliance issues are correct before work starts.	DWO/DCS/WH &S	
21.04.2023	General Business	Rick- Mayor wishes to attend the Bush Councils convention- approved by council. Accommodation and travel to arrange by EA.	EA	18.05.2023 Completed by Karen Haer. KH.
21.04.2023	General Business	Copy of Service Planning workshop notes to be scanned and email/ Bigtinca for all councillor’s. (Ricks copy)	EA	16.05.2023 Completed KH.
21.4.2023	General Business	Street lighting (existing and new). Ergon to be followed up and see if we qualify for LED lights . Map to be completed for new power poles.	DWO and CSM	16/5/2023 Dwayne looking into.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		ClIr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
19/6/2020	DWO	ClIr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the ‘visioning’ project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
19/06/2020	Julie/DWO	ClIr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.

26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Boulia. 7/12/2021 to be reviewed during the 'visioning project' 20/01/2022	
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget	
17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds		<p>28/4/23 Funding not approved, for future shelf ready project</p> <p>15/2/23 No costings to date, but looking into funding. 24/11/22 idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guide posts/labour and plant. Indigenous story signs to be developed with locals. 9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project. 7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta</p>
07/03/2023	Cr Edgar	Cr Edgard supplied some photos of Shade Structures		

TITLE:	WHSA Council Report	DOC REF: 11.2.3
REPORT BY:	Cindy Reimers WHSA	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

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

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team – Our People

7.2: A great place to work

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> TMR Traffic Management Registration Certification documents have been delivered to TMR for acceptance for a further 3-year accreditation. WHSA attended the LGW Safety Conference. (13th – 17th Feb 2023)
Toolbox talks / Presentations	<ul style="list-style-type: none"> Toolbox talks/presentations to council staff conducted on (15.05.2023 - Hazardous Chemicals & Dangerous Goods, Safety BBQ) Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback. (Safe work Practices).
Compliance and Education	<ul style="list-style-type: none"> Present WHS actions/issues /iAuditor to ManEx meetings weekly. (refer table below) Update WH&S registers – move current paper-based register to electronic copies. (15.05.2023 registers updated) On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance. (Ongoing-all Docs are currently being updated and reviewed.) Continue to develop iAuditor templates to assist staff with their compliance requirements. (Non-Conformance Report 11.05.2023 & After use form for Racecourse) Worksite safety inspections conducted regularly to identify and, if necessary, rectify and gaps. (Depot, Racecourse, Parks & Gardens) Drug and alcohol testing has been completed. (Contractor tests- 26 & 27 April, Depot 22.05.2023 & Councillors 19.05.2023.)

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. (Alerts sent out weekly to assigned staff/managers) • Completed required compliance documentation for all staff on commencement of new projects and works. (Will be completed when workers commence camping, completed for all other workers at start-up 2023) 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss – 0 • Hazards – 0 • Damage – 1 • Incidents – 0 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Damaged the toolbox and spare wheel well on grader when operator reversed into tree trying to avoid the Telstra box.	Truck Widen Project	Mechanic notified, ordered new toolbox.
Incidents	Nil		
Completed Tasks/ And/or Achievements	<ul style="list-style-type: none"> • Face-to-face Inductions: 2 • Online Inductions: 0 • Completed LGW Audit Action Plan (15.05.2023) • Learning systems and updating tasks for completion. • Toolbox talks with office staff monthly: Psychosocial toolbox. (22.05.2023) • WHSA fast track training for Cert IV Training & Assessment (which will enable WHSA to conduct any training that she holds a qualification in). 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boulia Shire Council Hazard Risk Register and update as required. (Checked week of 08.05.2023) • 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. (Docs uploaded weekly-LGW SMS, iAuditor reports from Man Ex meetings) • Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite. (This is works in progress, aiming to complete before EFY) • Safety Rail Equipment for batching plant has arrived, waiting for installation to be completed. 		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Adam Stevenson will be visiting in May to focus on phase 2 of the LGW Suite release and to advise council on best way to address the Conformance with recommendations from the recent Safety Audit. 		

Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics. • First Aid & CPR dates released-17th May-19th May
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CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS: Nil

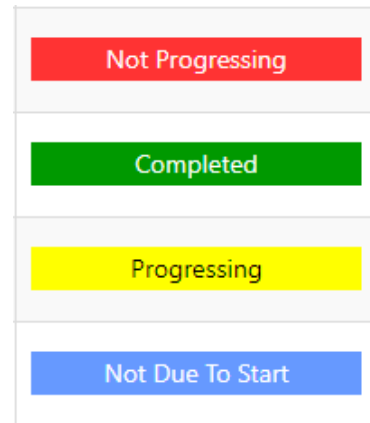
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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TITLE:	3rd Quarter Operational Plan Report Jan to March 2023	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/11/2021
CORPORATE PLAN REFERENCE: Key Priority 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 present the first quarter Operational Report for January to March 2023		
CONTENT: The third quarter review of the Operational Plan from January to March 2023 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve. <i>Local Government Regulation 2012 Division 4 Annual operational plan Section 173</i> <i>(3) The Chief Executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months</i> <i>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</i> The report on the Operational Plan for 2022-2023 has been prepared in accordance with the legislation and our Corporate Plan goals.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Prepared in accordance with Local Government Regulation 2012		
RECOMMENDATION: <ul style="list-style-type: none"> • That Council receive for information the third quarter report from January to March 2023 in relation to the adopted Operational Plan 2022-2023. • That the report be displayed on the Council website. 		
ATTACHMENTS: 1. 3 rd Quarterly Operational Review 2022-23 Jan to Mar 2023 [11.2.4.1 - 51 pages]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

Bouliā Shire Council

Operational Plan 2022-2023

3rd Quarterly review Jan to Mar 2023






Key Priority 1: Social License

Our Shire has a long and proud history. Changing times and often harsh conditions have necessitated a deep resilience. To continue to thrive, our communities need to be cohesive and strong, our people supportive and engaged, and our towns attractive and livable.


1.1: Enhance sporting, recreational & cultural facilities and activities.

1.1.1: Build a strong sense of community by supporting local groups and organisations




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Application and coordination of RADF funding during the year to assist community groups to provide supported activities. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.	RADF funding outcome reports have been finalised and waiting for next round of monies to fund three childrens travelling shows in 2023.	
1.1.1.2	Support not-for-profit community groups with grant information opportunities and grant development and promotion of councils 'Grant finder' program	All relevant grant information provided to groups via email.	Community services staff always available to discuss funding opportunities for clubs and organisations. Information re grants put in monthly newsletter and sent to clubs/organisation in community offering assistance with submissions.	
1.1.1.3	Promotion and support for community celebrations which are able to be held in council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported within our facilities.	Events and activities are enabled by continued council support and often in partnership with other organisations and local school.	

1.2: Respecting our culture and heritage.

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.1.1	Capture and preserve Boulia's written and pictorial historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	Looking at other options to record stories.	

1.2.2: To actively work with all indigenous groups in the development of reconciliation pathways


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.2.1	Inclusion of the past history of Boulia both indigenous and non-indigenous through media, and the Heritage Complex..	Heritage information days held	Further improvements to the complex are being planned to increase engagement in past history. Tourism officer has added to the Indigenous stories available at the Heritage Complex, and will offer a yarning circle with Indigenous stories to tour groups in 2023.	
1.2.2.2	Celebration of our combined history through acknowledgement of important milestone days.	Each of the important days for both Australia, Queensland and Boulia milestones are celebrated.	Council continues to sponsor and help facilitate all commemorative days in the community.	
1.2.2.3	Commence work on the four stages of the Reconciliation Action Plan- Stage 1-Reflect , Stage 2-Innovate, Stage 3-Stretch, Stage 4-Elevate.		This project is in the early stages of stage 1 - Reflect.	

1.3: Boulia Shire to have active inclusive communities



1.3.1: Advocate for a range of services, programs and facilities to address disadvantage and foster inclusion.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Regional Connectivity program of \$4.3m has been approved with information rollout to commence in May 2023. Connections for individuals are not expected for approx 18 months after the ground work has been completed. Urandangi emergency communications have been sourced by Telstra after the flood event in March 2023.	
1.3.1.2	Digital technology in all its forms is supported to improve the livability of Boulia Shire.	Inclusion in the digital progression from RAPAD group of councils. Support the development of Hotspot mobile points along major routes.	Smart water meters Installation to be progressed (Boulia Business units and Bores)	

1.3.2: Encourage volunteering and recognise volunteers who support events throughout the year.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.2.1	Assist local community organisations to engage volunteers (advertising / administration) Acknowledge volunteers to these groups by formal recognition during the Australia Day celebrations.	Community events supported with advertising, in kind support etc..	Volunteers to be acknowledged in celebrations for Australia Day, from nominations received by community.	

1.3.3: Build social capital through provision of accessible community infrastructure and programs.




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.3.1	All parks and open spaces are mowed, toilets clean and free from defects and meet WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.	Parks are free from rubbish, broken equipment replaced/repared, and mowed as per levels of service schedule.	
1.3.3.2	Organise, host or assist in delivering the Annual Community Events Program promoted in the community calendar.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted	Council continues to assist in most community events with staff members taking active roles and co-hosting with Family support office.	




Key Priority 2: Built Environment

Our built environment or infrastructure creates the building blocks for our future. Our access to clean water, reliable energy supplies, communication technology and public infrastructure is paramount to our standard of living. We will keep pace with demand by planning for the future. We will create green spaces and social infrastructure, manage expansion and provide essential services.



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.1	Maintain Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes	Inspections completed and items listed in the report have been actioned accordingly.	
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget	New flood event in Dec 2022 with an extension of time until March 2023 due to the extended multiple flood events from the monsoon trough in North NT and Nth Qld. Initial events have been picked up with further roads picks to be done in Apr 2023. QRA will be able to incorporate the Urandangi bore in the restoration of essential public assets and this is being worked on by GBA (both Boulia and Urandangi Bores will be completed in one tender to achieve value for money)	
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard , within timelines and budget allocation.	Total unsealed left to complete 76.3km. Donohue Sealed section 68% Unsealed section 32% PPR 1 has been approved but flooding in the Georgina catchment area has postponed this work.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.4	Preparation of funding submission for TIDS, R2R and TMR completed in line with council priorities..	Projects are completed within guidelines and pass audit requirements.	TIDS (TMR) funding allocation through ORRTG group as per regional agreements, R2R funding will be allocated to the industrial estate for completion of this project. TIDS projects are on track to meet TMR goals.	
2.1.1.5	Annual Shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.	Shire roads maintenance budget is utilised to extend the benefit of other roads projects.	
2.1.1.6	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational	All sites operational and maintained. 6 monthly service will be carryout by qualified suppliers.	



2.1.2 : Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.1	TMR, RMPC and R2R roadworks are, completed in line with current standards and within budget.	Report to council are completed monthly with quarterly update to council meeting on progress against plan.	All RMPC defects and measure ups Reflect software been used. The Reflect system is enabling a good management program to be completed and tracked with 100% of budget to be spent by May 2023	
2.1.2.2	Road work completed data is recorded by road crews on REFLECT. Updated progress and outstanding items reported to council monthly.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	RMPC Contracts for DTMR Roads are with data recorded by REFLECT are submitted within approved time frames and with in the allocated budget	







Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.3	Shelf ready plans are developed for the Urandangi North and South roads ready for future funding opportunities. (Urandangi North Rd is a Local Road of Regional Significance (LRRS))	Plans developed ready for funding submissions	Road closure signs (electronic) are being looked into to support safety - funding is required and could come through via QRA or Mobile Blackspot funding.	




2.2 : Sustainable - housing, buildings and community infrastructure

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.1	Regular collection of residential and commercial waste as per policy with charges reflective of the actual cost of service.	All collection dates are completed within timeframe and annual review completed.	Collection of waste is completed as per the policy on time every week.	
2.2.1.2	Environmental Protection agency guidelines are adhered to and actions are attended to within time frames.	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annual returns / reporting are submitted.	As per DWQMP all the samples collected and tested. SWIM data to be submitted. DWQMP has been completed and submitted to the regulator and any outstanding recommendations will be actioned. Designs on the potential improvements to the dump to meet requirements have been sourced in line with suggestions from EPA.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.	iAuditor RCD inspection template has been assigned to contracted electrician. Smoke alarm checks/replacements have been conducted by the electrician to ensure compliance.	
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	The administration team are completing the checks on facilities which are hired out to ensure the longevity of these assets. Regular inspections are conducted via I-Auditor	
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events	All facilities are maintained with limited interruptions to planned events and meet racing requirements. Council is working with the committees to ensure the facilities meet standards and regulations.	
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	Urandangi hall and depot now meet WHS requirements.	
2.2.2.5	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.	Council houses first priority is to retain for employees.	
2.2.2.6	Library facilities are maintained to meet the needs of the community as well as meet regulatory	Library facility is suitable for all patrons access and is clean and usable.	The library continues to operate with a great twice a week program for babies and toddlers.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	requirements and WH&S standards.			
2.2.2.7	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Boulia Cemetery are well maintained, new fencing has been installed along with a new gate (again) . New tree/shrub plantings to beautify the entrance will also occur in 2023.	
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Recent flooding at Urandangi has impacted the grounds - luckily we are in receipt of a RADAR imaging plan which will allow the identification of the graves once we have the rest of the town under control.	
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the Community. This bus is over 10 yrs old and will need to be replaced in the near future if required/ warranted.	

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.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes	All Asset Management Plans completed for all major asset classes	Asset management plan for buildings and houses are being used to determine the priorities for building maintenance. Roads AMP is being reviewed against inspection to identify priorities for future works. AMP's for the water and sewerage are yet to be completed.	
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between	Levels of Service developed of each asset	Levels of service for all AMP's been developed by Shepard Services. all the data been collect by using virtual RACAS system. Budget forecast been developed for the roads,	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	the service level and cost so that future community consultation will be well informed of the options and associated cost.	class improving with maturity each year.	footpaths, K&C and Airports. As per AMP budget been allocated for the renewal for the footpath and K&C.	




2.3.2 : Identified projects to be approved by council and shelf ready projects created ready for future funding.

Projects over \$100k must use the QTC PDF program.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	A shelf ready project has been developed but survey plans will not be completed until funding has been identified.	
2.3.2.3	All identified future projects to have a shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	There are shelf ready projects waiting for relevant funding; <ul style="list-style-type: none"> 1. Old gaol house. 2. Walking trail to racetrack (this is in progress and funding opportunities in 2023) 3. Stonehouse upgrade. 	



2.3.3 : Plan open spaces and recreational facilities and streetscapes to improve civic pride and aesthetic appeal

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.3.1	All street lights functional enabling the safe traversing of streets and	Audit on street lights conducted with reports to Ergon on faulty lights.	Ergon was unable to attend to Boulia due to the Winton Rd being cut off initial work has been completed and have performed maintenance and replaced all the faulty lights.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	the use of recreational facilities after dark.			
2.3.3.2	Town entrances ,all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	Town entrances parks and open spaces are well maintained. Weed spraying completed. Plants been trimmed for regrowth.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and ' flag' signage repaired/replaced.	All gardens and weed free and plantings have been done to peak during tourist season.	New plants have been planted shrubs trimmed to suit Boulia's seasonal weather. removed dead trees from the median strip and Robinson Park.. New plantings have been completed at the town entrances.	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	Information is being carefully recorded in to the system as time permits. New data is being sourced by RADAR to locate previously 'lost' graves. Awaiting reports	

2.3.4 : Facilitate land and infrastructure development that meets the needs of the community and fits with the financial constraints of Council, key stakeholders including State and Federal governments

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.1	Survey plans for land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.	This is actioned as required and identified in the Corporate Plan.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.2	All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.	Prior to approval the whole of life costing is taken into consideration and reviewed by council. Continued review of this expenditure as the projects. and also adding QLeave extra element, if the project cost is more than \$150K. QLeave reps will be visiting in April 2023	
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.	2 DA's for building applications have been processed this quarter. One for a shed and the other for a carport. Quotes are now referred directly to the external engineers/ building certifiers and town planning consultants. Records on applications are recorded in registers in Magiq EDMS	

2.3.5 : Ensure Town Planning Scheme accommodates appropriate land/zonings for future commercial/ industrial establishment and growth.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is endorsed by the Council annually and if amended -approved by the Minister and adopted by council.	Town Planning Scheme was adopted in 2020 and no changes are reflected this year. This was reviewed and endorsed at the June 2022 budget meeting .	

Key Priority 3: Economic Development


Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us. To do this we must work together as a community to identify, promote and activate new initiatives whilst protecting those lifestyle and community traits that we value

3.1 : Facilitate housing and investment to support employment opportunities

3.1.1 : Promote decentralisation and the opportunity to invest in community housing.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans.	Attendance WQAC meetings and submissions to State Ministers as required.	WQAC have chosen this as a topic which is reflective of all western councils. A face to face meeting occurred in October 2021 in Brisbane to develop a paper for submission to the government. The group also submitted a paper on the sustainability of local government councils in rural and remote Qld and met again in March 2022 in Charleville. Nov 2022 -Boulia completed the trial with Barcoo and this is now being rolled out across Queensland	


3.1.2 : Council housing is sustainable and is suitable to meet demands

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership.	Housing stock meets council demands	Funding has been obtained to complete a \$2.1m project for 6 units to be built in Pituri Street. This is expected to be completed in 2023.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Budget allocation is sufficient to meet 10 yr housing forecast.			





3.2 : Advocate for the region through regional networks

3.2.1 : Advocate and support the development of the Outback Highway

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Outback Way Development Corporation- continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates	The connection with the Outback Highway Development Corporation is strong and council attends all monthly meetings to support this important project. The future of Boulia will be heavily impacted by the success of this sealing project across the 3rd transnational route across Australia once sealed the impact for tourism will be another benefit to the township of Boulia and Urandangi.	

3.2.2 : Actively support networks and partnerships between local businesses, industry groups, relevant organisations and State and Federal government



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water telemetry and smart water meters and projects	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.		which will see council save many thousands of dollars as joint procurement proceeds	
3.2.2.3	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings- Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	Both the Mayor and CEO attend meetings by F2F or online via teleconference each month. RAPAD continues to be an important strong regional organisation which responds to the needs of individual council and supports them at a State and Federal Government level.	
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	There were a couple of meetings held by teleconference were there were plans for all RLPOs to get to gather and do a combined pest weed spraying.	
3.2.2.5	Prepare submissions to Western Queensland Alliance of Councils, Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by council presented to WQLGA.	WQAC meeting was held in Charleville which was attended by the Mayor and Deputy Mayor (CEO on sick leave). This group has successfully lobbied for the change to the Federal Assistance Grants and improvement in the housing availability in remote Qld.	
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) group is functional and operates well in emergency situations. Bi-annual	Activations are well executed and documented. • Reports to the LDMG are completed •	LDMG was activated in Dec 2022 and again in Mar 2023 for the same event - which saw evacuations and major flooding in Urundangi.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	meetings and exercises are conducted as required.	Field and desk top exercises are completed		



3.3 : Innovate and explore opportunities



3.3.1 : Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.1	Explore opportunities to utilise 'green' energy where appropriate.		Successfully installed solar air-conditioners in some council facilities. Allocated budget in W4Q funding for solar power at the depot at Urandangi Depot.	
3.3.1.2	Increased digital connectivity throughout the shire by the use of technology to improve communication and connectivity	Review completed on how digital exposure can benefit Boulia.(RAPAD)	Continued investigations into possible solutions for our connectivity issues not only for the council but also in peak periods of tourist activity.	

3.4: Promote tourism as an economic driver for the shire

3.4.1: All opportunities used to increase the shires exposure to the tourism market.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.	New signage incorporating Indigenous artwork to be researched and delivered. Walking trail along Burke river to have traditional stories featured.	
3.4.1.2	Maintain and improve the experience of tourism attractions	Upgrading of existing infrastructure completed	The Min Min Encounter refurbishment has garnered increased interest due to its modernised look and greater	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	by regular maintenance and updating of facilities and new programs when required	with program review to be completed when funding available.	capacity for numbers seeing the show. New fencing showcasing historical machinery etc has been installed around the Heritage Complex and has been well received.	
3.4.1.3	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.	Tourism officer attended 4x4 drive outdoor show in March 2023.	
3.4.1.4	Continued use of television and other media advertising of the shire including our web site to support council tourist attractions	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Boulia shire is promoted on Channel seven with a wide coverage during top rating shows. Quality magazine coverage is ongoing.	

Key Priority 4: Natural Environment


We are the guardians of our environment. Our shire is home to diverse, pristine and culturally sensitive environments. We have a duty of care to preserve and protect our shared environment so it continues to underpin our history, lifestyle and economy. We will encourage sustainable practices including green energy solutions and the responsible land management.

4.1. : Well managed environmental resources which supports our future growth.

4.1.1 : Provide a safe and pleasant environment for families to live and work.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.1.1	Fogging activities completed in times of flood	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests	Fogging was carried out for the months of June and October 2022 due to the rain. Extra fogging activities were conducted from Dec to Mar due to the extended flooding events at this period.	
4.1.1.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior	Reports of stray domestic animals actioned within 4 hours.	Only 2 dogs impounded this quarter.	
4.1.1.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	Policies are reviewed as per their due date usually with an expiry of three years unless changed by an Act of government. The Local Laws will be reviewed and updated this year to include dog off leash areas. This review is currently in progress.	

4.1.2 : Facilitate land and infrastructure planning and development that meets the needs of the community.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.2.2	Cultural heritage clearances are sought during the planning process for construction activities.	Number of projects which have cultural heritage clearances completed prior to any work done.	Part of the project scope to obtain Cultural Heritage clearances for any new sites or projects. Report has been added to Job Management Plans.	


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.



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.1.2	Local SES group is supported by council. Compliance with the state requirements to have an State Emergency Service (SES) group	SES- Group is supported during and after events by the use of council equipment and staff id required.SES Management Plans are up to date	Council continue to support the SES where required which allows for training and meetings to be held. A new recruitment run and training was planned for March but delayed due to flooding.	

4.3. : Sustainable practises 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.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the	Pest animal baiting occurs. Weed identification and	There was only 1 property that did 1080 baiting this quarter with a total of 712.5kg of meat treated with Pig Strength 1080 poison.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	notification process occurs. CWRPMG meetings are attended by RLPO		
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council but subject to grant funding.	Limited incursions with action taken for invasive species.	due to the extraordinary flood event weeds spraying has not been completed.	
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council.	<ul style="list-style-type: none"> • Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face. 	126 Feral Pig snouts have been paid for up until 28/3/23. 43 Feral dog scalps have been handed in and paid for up to 28/3/2023. Only 1 feral cat tail was paid for in Sep 2022.	
4.3.1.4	Town common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by council. Weed control and stock levels monitored and reported to council quarterly.	<ul style="list-style-type: none"> • Town Common Committee meets at least once per year. • Members fees are paid promptly • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly. 	Smaller numbers of stock and good rain has given the common a good chance for the feed to rejuvenate. Council has installed a stock baulk where the Town Common ends and the Stock Route begins on the Boulia to Winton Rd. This is yet to be determined if it is effective.	
4.3.1.5	Primary Stock route bores are maintained as appropriate with funding applied for as needed.	Stock route bores are maintained in accordance with funding received.	No travelling stock recorded.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Other bores are maintained as funding allows.			
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are conducted to review progress	Successful land care meeting held at Stockport with a further event planned in the future	
4.3.1.7	Review council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources.	when new products are required to be purchased we are looking at the options which are sustainable to the environment.	This will be conducted if we are successful in our application for funding for a new Community Hub. We currently looking for possible funding rounds to apply for funding.	

4.3.2: Ensure all activities conducted by council meet with environmental guidelines and are sustainable

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities and business operating in Boulia.	All the licenses are up-to-date. to comply with EPA guidelines. Environmental health officer carries out regular audits on licenses, landfill management and food licenses. Carpenter / builder has undergone refresher training for Asbestos removal.	
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.	After the rain both properties have good feed.	

4.3.3 : Apply practical water conservation practices that ensure that the town retains a green look and feel



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.3.1	Watering of councils parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	Burke River has received several 'flushes' and we are able to water from this source. We will be utilizing town water to irrigate town median strips. Watering has been kept up to the required standards. new bore will be installed early next year to keep-up water demand.	
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.	Further work has been underway in getting the trial of water meters ready for implementation. Waiting for Contractor to install antenna on water tower.	

Key Priority 5: Governance


The decisions made by local government and community organisations change our lives. Decisions made by State and Federal Government affect how we operate. We want a greater say in the process and in the allocation of resources, especially in our local communities. We will ensure we have effective process, procedures and policies to positively change behaviors which are supported by the Local Government Act 2009 to provide confidence to funding providers.

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.



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.	All policies are actioned in accordance with their due date for review and submitted to council.	
5.1.1.2	Provide elected members with training and professional development opportunities	Policies are reviewed and made available to staff.	Training has been offered (LGAQ) but it has been located in Longreach and this has not been possible due to the roads being closed due to flooding. The video conferencing was not an option.	

5.1.2 : Effective internal and external communication and records management

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Councils system is up to date with current upgrades and staff are trained in the use of the system.	Several staff are now competent in the management of our records system	


5.1.3: Adopt an integrated risk management approach

Risk Management Group meets at least six (6) times per annum .Completion of all actions of the Risk Management Group Action Plan designated for finalisation in this financial year

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. .	Risk Management framework is reviewed and developed further.	The Risk Management framework review has been completed and updated in Oct 2021. Self Assessment review conducted resulted in excellent results of 90%.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters	Reports completed as required	No workers compensation claims are existent to date	

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

All contractor inductions (on-line and face-to-face) have been conducted and are current. All relevant paperwork saved to Magiq

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the	All inductions, either face-to-face or online, are saved to Magiq and the register is updated. Work Site inspections to be conducted by Contract Works Overseer (CWO), or his staff, via iAuditor and inspections have been scheduled for completion. Relevant documents saved to Magiq.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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


necessary qualifications for re-reinstatement.






5.1.5: Workplace Health and Safety focus






The implementation and integration of workplace health and safety across the entire Boulia Shire workforce.





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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



5.1.5.4	Responsibilities WH&S for Directors: • Provides support and sufficient resources for safety as required • Establishes health and safety objectives aimed at continuous and sustainable improvement	Regular quarterly meetings with each Director to review progress in each area and identification of 'road blocks' to success in WH&S	I-Auditor used to report, investigate all the incidents and safety hazards. I-auditor tablets been provided to the appropriate staff which are being used to report on identified areas.	
5.1.5.5	WH&S responsibilities for CEO: • Provides support and sufficient resources for safety as required.	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support the the WH&S to enable the role to be completed.	Council employs a WH&S Officer who is provided with all necessary requirements to complete this role. The reporting function of hazard management and risk management are recorded in PULSE, I-Auditor. Weekly meetings with staff to re-enforce WH&S message takes place. WH&S incidents and issues are monitored at ManEx each week with WH&S officer.	
5.1.5.6	WH&S Responsibilities for Directors: • Provides support and sufficient resources for safety as required	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety	WH&S activities and incidents are discussed and recorded at our weekly ManEx meetings these also review outstanding items on I-Auditor and other reportable documents.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	<ul style="list-style-type: none"> Establishes health and safety objectives aimed at continuous and sustainable improvement 	results for council staff and contractors.		
5.1.5.7	<p>WH&S responsibilities:</p> <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace Monitors safe work practices and mentor relevant stakeholders Coordinates management action processes Regularly monitors management action processes within Council's electronic Work Health and Safety management system Develops and communicates key statistics in accordance with reporting timeframes 	<p>All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.</p>	<p>All incidents investigated and constant monitoring of safe work practices. Regularly monitor IAuditor to identify any failures to adhere to reporting requirements and corrective action taken where necessary. Continuing improvement to reporting framework j)Auditor, Pulse etc)</p>	
5.1.5.8	Progress on Mutual Risk Obligations to develop a health and safety project for all supervisors and managers.	Review by LGW meets expectations for compliance	Continue to liaise with LGMS/LGW to meet mutual obligations. 90% pass result obtained Oct 2022	
5.1.5.9	Review all flagged policies, procedures, work instructions,	Staff who have allocated responsibility for specific actions review	Ongoing review of policies and procedures, SWMS and working documents. Verification of Competency policy also	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	forms, safe operating procedures (SOP) and training tools.	associated documents to ensure they are up to date.	formulated for presentation to council. Procedural forms developed and adopted.	
5.1.5.10	Upload all reviewed documents under appropriate element numbers onto the councils safety management system (including Infoxpert) as endorsed documents with changes notified to staff-toolbox,email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.	Continue to upload all documents relating to WHS and training to Magiq and, where relevant, Pulse. Continue to locate random digital and hard copy documents requiring uploading (scanned where necessary).	
5.1.5.11	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	The training Matrix captures all staff training that has been completed, requested and expired requiring re-training. On-line training is continuing to be utilised where possible.	
5.1.5.13	Review all emergency evacuation signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.	All signage is now in place and is reviewed annually	
5.1.5.15	Review the following procedures against requirements in preparation for consultation: high risk work method statements, Risk/ Hazard Management, compliance control, incident reporting and investigation	All reviews are completed within agreed time-frame	Continuous review and updating of processes to meet compliance requirements. To date current systems are being improved to ensure compliance will be met.	
5.1.5.16	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding,	All reviews are completed within agreed time-frames	Continual improvement of processes and procedures. Additional Alcohol testing machine has been purchased to ensure continuous access.	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress.			
5.1.5.17	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of council have been checked and none are out of date.	SDS checks conducted. Workshop SDS folders and Chemwatch completed and current. Ongoing checking being conducted.	
5.1.5.18	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.	At this time no further training needs have been identified.	
5.1.5.19	Draft new WH&S Strategic Plan for July 2022 to June 2024	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.	2022 - 2024 plan drafted and completed by CEO - reviewed by WHSA and Adam Stevenson, WHS Consultant, Local Government Work Care,	
5.1.5.24	Annual reporting of lost time injury claims which should be less than 55% of all claims	Reporting to senior staff on progress or issues which will prevent this from occurring.	Nil claims this period	
5.1.5.25	Annual reporting of injuries - No increase in recorded injuries from the previous year	No increase from previous year.	There have been three reports of incidents resulting in minor injuries during this period only one of which required WHSA investigation.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.26	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports)	All incident reports are recorded in I-Auditor and staff are competent in using the system	All incidents have been recorded in IAuditor and files transferred to Magiq. Investigations have been conducted where required to identify gaps and instigate control measures to mitigate risk of similar occurrences. Some incidents are being reported manually then transferred into Magiq.	
5.1.5.28	To achieve 80% Compliance with the National Audit tool for Self-Insurers	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually	Continuing to gather necessary evidence as it comes to hand for submission to audit team. Developing systems/processes where gaps have been identified. New audit to be completed in Dec 2022.	
5.1.5.29	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures.	Number of improvements made to the register.	Hazard risk register is subject to review and updating as required on identification of hazards	
5.1.5.30	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete annual audit of all council work sites	At least 80% compliance with the National audit tool No breaches of WHS regulatory requirements Hearing assessments for employees working in noisy environments completed	Continual improvement and amendments to the reporting framework (iAuditor). Users trained where necessary. Majority of council worksites are inspected monthly and others at least quarterly. CWO and staff tasked to conduct contractor work site inspections and complete on iAuditor.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.31	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council.	Reports provided to Council and MANEX in relation to the testing conducted	Two staff members now trained in Alcohol and Drug Testing. Need to establish relationship with laboratory and secure sufficient supplies have been sourced to conduct regular random tests. A schedule is to be created for testing in 2023.	
5.1.5.32	Integrate mental health and wellbeing inclusions in daily activities.	This are to be supported through weekly toolbox articles.	Start-up agenda included presentation by mental health team attached to AOD Services South West QLD on strategies to assist with managing mental health. Mt Isa Mental Health team have also committed to conducting presentations when requested during 2022. Managers/Supervisors have been encouraged to undertake training in mental health awareness. LGW Safety Advocate will also be presenting at start-up 2023	
5.1.5.33	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the external JLT/LGW WorkSafe awards	Team Safety award to be created and implemented	This activity will commence in 2023	
5.1.5.34	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks.	Toolbox talks to include contractors and the framework and risks are reviewed as required	Risk Management framework reviewed.	




5.2 : It is clearly evident in how council does business

5.2.1 : Councils financial activities are monitored and managed well


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.1	Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on future projects	Long term Financial plan developed in line with QTC format-reviewed.	Long term Financial plan developed in line with QTC format-review which was submitted	
5.2.1.2	The SynergySoft business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent	IT Vision On Demand training videos are available to all staff for updated training. A Technical Managed Service has been added to our package as support.	
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy	Investments made in accordance with Investment Policy and reported monthly to council.	
5.2.1.4	Raise and recover Rates,Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively	Rates notices were sent to ratepayers in August. Council external consultants are working together with internal staff to assist in this process. Debtors are constantly monitored and outstanding debtors with more than 90 days are referred to Council Debt Collection agency	
5.2.1.6	The budget reviews are to be completed quarterly and reported to the council.	Operational Plan (including Budget) adopted by 30 June each year	Operational budget has been adopted by Council. Operational Plan quarterly report and quarterly budget review will be presented to Council in Nov 22 for adoption	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually	All insurance policies have been received and reviewed this quarter	




5.2.2 : Maintain high standards of Corporate Governance through effective audits.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations.	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Quarterly meetings are scheduled and financial reports and audit action plans are reviewed	
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record	As audit reports are received Pulse is updated and action is taken with continual updates reported to Audit & Risk Management Committee Meetings.	
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year	Actions are implemented and changes to processes as detailed from the Audit Committee are followed through. Reviewed by Audit & Risk Management Committee at meeting. Audit plan is currently being reviewed and updated.	

5.2.3 : Financial accountability for new projects



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.3.1	All projects submitted to council for review must include 'whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$100K	QTC whole life costing model been used for project above \$200k.	

5.2.4 : Transparency and accountability through management reporting



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.1	Provision of key financial information to MANEX and Council	Provision of budget information to staff	Finance Monthly report is presented to Council. Significant financial transactions are shared in MANEX	
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to council within time frames.	Annual report for 2022-2023 completed and printed within guidelines. I am in the process of sending these reports to the Station Owners.	
5.2.4.3	Discharge Council's statutory financial reporting obligations	Statements submitted to the Office of Local Government by 31 October each year Unqualified audit report	Council has submitted its Financial Report on time to the Office of Local Government. preparation for Financial Statements will be ready to be signed in Oct	


5.3 : Sustainability-our focus on value for money outcomes across the organisation.

5.3.1 : Councils offices, depots and business enterprises are operated under 'value for money' principles



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	There is a 35% mark up on the majority of merchandise on our retail sold in the tourism centre.	
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment	Limited downtime and minimal lost productivity.	Regular maintenance been carried out on council fleet and well maintained. Fortnight check on the plant revenue. Major services are planed around the council break to avoid down time of the machine. 20 years plant replacement program been developed. Plant committee meet quarterly to ensure plant performance meeting the targets.	

5.3.2 : Optimise performance of council business units using available technology


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations	Council developed a policy for CCTV. upgrade completed CCTV system for: Admin building, Landfill facility, Sports Center, Library, Min Min, Heritage Complex. Maintenance will be completed annually.	
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software	All current software renewed on schedule	Licence renewals are reviewed and actioned as they fall due. Investigation and consultation is ongoing with our IT support network.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services	Accounts paid, nil outages and plans are cost effective for council.	This area is under review along with the current IT connectivity issue with unused access ports disconnected.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council. Initial budget preparation workshops will commence early in 2023.	
5.3.3.3	Monthly and quarterly financial reports to council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.	Monthly financial reports are delivered to councilors and each quarter any variations to the budget are explained and approved by council.	

5.3.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve	Plant purchases are within budget and plant is maintained within specified parameters to	Plant committee will meet quarterly to review the plant purchases and performances. plant and equipment been purchased with in the budget. Due to COVID-19 impacts the	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	maximum value for money outcomes. This is to include risk assessments.	enable sound operations of the council.	replacement of units has seen an increase in the cost and extended waiting periods.	
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits	Business plan and management manuals completed by Greg Tuckwell (consultant)	Upgrade of tourism facilities have been completed and are well done and continuous improvements will occur into the future. Maintenance visit due January 2023.	

Key Priority 6: Lifestyle and Community


Active, healthy lifestyles drive our success as a Shire. Health and wellbeing are building blocks for fulfilling lives. We will support smart lifestyle decisions to reduce the toll of preventable disease and increase our life spans. We understand the importance of open green spaces for recreation and social cohesion and support a work-life balance to remain connected with our colleagues, family and community.

6.1 : Facilitate opportunities for community development



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi	All meetings attended with reports completed back to council	Meetings are attended as they are instigated by Qld Health and more recently by QFES . Further meetings have been held on other environmental issues.	
6.1.1.2	Au-spiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility	Activities completed with quarterly reports submitted	Funding is monitored and allocated as requested by Dr Don Bowley. Request by Qld Health for washing facilities in Urandangi has been referred to Dr Don for his input.	

6.1.2 : Assist local community groups and support local events

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement	Council supports 'free to attend' functions where possible.	Council assists wherever possible with all community celebrations. Several free to community touring art shows this year and assistance given to community groups for after school sports.	

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.3.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields	Facilities are open and usable for the public at least 95% of the year.	Aquatic fun and games during school holidays has been a feature of the centre and the Move It program which facilitates Thursday afternoon sports days have been well supported.	
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council	Australia Post facility is operational with trained staff who are available	Postal services are continuing to be run and improved on an ongoing basis. Another Staff Member has started training in Counter services for the Post Office as another Relief Officer.	



Key Priority 7: Our Team - Our People




People are our greatest asset. Unleashing individual potential maximises personal, community and economic outcomes. We will encourage an inclusive community that supports the needs of business people, our staff, the young and the elderly and we will support the least advantaged including Aboriginal and Torres Strait Islander Queenslanders. We will encourage diversity, foster innovation and use the talents of all - we believe that nobody should be left behind.

7.1 : An accountable and innovative culture


7.1.1 : Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Also provide opportunity for engagement and learning for managers, officers and staff regarding key WH&S issues and strategic priorities ie ; audits.	JLTA audit is completed and a pass is achieved by the group.	Feedback from workers indicates that most understand the importance of WHS requirements and the need to capture evidence where necessary. Continue to communicate with workers on these matters through toolbox presentations and general conversation. Management/Executive and informal depot supervisor meetings are held weekly when possible which provides a format for exchange of views and raising of WHS issues for discussion. Regular meetings held with CEO.	
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error	The new payroll officer has now been on board for 2 months and processing payroll on time, accurately with minimal errors along with assistance from IT Vision.	
7.1.1.3	Record , preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.	All employee records are now recorded and saved in the Magiq records management system. The access to this information is strictly controlled with only access available to Human Resources Officer and the CEO.	
7.1.1.4	Recruitment and selection processes are transparent	The recruitment process is completed in a smooth and professional manner	All applications and paperwork is now recorded electronically in MagiQ. All positions are advertised and we have used the	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	external recruitment agencies more this year due to staff shortages and the competitive employment arena.	
7.1.1.5	Mayor and or panel to complete annual review of the CEO	The Chief Executive Officer review is completed against the targets in th Corporate Plan and the Annual Operational Plan for progress. Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.	The CEO review is due each June . The review for 2022-2023 will be delivered to the council at the same time the council will need to negotiate a contract for the CEO for a further term should they decide to continue with the existing CEO..	
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, CSM including WH&S and Human Resources	Performance reviews for the July-December period completed	Reviews have been completed for this half year which included 3 and 6 month review for the new Director of Works and Operations(DWO). DWO annual review is due in April. WH&S 12 month review is due in April and has been completed. Director of Corporate and Financial Services 3 year contract is due in June 2023 and Kaylene has indicated she wishes to renew her contract. All other reviews applicable to this office have been completed.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	One page performance review been developed. performance reviews are due to complete. Completion of reviews on two staff whose job description had changed has been done.	
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance	Reviews completed on anniversary	All reviews undertaken when and as required.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary	Performance reviews are done as they fall due.	

7.1.2 : Keeping pace with technological changes in the workplace environment



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff so they are competent in the use of the systems used by council	Training packages are available to all staff. The new SynergySoft module will allow staff training to be recorded in real time. We are expecting this to be rolled out before December 2022	

7.2 : A great place to work


7.2.1 : Collaboration with staff and Unions on the content of the workplace agreements.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.	Limited interest from employees in developing any committees however the Certified Agreement is due June 2023 and this will require input from staff again for the new term.	
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023	Regular reviews of conditions being paid to staff	The last term of the Certified agreement was June 2022 pay increase. The increases have been well received and this will need to be reviewed in 2022-2023	
7.2.1.3	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	Open communication with Staff and Union representatives is ongoing.	




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






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.	Information freely available on how to register suggestions. Toolbox meetings held for inside and outside staff each week. Review of the 'whistleblowing' option will be completed at the January start up as a refresher for staff.	
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.	No work has been completed on this area during the quarter. Training has been identified for external staff and internal 'cross skilling' of staff may assist in staff vacancies. However, limited staff numbers due to accommodation is a key restrictive factor.	




7.2.3 : Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits	Quarterly reports on access to services received (no personal details) only the volume of access.	Employee Assistance Program is still successful with several employees engaging with the provider - This is a confidential service of which council does not have any personal knowledge of content. It is designed to be a safety net for those staff or their families who may need immediate support. The Council's provider visited 31 Oct to catch up and remind all staff of the service provided.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements	Site inspections are ongoing and full compliance to date.- new projects for this quarter have been delayed due to floods and wet weather	
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.	Last assessment conducted September 2021 and recorded in register to comply with biennial requirement. Noise testing will be carried out start of 2023.	
7.2.4.3	Introduce electronic fleet management system	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the plant committee and ManEx	Fleet management system is used to monitor the productivity of the councils fleet which is reported to the works meeting	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliia shire such as licences and tickets.	Training matrix utilised to identify training requirements. Liaised with RAPAD and MRAEL in relation to startup training and apprentice traineeships. RAPAD trainer, can advise of training requirements for startup week commencing January 2023. Will contact RAPAD as to availability. Three supervisors have been issued with Cert III Road Construction - Plant Operations following RPL and five employees are now contracted to complete the Cert III in Road Construction - Plant Operations.	
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.	Fire/Emergency evacuation drills have been scheduled in iAuditor to relevant locations. Drills have been completed.	
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period..	Safety audit reports are completed when pool is open and/or during primary use period. Any safety issues identified that require engineering controls are relayed to DWO for attention.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S officer.	No reports have been submitted this quarter and only one during the entire year. 'Near miss' incidents and minor 'non-reportable' incidents have been actioned by the Workplace Health and Safety Officer.	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.	Due to staff changes Fire Warden training will be conducted following start up in 2023. Fire extinguisher training will take place at start up. At this stage there are sufficient Fire Wardens in each section to conduct fire/emergency evacuation drills.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx	Appropriate SWMS have been developed for all pertinent High Risk construction work (as defined in section 291 of the WHS Regulations). Continue to review and update where necessary	
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	Facility and work site inspections conducted by relevant staff via iAuditor on a regular basis. Inspections being uploaded to Magiq as an ongoing process.	
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe	No outstanding actions from employees or contractors	Some scheduled tasks are still not being completed on iAuditor as required despite CEO direction (e.g., RCD testing, evacuation drills) however 80% of tasks are being completed in a timely fashion. All inspections are downloaded from iAuditor to Magiq.	



7.3 : Living our values

7.3.1 : Be known for our excellent reputation and dedication service delivery

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.	The system is being implemented and finer touches sorted out.	
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark	Regular inspection been carried out with the relevant staff and recorded in i auditor. Reports been monitored weekly with the works staff, supervisors and contractors.	

7.4 : Develop new employment opportunities

7.4.1 : Partner with other organisations who can deliver training to improve prospects of future employment roles within council.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council.	All trainee positions offered and filled	Several outside employees have also commenced courses delivered by RAPAD Skilling which have been well received. Due to staff turnover CEO has determined no new trainees at this stage until workforce is again stable and a trainee can be sufficiently supported.	
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this	Council uses the RAPAD Skilling organisation to support staff in training as they identify needs through the performance reviews. Several staff have accessed RAPAD for training this quarter.	

Key Priority 8: Leadership




Our Shire is well recognised and respected both in Queensland and the Federal arena and this is critical for the future growth of the region. We recognise the challenge population decline brings and will find ways to manage it and do what we can to reverse the trend. We will build on what already makes our shire and the surrounding regions great, including our exceptional people, local enterprise, and natural resources by developing our strategic focus and competitive advantage underpinned by strong regional partnerships.

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Director of Corporate Services	Meeting held in early December after the final results are released	Community meeting to be held after the release of financials. Date to be advised by Director of Corporate Services. I have yet to attend a Community meeting.	
8.1.1.2	Regular information is released through FaceBook, Channel Country Chatter, and the Website.	Verbal feedback, monitored visits through Facebook.	Social media sites continue with increased views and sharing. Flyers, monthly newsletters, website and e-mails also disseminate information in the shire. More community meetings required.	
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto web site.	Dates have been uploaded on the Website for the 2023 meetings, up until December 2023. And Meeting Requests have also been sent to Councillors for all Council Meetings in 2023.	

8.1.2 : Manage and govern to ensure transparency and responsiveness to the needs and views of our communities in decision making practices

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	Council Agenda items are released with the regulation timeframes (2 working days) prior to the meeting and minutes uploaded to the website within 2 business days after the meetings.	
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new BigtinCan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory timeframes.	Activities for all business papers, minutes, Councillor correspondence and other important council documents loaded as required within statutory timeframes and available via BigTinCan system.	
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors.	No breaches Code of Meeting Practice or Code of Conduct	Council continue to acknowledge the traditional owners at the council meeting and all other important occasions. All other statutory requirements are also monitored at each meeting.	

8.1.3 : To represent and collectively make decisions to benefit the entire community

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Calendar Invites have been sent for all of the Ordinary Council meetings for the year 2023 up until Dec 2023. I have also sent out calendar invitations to management for the 2023-2024 budget workshops.	
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives	Reports received from attendees at the meetings presented to council for information.	All meetings attended as requested with councillors playing an active role in events.	

11.3 Corporate Services

TITLE:	Director of Corporate & Financial Services April 2023 Report	DOC REF: 11.3.1
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

01Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

2023/2024 Budget

First Councillor workshop has been completed 28th April 2023 and further budget planning from feedback is underway. Councillor second workshop is planned for 19th May 2023 and invites have been sent out.

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

Operational and Capital budgets are now in draft form, have been loaded to the LTFF (Long Term Financial Framework) - 10-year forecasting model.

Works Capital Schedule for reseals has been reviewed by DWO and GBA Engineer Stuart Bourne by doing site visits, they have been able to reduce the number of programs required for reseals. This will be reflected at the next Budget workshop.

Plant register and 30 Year Replacement Schedule currently working on after Plant Meeting 28th April 2023. There are a number of items to be reviewed and researched before the next meeting, this includes Navman.

QTC LTFF

Updated and included the suggested possibility of a further loan amount as requested from last Council meeting.

Received feedback from QTC, we had a meeting to discuss the findings. There will not be a loan application made presently.

Service Planning for Council Officers Training – The University of Qld & QTC

I attended training in Longreach for Service Planning for Council Officers, this was presented by Michael Shave. Jan Xanthopoulos from QTC was also in attendance. It was a very practical training to add onto what we already know, and in some cases doing. Follow up training is on 3rd May 2023.

As requested, I have contacted the University of Qld to request the possibility of the training for both Elected Members and Officers working in Local Government to be held in Boulia, so all Councillors have the opportunity of doing the training.

There is a minimum number of attendees per course, that is 10 persons with a maximum of 20. It is suggested that we hold one day for Elected Members and another day for Council Officers.

To get the minimum numbers it was suggested that we make contact with Diamantina Shire and Winton Shire to see if they have any candidates interested.

Waiting on proposal of dates for August 2023 then an expression of interest will be sent to other Councils.

2023/2024 Insurance

Have completed a number of Insurance premium questionnaires on Council's business practices and policies.

Asset and Motor Vehicle questionnaires have been finalised and submitted for Insurance policies to be created. Draft costs of premiums will be received shortly.

Insurance Claims

Have submitted **insurance claim for P522**, town water truck to be repaired as significant damage has occurred and it is undriveable.

Quote has come in at \$5,915 (net of GST), the truck is now being transported to Townsville to have the works done to repair.

Claim for **P580 Parks and Gardens Ute**, rear window and front broken / shattered from heat has been finalised, and settlement has been made.

Urandangi Township insurance claim has been initially lodged. Assessor went to Urandangi 28th April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review.

RMPC Contract 2023/2024

Work has started on the 2023/2024 Contract with Ajay Agwan, DWO and Ron Callope, RMS.

Council's charge rates for plant and labour will be reviewed as well as the defects and the quantity of works required to be completed during this period.

Emergent Works for state roads, has been ongoing, now that Bedourie Road has opened the final part of emergent works will be completed shortly, TMR will send us an updated Schedule to claim this works on.

IT Vision ReadyTech / SynergySoft Qld User Group

I attended the user group whilst in Longreach, it was greatly supported by Qld Councils, 11 in person and 25 + online attendance. Angelo Nardi and Mark Burbridge were the presenters of the news and updates on IT Vision.

Mark did a product demonstration on Altus Financials – this is our future path to go to from SynergySoft. It was very informative and exciting to see the updated system.

Altus Payroll, Mark did a demonstration on, I can see a considerable amount of time and effort being saved in the future due to the ease of access and the simplicity of the system. We also heard from other Councils that have already gone with Altus Payroll, they talked about their journeys.

Altus BI, this is a reporting program that sits over the time of the Altus system and allows management to be able to give statistical reports at a very high level as well as have dashboards to monitor any areas of concern.

Most of the work to transfer from our current system to the new Altus modules is done behind the scenes by IT Vision. There will be training for Staff to attend to learn the new updated processes.

I have agreed to with Longreach Council's assistance to plan the future user group for Qld, to coincide with other training and or conferences / meetings so that there is no additional travel.

nbn Local – nbn RCP Boulia

Community presentation / introduction has now been scheduled for June 13th 2023, for Breakfast, at the Shire Hall.

Regional University Hub for Boulia

Met with Duncan, who flew in on behalf of Rapid to investigate a University Hub in Boulia, he was looking at venue options for if something was created where it could be housed. We visited Shire Hall, Library and Bourke St Hall.

The Federal Government has funds to create and maintain a number of Hubs in remote areas of Queensland.

During discussions it was identified that Boulia is unique and that we have a broader opportunity to include more than just University students. We identified that our school goes to Grade 6 only, so this led the discussion to the possibility of having School of the Air Students using the hub, similar to Julia Creek / McKinlay.

Also identified was the opportunity to run some support classes for the Community in basic skills like reading and writing.

It was agreed that the Hub submission to Canberra (Federal Government) is to include University students, School of the Air (grades 7-12) and also Community Learning for our Indigenous population.

The opportunity is to have a full-time tutor or teacher's aide or part time, dependent on students in place to assist with day to day learning. As there would be a number of Indigenous Students using the facility, the opportunity to source a full time Indigenous tutor. Mount Isa presently has set up a University Hub and possibly they could support Boulia's Hub with sending Staff to support.

Duncan left very happy with the opportunities that were identified as well as venue that would not require major changes to accommodate the Hub.

Internal Audit

Auditors will be visiting the first week in May 4th and 5th to audit Property / Asset Management areas. This will encompass all areas of Council to cover the initial project for an Asset and its life expectancy.

A part of this is reviewing our current Asset Management plans to see if we are following what has been detailed as our process including maintenance and replacements. Consultation with Staff and their role in the process will be done initially.

Rollout of Office 365

Shire Networks are in the process of loading Microsoft 365 on all computers, so all are using the one system. This will allow Council to then have a more secure log on to our systems. As Cyber Crimes are becoming more regular this is one of the changes we have instigated, so when an Officer logs on, they will input password, then prompted by a message with a numerical code that you will need to input before access is granted each time.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	Financial Report for April 2023	DOC REF: 11.3.2
REPORT BY:	Marie Chan Finance Manager	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 30th April 2023

CONTENT:

Cash Position

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

	30 th Apr-23	31 st Mar-23
Cash at Hand	15,979,929	18,011,365
Net Cash Equivalent (Debtors – Creditors)	478,932	259,286
Total	16,458,861	18,270,651

Income

Total revenues to 30th April 2023 are \$16,436,304. This equates to approx. 108% with this year's budget.

Expenditure

Operating expenses to 30th April 2023 are \$14,322,386. This equates to approx. 83% of this year's budget.

Liquidity

CBA		\$ 704,229
Floats		\$ 1,150
Investments		
CBA At Call 2.45%	\$ 4,012,728	
QTC 2.33%	<u>\$11,261,822</u>	<u>\$15,274,550</u>
Total		\$15,979,929

Additional Information on Cash Position:

Cash Balance as at 30th April 2023	15,979,929
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	4,530,869

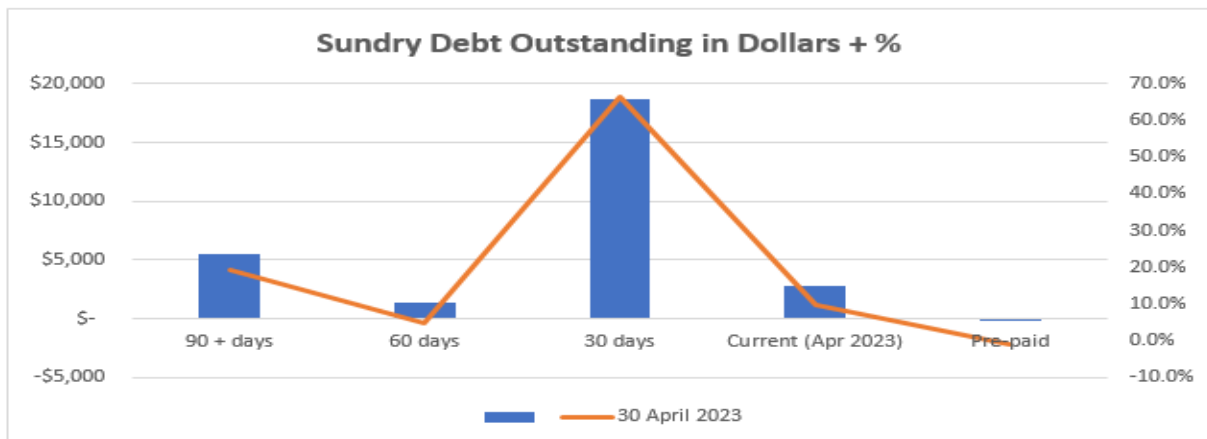
Less Depreciation accrued	
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,451,085
Grant Funding (paid in Advance)	4,620,289
Working Capital Cash	1,500,000
Capital Grants	4,557,793
Operating Result for 2022/2023	(2,113,918)
Less Capital Expenditure 2022/2023	(9,139,758)
	7,734,911
Cash unallocated as at 30th April 2023	8,245,018

Aged Debtors 30th April 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	5,454	1,380	18,668	2,766	(235)	28,032

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$5,454, which constitute 19% of the total debtors. Council's external Collection Agency has closed the file for \$960 of one debtor as the available contact details are obsolete. The balance either have a payment arrangement in place or are in discussions with Senior Finance Officer to Director of Corporate Services.



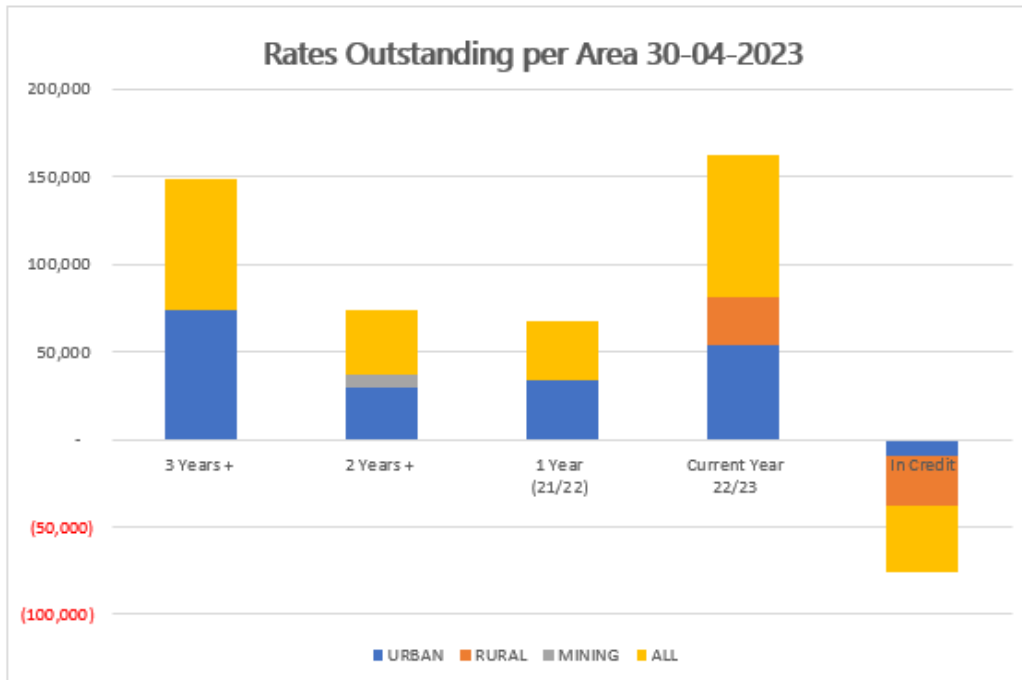
Creditors 30th April 2023

Total amount waiting for payment, not yet due **\$9,187**

Rates 30th April 2023

Total Outstanding **\$187,643**

RATES	3 Years +	2 Years +	1 Year (21/22)	Current Year 22/23	In Credit	Total Outstanding
URBAN	74,154	29,836	33,552	53,766	(9,244)	182,065
RURAL	-	-	-	27,462	(28,715)	(1,253)
MINING	-	6,831	-	-	(0)	6,831
ALL	74,154	36,667	33,552	81,229	(37,959)	187,643



CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

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

ATTACHMENTS:

1. FS Income Statement Apr-23 [11.3.2.1 - 1 page]
2. FS Balance Sheet Apr-23 [11.3.2.2 - 1 page]
3. FS Cash Flow Statement Apr-23 [11.3.2.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue Expenses Apr-23 [11.3.2.4 - 2 pages]
5. CONFIDENTIAL REDACTED - G- 2022 LRCI Progression Table- Phase 3 \$1,136,912 ends 30 th June 23 as at 30-04-23 [11.3.2.5 - 1 page]
6. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667 30-04-2023 [11.3.2.6 - 1 page]
7. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090 as at 30-04-2023 [11.3.2.7 - 1 page]
8. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 30-04-2023 [11.3.2.8 - 1 page]
9. CONFIDENTIAL REDACTED - Flood Damage Report 30-04-2023 [11.3.2.9 - 6 pages]
10. CONFIDENTIAL REDACTED - Capital Budget Update as at 30-04-23 v 2 [11.3.2.10 - 3 pages]

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

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30th April 2023

	<i>2022/2023</i> <i>Actual</i>	<i>2022/2023</i> <i>Budget</i>
Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges	1,828,536	1,632,031
Fees and charges	285,423	460,400
Rental income	199,779	252,000
Interest received	341,843	75,500
Sales - contract and recoverable works	1,252,265	1,743,000
Other Income	172,269	190,500
Grants, subsidies, contributions and donations	7,559,275	5,296,379
Total Recurrent Revenue	<u>11,639,390</u>	<u>9,649,810</u>
Capital Revenue		
Grants, subsidies, contributions and donations	4,557,793	10,416,324
Sale of property, plant and equipment	239,121	0
Total Capital Revenue	<u>4,796,914</u>	<u>10,416,324</u>
Total Revenue	<u>16,436,304</u>	<u>20,066,134</u>
Total Income	<u>16,436,304</u>	<u>20,066,134</u>
Expenses		
Recurrent Expenses		
Employee benefits	(3,361,977)	(6,650,940)
Materials & Services	(6,761,199)	(1,682,375)
Finance Costs	(27,002)	(45,100)
Depreciation	(4,172,208)	(3,771,450)
Total Recurrent Expenses	<u>(14,322,386)</u>	<u>(12,149,865)</u>
Total Expenses	<u>(14,322,386)</u>	<u>(12,149,865)</u>
Net Result Attributable to Council	<u><u>2,113,918</u></u>	<u><u>7,916,269</u></u>

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30th April 2023

2022/2023 Actuals

Current Assets		
Cash and cash equivalents	15,979,929	
Trade and other receivables	529,032	
Inventories	351,120	
Total Current Assets	16,860,082	
Non-current Assets		
Property, plant and equipment	214,376,065	
Total Non-current Assets	214,376,065	
TOTAL ASSETS	231,236,148	
Current Liabilities		
Trade and other payables	(50,100)	
Borrowings	(90,701)	
Provisions	(1,320,187)	
Contract Liabilities	(4,620,289)	
Total Current Liabilities	(6,081,277)	
Non-current Liabilities		
Borrowings	(1,243,637)	
Provisions	(150,899)	
Total Non-current Liabilities	(1,394,536)	
TOTAL LIABILITIES	(7,475,813)	
NET COMMUNITY ASSETS	223,760,334	
Community Equity		
Asset revaluation reserve	120,416,299	
Retained surplus	103,344,035	
TOTAL COMMUNITY EQUITY	223,760,334	

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30th April 2023

	<i>2022/2023</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2022-23</i>
Cash Flows from Operating activities:		
Receipts from customers	3,291,335	2,360,431
Payments to suppliers and employees	<u>(11,249,352)</u>	<u>(8,333,315)</u>
	(7,958,017)	(5,972,884)
Interest received	341,843	75,500
Rental income	199,779	252,000
Non-capital grants and contributions	8,743,956	6,961,879
Borrowing costs	<u>(27,002)</u>	<u>(45,100)</u>
Net Cash Inflow (Outflow) from Operating Activities	1,300,559	1,271,395
Cash Flows from Investing activities:		
Payments for property, plant and equipment	<u>(9,139,758)</u>	<u>(6,216,644)</u>
Proceeds from sale of property, plant and equipment	225,030	
Grants, subsidies, contributions and donations	<u>4,557,793</u>	<u>0</u>
Net Cash Inflow (Outflow) from Investing activities	(4,356,935)	(6,216,644)
Cash Flows from Financing activities		
Proceeds from borrowings	0	0
Repayment of borrowings	<u>(44,075)</u>	<u>0</u>
Net Cash Inflow (Outflow) from Financing activities	(44,075)	0
Net Increase (Decrease) in Cash and Cash Equivalents held	(3,100,449)	(4,945,249)
Cash and Cash Equivalents at beginning of Reporting period	19,080,379	19,080,379
Cash and Cash Equivalents at end of Reporting period	<u>\$ 15,979,929</u>	<u>\$ 14,135,130</u>

TITLE:	Records Management Policy and Procedure	DOC REF: 11.3.3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

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 a new policy for adoption.

CONTENT:

Public sector employees and Government Agencies must manage any records created or received at work in accordance with the *Public Records Act 2002*. This information must be managed in a way that ensures its integrity is maintained and accessible. Good record keeping ensures that the right information is available to the right people at the right time and is of key importance to good governance. Records are vital to Council's on-going business activities.

Council is committed to compliance with standards established by the Queensland Government, Queensland State Archivist, the *Public Records Act 2002* and the Australian Standard for Records Management, AS ISO 15489-2002, and maintaining information and records that fully and accurately reflect its business activities.

In order to provide staff with appropriate guidance, tools, and services to ensure its record keeping commitments are achieved, a new policy has been drafted as attached to this report. In addition, a Records Management and Disposal Procedure which provides further guidance on the making and disposal of records within Boulia Shire Council has also been created.

It is recommended that the policy as presented to Council be adopted.

CONSULTATION:

CEO, Senior Administration Officer, Records Officer

GOVERNANCE IMPLICATIONS:

Council must manage records in accordance with the Public Records Act 2002.

RECOMMENDATION:

That the Records Management Policy as presented be adopted

ATTACHMENTS:

1. DRAFT Records Management Policy [**11.3.3.1** - 8 pages]
2. DRAFT Records Management and Disposal Procedure [**11.3.3.2** - 13 pages]

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

Records Management Policy

Category:	Policy
Policy Number:	TBC
Document Version:	1
Obsolete Version:	n/a
Keyword Classification:	Records keeping, Day Box Policy and Procedure, Records Disposal, Records Management
Summary:	To provide staff with guidance in relation to recordkeeping requirements
Adoption Date:	(to be added after Council adoption)
Resolution:	(to be added after Council adoption)
Due for Revision:	(Annually or Three years unless otherwise impacted by legislation)
Revision date:	(will be based on the revision period)
Date revoked:	n/a
Related documents:	Records Management and Disposal Procedure Councillors Code of Conduct Employee Code of Conduct Boulia Shire Council's Privacy Plan Business Continuity Plan Employee Code of Conduct Employee Confidentiality Agreement
Responsible Section:	Director Corporate Services
Responsible Officer:	Records Officer, Senior Administration Officer
Legislation:	Public Records Act 2002 Information Privacy Act 2009 Local Government Act 2009 Planning and Environment Act 2016 Public Health and Wellbeing Act 2005 Freedom of Information (FOI) Act 1992 Building Act 1975 Criminal Code Act 1899 Electronic Transactions (Queensland) Act 2001 Evidence Act 1977 Health Records Act 2005 Protected Disclosure Act 2010 Australian Standard for Records Management Right to Information Act 2009 Queensland State Archives General Retention and Disposal Schedule

PURPOSE

Boulia Shire Council (Council) is committed to making and maintaining information and records that fully and accurately reflect its business activities and undertakes to provide its staff with appropriate guidance, tools, and services to ensure its record keeping commitments are achieved.

Public sector employees and Government Agencies must manage any records created or received at work in accordance with the *Public Records Act 2002*. This information must be managed in a way that ensures its integrity is maintained and accessible. Good record keeping ensures that the right information is available to the right people at the right time and is of key importance to good governance. Records are vital to Council's on-going business activities.

Council is committed to compliance with standards established by the Queensland Government, Queensland State Archivist, the *Public Records Act 2002* and the Australian Standard for Records Management, AS ISO 15489-2002.

The purpose of this policy is to provide framework and a guideline of practical assistance for the creation, management and disposal, when allowed, of records within Boulia Shire Council. All practices and procedures concerning information and records management within Council are to be in accordance with this policy.

This policy is to be read in conjunction with the Records Management and Disposal Procedure which provides further guidance on the making and disposal of records within Boulia Shire Council.

POLICY STATEMENTS

- Council will only copy, store and/or communicate any third-party content once it has obtained permission for the rights holder.
- Council ensures that risk management and business continuity planning are considered as an integral part of information and records management service delivery practices.
- Council does not condone the falsification, alteration, or damage of records, except in accordance with QSA records management standards and Retentions and Disposal Schedules (RDA).
- Council addresses those issues specifically relating to electronic information and records management to ensure that it meets defined business needs and information and records management best practice and irrespective of format ensuring that they are managed systematically and cost effectively.
- Council follows sound procedures for the security, privacy and confidentiality of all information and records and ensures all recordkeeping systems protect the records' authenticity.
- Council ensures that records of longer-term value are identified and protected for historical purposes and those records identified as permanent are transferred to the Queensland State Archivist in due course to become part of the state archives.
- Council will follow sound standardised procedures for the creation, maintenance and control of all information and records, including those in electronic format as well as the retention and disposal of all information and records, and for the storage of all corporate information both hard copy and electronic.

BENEFITS OF RECORDS MANAGEMENT

Records management governs the practice of any person who creates or uses information and records during their business activities. Records management at Boulia Shire Council includes:

- Setting policies and standards
- Assigning responsibilities and authorities
- Establishing and communicating procedures and guidelines
- Providing a range of services relating to the management and use of records, including training
- Designing, implementing and administering systems for management of records
- Integrating records management into business systems and processes

SCOPE

- This policy provides the overarching framework for all other corporate recordkeeping policies, practices and procedures.
- All aspects of agency business including any services that Boulia Shire Council has outsourced, implemented through inclusion of recordkeeping contractual clauses in the contracts of outsourced service provision.
- Applies to all aspects of organisational business, all records created during business transactions and all business applications used to create records including emails, database applications and websites.
- Applies to the management of records, in all formats and maintained on different media including hardcopy and electronic, created or received by Boulia Shire Council in support of its business, activities and transactions.

RESPONSIBILITIES

All Staff (including consultants, contractors, volunteers and any delegated bodies authorised to act on behalf of Council) and Councillors, whether permanent or temporary, are responsible for creating, maintaining and managing full and accurate records of their business activities and are accountable for adherence to and compliance with this policy, and with related records policies, procedures, business rules and guidelines. This includes:

- Ensuring that all records, including corporate emails, are maintained by being captured into Council's Electronic Document Records Management System (EDRMS).
- Being aware of Council's records management policies and procedures.
- Ensuring that no records are destroyed unless authorised by the CEO.
- Maintaining confidentiality of records they have access to in accordance with Council's Employee Code of Conduct and Confidentiality Agreement and the requirements of the Freedom of Information (FOI) Act and Privacy Act.

Councillors are responsible for ensuring that full and accurate records of activities undertaken in the course of their official duties as Councillors are created, managed and disposed of appropriately to meet Council's organisational needs and transparent governance practices

and conduct. Councillors are also responsible for respecting the confidentiality of records and unauthorised access and release of information.

In accordance with the *Public Records Act 2002*, the Agency's Chief Executive Officer (CEO) is responsible for carrying out, with the advice and assistance of the State Archivist, a program of efficient management of public records that is in accordance with all Standards issued by the State Archivist.

The CEO is also the accountable officer under the *Public Records Act 2002*. As the officer in charge of a public office, the CEO is responsible for:

- Ensuring compliance with regulatory framework outlined in this policy.
- Supporting record keeping at Bouliia Shire Council.
- Ensuring that corporate policies support the creation and maintenance of full and accurate records of functions and activities.
- Ensuring Council recordkeeping policies and procedures will meet QSA Standards and withstand external security.
- Ensuring that no illegal records disposal takes place.

Directors, Managers, Coordinators and Team Leaders are responsible for:

- Ensuring that effective recordkeeping practices within their department are performed in accordance with this policy.
- Ensuring that staff create and keep records as an integral part of their work and in accordance with established policies, procedures and standards.
- Ensuring that all new staff complete and receive EDRMS training.
- Ensuring that information about Bouliia Shire Council's recordkeeping policies, systems and procedures are communicated throughout their department.
- Ensuring that no illegal records disposal takes place.

The Senior Administration Officer is responsible for the development, implementation and on-going management of the records management program for Council. This includes:

- Development and implementation of a records management strategy, policies and standards which incorporate sound recordkeeping principles and records management best practice guidelines, including the effective management, monitoring, capture and disposal of Council documents and records.
- Monitoring and auditing compliance with strategy, policies and standards.
- Ensuring that information about Council recordkeeping policies, systems and procedures are communicated throughout the organisation.
- Conducting reviews of records and document practices.
- Management of the Administration Department.
- Appraising, archiving and disposal of records in accordance with the Public Records Act.
- Ensuring that no illegal disposal takes place.

The Records staff are responsible for the operations of the records management program for Council. This includes:

- Maintenance of corporate electronic and hardcopy records.
- Providing EDRMS training and record keeping advice to staff.
- File creation, storage and retrieval.

- Mail operations.
- Quality assurance checking and compliance monitoring.

Council ensures appropriate resources are allocated to the development, implementation, maintenance and improvement of the information and records management program.

Continual records support and training will be provided to assist Council staff, volunteers, Councillors and Contractors in successfully achieving their record management responsibilities, whilst employed at and engaged with Boulia Shire Council.

RECORDS SYSTEM

A systematic approach to the management of records is essential for Boulia Shire Council to protect and preserve records as evidence of actions. A records management system results in a source of information about business activities that can support subsequent activities and business decisions, as well as ensuring accountability to present and future stakeholders. Records enable Council to:

- Conduct business in an orderly, efficient and accountable manner.
- Deliver services in a consistent and equitable manner.
- Support and document policy formation and managerial decision making.
- Provide consistency, continuity and productivity in management and administration.
- Facilitate the effective performance of activities through an organisation.
- Provide continuity in the event of a disaster.
- Meet legislative and regulatory requirements including archival, audit and oversight activities.
- Provide protection and support in litigation including the management of risks associated with the existence of or lack of evidence of organisational activity.
- Protect the interests of the organisation and the rights of employees, clients, and present and future stakeholders.
- Support and document current and future research and development activities, developments and achievements, as well as historical research.
- Provide evidence of business, personal and cultural activity.
- Establish business, personal and cultural identity; and
- Maintain corporate, personal or collective memory.

Records Management Systems assist in making full, complete, accurate and reliable records, which include the following characteristics:

- Compliant with recordkeeping requirements arising from the regulated and accountability environment of Boulia Shire Council.
- Adequate for the purpose for which they are kept.
- Complete in content and contain the structural and contextual information necessary to document a transaction or describe an asset.
- Meaningful with regards to information and/or linkages that ensure the business context in which the record was created, and used, is apparent.
- Comprehensive in documenting the complete range of business for which evidence is required by the organisation.
- Accurate in reflecting the transactions that they document.
- Authentic in providing proof that they are what they purport to be and that their

- purported creators did indeed create them.
- Inviolable through being securely maintained to prevent unauthorised access, alteration, removal or destruction.

Boulia Shire Council maintains a comprehensive Electronic Document and Records Management System (EDRMS). Council's EDRMS, is used to capture, maintain, manage and store all corporate administrative records (both hardcopy and electronic and regardless of format).

While the EDRMS constitutes Boulia Shire Council's preferred primary records system for all corporate administrative records, there are a number of databases and software applications that may generate records which operate outside of the EDRMS.

The following "systems/tools" do not provide adequate recordkeeping functionality and are prohibited for use to store public records:

- hard copy systems not controlled by Council's EDRMS.
- email folders.
- local PC Drives.
- portable storage devices.
- shared (network) drives.

RECORDS DISPOSAL

As a public authority, Boulia Shire Council is required to comply with the *Public Records Act 2002* and any other appropriate legislation, standards and guidelines to ensure the consistent and effective disposal of public records held by, or under the control of, Council. Council must dispose of records in a planned and authorised way.

The Queensland State Archives General Retention and Disposal Schedule (GRDS) defines three processes that can lead to the legal destruction of records:

- Destruction of records under the principle of Normal Administrative Practice (NAP).
- Destruction of records covered by Retention and Disposal Authorities (RDAs).
- Specific authorisation to destroy records not covered by NAP or an existing RDA.

Records disposal includes the transfer of records to the custody of Queensland State Archives and the destruction and deletion of records.

Normal Administrative Practice (NAP) - The destruction of some records is permitted under NAP. NAP is a process that allows organisations to destroy certain types of low value and short-term information in the normal course of business, and to also reduce the amount of unnecessary information it holds. It covers the destruction of ephemeral material of a facilitative or duplicate nature created, acquired or collected by public sector employees during the course of their duties and is an important tool to manage our information efficiently and accountably.

Retention and Disposal Authorities (RDAs) - Standards issued by the State Archivist that defines the minimum retention periods and consequent disposal action authorised for classes of records which are described in it. RDAs provide continuing authorisation for the disposal of these classes of records. RDAs may be specific to Council.

Council will ensure that:

- Disposal actions are based on an informed decision making process.
- Disposal actions and retention periods for public records are justifiable.
- The destruction or transfer of public records in accordance with a disposal authority is undertaken using a secure method to ensure the content of the records is not released inadvertently.

To help ensure this, Council will implement a planned disposal program that:

- Is risk adverse and manages records through to the end of their lifecycle.
- Assists with legislative compliance.
- Makes for more efficient use of resources, reducing storage and maintenance costs.
- Enhances access to existing records by only retaining required records.
- Assists with identification of records required for Freedom of Information (FOI) requests, subpoenas and discovery in general.
- Ensures required records are kept for the correct period of time.
- Provides for the systematic management of Council records and reduces the risk associated with maintaining legislative compliance.
- Identifies permanent records, enabling appropriate management prior to transfer to QSA.

The Disposal Program will incorporate the following:

- All records irrespective of media or formats (e.g., hardcopy, digital documents, email and websites) and in all business systems.
- All staff whether permanent or temporary, including contractors, consultants, Councillors, students and the records of intermediaries.
- All business units (core and administrative).
- Any services that the organisation has outsourced.
- The overarching framework for all other corporate recordkeeping standards and retention & disposal schedules.

MONITOR, ASSESS AND REPORT

Monitoring, regular assessment and reporting of compliance with this policy is a mandatory requirement for all staff as identified in staff responsibilities in this policy and in staff members work plans and job descriptions.

BREACH OF POLICY

No exemptions exist from this policy. Where there is evidence of a breach of this policy, Boulia Shire Council will investigate to determine the circumstances and extent of the breach.

Employees found in breach of this policy will be subject to relevant Disciplinary Action. Substantiated breaches of the policy will require the employee to undergo additional training in their obligations under this Policy. Depending upon the severity of the case, the consequences for breaching this policy may also involve termination of employment.

Any matters involving criminal conduct will be referred to the Police/relevant agency as

required.

DRAFT



Boulia Shire Council Records Management and Disposal Procedure

**This procedure must be read in conjunction with
Policy #, Records Management Policy**

Procedure Adopted by Council on:	
Resolution Number:	
Next review date:	<i><insert next review date> (To be reviewed annually or every three years unless otherwise impacted by legislation)</i>
Responsible Section:	Director of Corporate Services
Responsible Officer:	Senior Administration Officer/Records Officer

The management and disposal of all Boulia Shire Council records is predominately governed by the *Public Records Act 2002*, Queensland State Archives General Retention and Disposal Schedule and the Queensland State Archives Local Government Sector Retention and Disposal Schedule.

The Queensland State Archivist (QSA) is responsible for the establishment of standards for efficient management of public records and for assisting agencies to apply those standards to records under their control.

All information created or received in the conduct of Council business, regardless of format, should be considered a public record and therefore captured into a recordkeeping system. A public record is any document that tells the story of any change, alteration, amendment or implementation of a decision or action made by Council - a who, what, when, where & why of Council's corporate business decisions. It is information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business, regardless of media.

All Council employees are responsible for creating and maintaining records that show evidence of any workplace activities and decisions.

Types of public records include:

Permanent records: A record may be considered permanent because of its evidential, fiscal, administrative, legal, informational or historic value. Council may identify records of cultural or historical significance that should be retained beyond the period set out in the approved retention and disposal schedules.

High value records: those that are important to the business, its operations, or stakeholders.

High-risk records: those that pose a significant risk to the agency if they were misused, lost, damaged or deleted prematurely.

Vital records: Records that contain information essential for the continued operations of an agency.



Boulia Shire Council

Records Management and Disposal Procedure

Council uses an Electronic Document Records Management System (EDRMS) to capture and provide reliable, long-term access to managed records for present and future use.

The EDRMS allocates a unique identifier number (document id number) on entry of a document into the system and allows for the necessary metadata (data describing context, content and structure of records and their management through time) to be associated with the record.

All records that are captured in the EDRMS should be captured as a complete and reliable record. Complete and reliable records are records for which the content, context and structure can be trusted as a true and accurate representation of the transactions, activities or facts that they document and can be depended upon.

A complete and reliable record must:

- contain not only the content, but also the structural and contextual information necessary to document the transaction and make sense of the content.
- be meaningful - the record can be understood because of the information it contains and/or the linkages that ensure the context in which the records were created and used is apparent.
- contain only the amount of information or context it needs to be meaningful and does not include extraneous information.
- have context - the record includes metadata and information that shows the business, legal and social context, relationships to other records, record systems and those who create, manage and use records.
- be authentic - it can be proven and trusted to be what it says it is and to have been created, used, transmitted in the way and by the person (or agency) that it says it was created, used or transmitted by.
- be secure - protected to prevent unauthorised access, alteration and removal.
- be accessible - can be located and accessed as required.

Retention Requirements

Retention is the preservation of records that makes possible the recall or recognition of information contained in the records. A General Retention and Disposal Schedule (GRDS) stipulates the period that records should be retained in their offices of origin before they are transferred or otherwise disposed of. The retention period is set from the date the record ceases to be current.

The Queensland State Archives General Retention and Disposal Schedule and the Queensland State Archives Local Government Sector Retention and Disposal Schedule provide a comprehensive list of records and their retention requirement for use across Council. Legally imposed record retention requirements are written into Federal and State laws and regulations. Some laws are universally applicable and all businesses are affected. Others are written for specific industries. Consequently, adherence to the retention requirements is imperative.

Retention and Disposal Authorities (RDAs) are legal instruments authorising the destruction or transfer of public records. They define the retention time that different classes of records must be kept and how



Bouliia Shire Council Records Management and Disposal Procedure

they are to be disposed of. They authorise the destruction of time-expired records. They also identify records that are to be permanently retained as State Archives.

The retention periods written into RDAs must be regarded as only minimum periods. This is because they only relate to the workings of the respective statutes and their administration by relevant government authorities or departments. There may be specific business needs for extending the retention requirements of records.

Retention periods may not apply to all records, and if an applicable retention period cannot be identified, the QSA is to be contacted for assistance.

When records have reached the end of their retention period and are ready for disposal, the Records Officer or Senior Administration Officer will complete an Application for Destruction of Records form seeking the approval of the Chief Executive Officer to destroy the records that are listed on the form. Once approved the record set for disposal is given to the Records Department for destruction.

Disposal

There are a range of processes and considerations that need to be associated with the destruction or deletion of records in or from recordkeeping systems.

Disposal of documents is not just the destruction or deletion of a record, it may also include the migration or transmission of records between recordkeeping systems, the transfer of ownership or the transfer of custody of records, e.g. to Queensland State Archives.

Council may only destroy or dispose of records in accordance with QSA standards.

A record should not be destroyed before competent assessment (appraisal decision) has been made of whether it should be retained for a longer period. Such assessment would involve knowledgeable consideration of business needs concerning due diligence/risk minimisation, and potential legal proceedings (taking into account both the need to retain documentary evidence and to bear in mind the limitation period or periods relevant to the potential for legal action).

Appraisal of records occurs when the records are initially transferred to the custody of the Records Department. The records will be sentenced at that time and the relevant disposal RDA and disposal class noted on the box lists and registered in the Document Management Register. If the disposal class is not clear then no disposal decision is made until the QSA have been contacted for advice. Disposal of records will NOT take place unless there is a relevant RDA and disposal class entry on the document.

Appraisal of records for potential disposal should involve the following considerations:

- **Legality:** Disposal of public records must be conducted in a lawful manner.
- **Informed decision making:** Disposal actions must be based on an informed decision making process.
- **Justification:** Disposal actions and retention periods for public records must be justifiable.
- **Authorisation:** Disposal of public records must be authorised by the CEO.



Bouliia Shire Council

Records Management and Disposal Procedure

- **Planning:** Disposal of public records must be planned, regular and integrated into the agency's records management program.
- **Security:** Destruction or transfer of public records in accordance with a disposal authority must be undertaken using a secure method to ensure the content of the records is not released advertently.
- **Accuracy:** Development and maintenance of disposal authorities, and their interpretation and implementation must be accurate.

Disposal of Physical Source Records

Hard copy documents that are subsequently scanned into the EDRMS become a Physical Source record. Physical Source records that have been digitised (i.e. successfully saved into the EDRMS) can be destroyed under Disposal Authorisation 2074 if certain conditions are met. The following applies to physical source records that have been successfully converted.

- Records must not fall under one of the following excluded records categories:
 - records of intrinsic value

Intrinsic value refers to the special qualities and characteristics of the original medium that contribute to the record's significance. The characteristics that make the record special could be lost or diminished if the physical source record is destroyed and only the content is retained. Intrinsic value may include:

- Records of significant aesthetic or format based value e.g. artwork or hand written ledger from previous centuries with examples of lost handwriting styles
- Records of utmost personal significance to the subject of the record e.g. handwritten letters within an adoption file
- Records of historical significance e.g. original proclamations
- Records relating to a significant person or place e.g. a document signed by a Prime Minister
- Surviving records of a significant event/disaster/incident which saw the disposal of records
- Records with special qualities and characteristics that could be lost or diminished if the original source record is digitised, converted or migrated into another medium

The intrinsic value of a record may be separate from its information value and the intrinsic value may be lost or diminished if replaced by a copy. A record of intrinsic value may have either the status of permanent or temporary under a disposal authorisation issued by the State Archivist.

- records required for legal purposes. A duty of care exists for agencies to ensure records that may foreseeably be needed as evidence in a judicial proceeding, including any legal action or a Commission of Inquiry, are not disposed of. The destruction of evidence is an offence under the *Criminal Code Act 1899* (s.129).
- records subject to a disposal freeze. A disposal freeze is a temporary restriction on the disposal of a designated set of records due to a special need to maintain access to the records (e.g. Royal Commission, impending election, Freedom of Information (FOI) application). It may be initiated from within the Council or by an external authority. Although a disposal freeze may be infrequent, the disposal program and procedures must ensure that records subject to a disposal freeze are not destroyed until the freeze is lifted.



Boulia Shire Council Records Management and Disposal Procedure

- migrated records
- born digital records
- Records must have a temporary retention status under a current disposal authorisation issued by the State Archivist (e.g. Council's core retention and disposal schedule). They may be either transitory, short-term or long-term retention. These records can be sentenced for destruction when their authorised retention period expires.
- Digitised reproductions must be accessible (identified, located and viewed as required) and held in a trusted system for the life of their temporary retention period. The reproduction must be a clear, complete and accurate copy of the physical source record that is fit for purpose.
- Council must document a defensible process that demonstrates how you meet the conditions of the source record disposal authorisation. The defensible process must be approved by Chief Executive Officer or their authorised delegate.

Disposal of Records under Normal Administrative Practice (NAP) 'Day Box'

The destruction of some records is permitted under Normal Administrative Practice (NAP) without authorisation. At Boulia Shire Council, this is referred to as a 'Day Box'. NAP is a process that allows organisations to destroy certain types of low value and short-term information in the normal course of business, and to also reduce the amount of unnecessary information it holds. NAP allows for the disposal of information which is of a trivial nature or is of such short-term value that it does not support, impact, or contribute to Council business.

It covers the destruction of ephemeral material of a facilitative or duplicate nature created, acquired or collected by public sector employees during the course of their duties and is an important tool to manage our information efficiently and accountably. This applies to both hard copy and electronic records.

The following categories of records may be destroyed as normal administrative practice:

- Superseded manuals or instructions;
- Catalogues, trade journals, newsletters, promotional material from other agencies, published material by other agencies for reference purposes
- Copies of press cuttings, press statements or publicity;
- Facsimiles where copies have been made;
- Drafts of reports, correspondence, speeches, notes, spreadsheets, drafts that do not support final drafts or documents and are not intended for retention the content of which has been reproduced and incorporated in the organisations systems etc.; and
- Routine statistical and progress reports compiled and duplicated in other reports.
- Working documents consisting of rough notes and working papers and calculations used only to assist in the preparation of other records such as correspondence, reports and statistical tabulations.
- Duplicate copies of documents, emails etc, which have been reproduced from the EDRMS.
- Additional copies of documents, emails and publications maintained for reference purposes.

When destroying records under NAP, Council staff need to consider:



Bouliia Shire Council Records Management and Disposal Procedure

- Is there a further administrative need to retain the record?
- Are others still using the record?
- If you believe it's just a copy, are you sure that an authoritative version exists in the EDRMS?

The decision to destroy records under NAP is the responsibility of the business unit, however it is recommended that consultation be undertaken with the Admin/Records Department to ensure that staff understand NAP and are able to apply it correctly in their day to day work, for instance, in the management of email records.

Appendix One of this procedure outlines the NAP Decision Process Flow.

Destruction process for documents under NAP - To safely and securely destroy paper records, the shredder is used, noting that all clips, bindings etc are to be removed first. Any material that is a printed, published promotional material can be placed into Council's bins.

Disposal of Documents Pursuant to Current or Likely Litigation

Records reasonably likely to be required as evidence in current or future legal proceedings must not be destroyed, concealed, rendered illegible, indecipherable, or incapable of identification. It may be necessary to commence or defend litigation or other proceedings, resulting in the need or desirability to produce documents as evidence.

Documentary evidence may need to be gathered to assert rights or to defend oneself in many contexts including but not limited to:

- Contractual dispute;
- Responding to the coercive powers e.g. Subpoena for documents, of a regulatory body or legal practice;
- Protection of the core business e.g. asserting or protecting a trademark, patent, copyright, design or trade secrets;
- Defence against allegations of breach of duty in the many areas of statutory obligation e.g. Industrial relations, occupational health and safety, environment;
- Defence against levying of penalties by regulatory bodies;
- Defence against actions for damages where breach of statutory or other duty is alleged.

Disposal of Records not covered under RDA or NAP

Where records do not fall under an approved disposal authority or the provisions of NAP, they can only be destroyed by authorisation from QSA. Council staff must contact the Records Department who will seek authorisation for the destruction of records on behalf of Council by requesting a Disposal Authority (Single Instance).



Bouliam Shire Council

Records Management and Disposal Procedure

Guidance on what documents are required to be kept

Staff should ask themselves the following questions when trying to determine which documents need to be kept - what is the ongoing use and value of these records; to whom and why. Consider the following four criteria for knowing what records to keep:

Records That Capture Decisions

- policies/procedures
- file notes from telephone conversations
- notes from meetings (between individuals) or telephone conversations
- tape or digital recording of incidents
- meeting minutes & agendas
- discussion papers
- authorisations
- business cases
- finance approvals

Records That Capture Action Taken

- internal/external advice
- consultation reports, feedback requests, public enquiries
- invoices for payment
- interactions – rights and entitlements of individuals and communities
- research – reports and data
- drafts – at key milestones (e.g. consultation, approval), that show change in direction, significant feedback or comments
- legal agreements
- Rates Notices/Dog Registrations/Public Notices

Records Created, Received or Kept

- Human resources (recruitment/payroll/qualifications and training/leave applications/illness & injury/advertising/certificates)
- Plans including Hardcopy;
 - o plans received electronically
 - o microforms
 - o maps, plans or drawings
- Technical Library including;
 - o publications
 - o Periodicals and Journals
 - o CDs, DVDs, Videos and CDROMs
 - o Books and other published documents
 - o Internet – downloaded and emailed documents
 - o Rates Notices/Dog Registrations/Public Notices
- Legal requirements - needed for future legal/disciplinary action;
 - o licenses/permits
 - o agreements and contracts
 - o advice
 - o leases
 - o compensation
 - o certificates
 - o application assessments



Bouli Shire Council

Records Management and Disposal Procedure

- o titles and deeds
- o business requirements - support decisions and actions
- o governing documents - constitution, rules, trust deed
- Financial
 - o financial reports (financial statements, annual budgets, reconciliations, audit reports, accounts payable and accounts receivable)
 - o tax invoices and income tax records, debtors and creditors, stocktake records and fleet expenses
 - o banking records - deposit books, bank statements, bank reconciliation, corporate credit cards
 - o assets & liabilities
 - o travel expenses and allowances
 - o taxation records relating to employees, TFN declarations, pay as you go (PAYG) withholding, superannuation and fringe benefits provided
 - o purchase orders
 - o cash book records - daily receipts and payments
 - o registration, certificates and accompanying documents to regulators (for example, ATO, Australian Charities and Not-for-profits Commission, and state regulators)
 - o grant & subsidies documentation
 - o contracts and agreements (insurance contracts, finance or lease agreements)

Records in all Formats, and Located in Business Applications

- emails inward/outward
- facsimiles inward/outward
- spreadsheets
- websites
- business applications/systems - infrastructure maintenance system (audit logs, data files, system change requests)
- Business requirements – EDRMS - below summarises the Schedule Contents
 - o community relations/services/consultation/public health documents
 - o Council properties & management documents
 - o development & buildings documents
 - o emergency services documents
 - o energy supply/telecommunications/technology documents
 - o economic management documents
 - o environment management documents
 - o equipment & stores document
 - o fleet management records
 - o governance documents
 - o government relations documents
 - o industrial relations documents
 - o land use & planning documents
 - o laws & enforcement documents
 - o parks & reserves documents
 - o rates & valuations documents
 - o recreation & cultural services records
 - o risk management documents
 - o road documents
 - o sewerage & drainage documents



Boulia Shire Council

Records Management and Disposal Procedure

- o strategic management documents
- o traffic & transport documents
- o waste management documents
- o water supply documents
- o work health & safety documents

Authorised Methods of Secure Destruction

Destruction of records should be irreversible, ensuring there is no reasonable risk of the information ever being recovered. Confidentiality of some information may be compromised through the careless disposal of potentially sensitive material. Disposal of such material via non-secure destruction bins is not permitted as it significantly increases the risk of unauthorised access to information, breach of privacy and divulging commercial information.

When disposing of working documents, and other reference materials which are no longer required for business purposes, it is vital that appropriate disposal facilities are used to protect sensitive information they may contain.

The key principle is that any material containing potentially sensitive, or personal information must be disposed of using secure facilities, i.e. shredder. Non-sensitive material should be placed into normal office bins.

Where records are scheduled for destruction this should be undertaken by methods appropriate to the confidentiality status of the records. All organisation records approved and eligible for destruction must be destroyed under confidential conditions, unless the material is widely published. If staff are uncertain of the status of a record, it should be treated as confidential and destroyed under confidential conditions.

Confidential records should be destroyed as follows:

- Destruction of paper records - Paper records must be placed in the shredder. They must never be placed in unsecured bins or rubbish tips.
- Destruction of optical media - Records held on optical media such as rewritable disks must be destroyed by cutting, crushing or other physical means.

Records may only be destroyed by approved methods of destruction. Boulia Shire Council's approved method of destruction is shredding.

Destruction of all records must be documented so that it can be proven that lawful destruction of records has taken place. Proof of destruction may be required in litigation proceedings, in response to FOI requests or as requested from QSA.

The Records Officer/Senior Administration Officer will handle the process for the destruction of records. If the process is contracted out a certificate of approved destruction must be supplied.

All staff need to be aware of their obligations and should refer to this procedure or if they are unclear, staff need to consult with the Records Department before they dispose of any records.

Frequency of Disposals

For the purpose of ensuring the effective management of the disposal program, it is imperative to take a coordinated approach to the sentencing and disposal of records.

Business units are responsible for boxing, cataloguing and sentencing hardcopy records managed within the department.



Bouliia Shire Council Records Management and Disposal Procedure

Electronic records stored in shared network drives are to be managed by the relevant business unit and where possible are to be transferred to the EDRMS.

Email folders should only be used for short term storage of messages. Emails of a business nature are to be captured in the EDRMS.

The authorisation for the disposal and destruction of physical records will be conducted annually and is the responsibility of the Records Officer/Senior Administration Officer.

For any record that is disposed, the Records Department is to enter information into Bouliia Shire Council's electronic Document Management Register, a permanent record of what has been disposed of. All the original signed forms are scanned and registered into the EDRMS. Where Notifications of Destruction are required to be given to QSA, applicable forms will also be digitised and recorded in Council's EDRMS as evidence of destruction.

Transfer of Permanent Records to Queensland State Archives (QSA)

Records identified as permanent in an approved disposal authority must be transferred to QSA.

Storage, Protection and Security of Records

In accordance with the principles of the *Information Privacy Act 2009*, Council will take appropriate measures to ensure the security of all records and information, to protect it against loss, unauthorised access, use, modification or disclosure, and against any other misuse.

Council's Business Continuity Plan provides preventative actions and contingency plans for an event which could disrupt Council's business functions.

Council is accountable for ensuring that records are adequately stored to prevent physical damage and/or loss and to minimise the physical deterioration of the records.

Inactive/physical source records will be retained in accordance with approved retention periods within Council's established storage facilities to ensure security and accessibility.

The following seven principles will be taken into consideration when storing records:

- Location - sites, facilities and area for records storage will be located away from known hazards and be convenient to user needs.
- Environmental control - records will be stored in environmental conditions that are appropriate to their format and retention period. Permanent value records are stored in the best possible conditions and records older than 30 years must be stored in the Council Strong Room or Records Storage Container.
- Shelving and packaging - the shelving, equipment and containers for records storage will ensure that records are secure, accessible and protected from deterioration.
- Maintenance and security - records storage facilities, areas and records will be maintained to safeguard their security, condition and accessibility.
- Protection from disaster - risks to records are minimised and managed appropriately.
- Careful handling - the retrieval and use of records in storage areas will be subject to controls that prevent damage and deterioration.
- Accessibility - records will be stored and controlled in facilities where they can be identified, located and retrieved easily.



Boulia Shire Council

Records Management and Disposal Procedure

Discoverable and Accessible Records

All records received or created within or on behalf of Council are official records that belong to Council and, subject to the considerations shown in this clause, are to be discoverable and accessible as authorised, for use and re-use.

Discoverable records are those that are in business systems and applications approved for use by Council. Accessible records are those that can be located and continuously used.

Council must ensure complete and reliable records are discoverable, accessible and are able to be used and re-used for their entire life by:

- keeping records in business systems and applications approved for use by Council;
- being able to discover and appropriately access records, with confidence in sufficiency of search;
- actively monitoring the health of records;

An employee's level of access to records will be relevant to:

- Position responsibilities and requirements
- Level of delegated authority;
- Privacy considerations;
- Legal professional privilege;
- Commercial-sensitivity; and
- Other specific considerations where confidentiality restricts the normal right of access to records;

Council is required to comply with legislation that permits access to its records by members of the public and authorised external agencies, or as part of a legal process such as discovery or subpoena in accordance with the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

Quality Assurance

Quality assurance checks will be conducted regularly to identify and rectify any inconsistencies or errors with the sentencing or the destruction of records. Quality assurance checks will include:

- Reviewing reports of all new folders created in the EDRMS to ensure the correct retention and disposal triggers have been applied.
- Periodical reviews of the EDRMS for records that have been destroyed to ensure metadata is updated and the electronic record is destroyed.
- Spot checks of boxes being sent to storage to ensure that the records are registered, sentenced and the correct triggers for review and/or destruction are set.



Boulia Shire Council Records Management and Disposal Procedure

Training & Awareness

Ongoing training on the records disposal program and procedures will be provided to staff. Increasing the awareness will help embed the process and requirements expected of Council staff and reduce the risk of unauthorised disposal occurring.

Staff exit procedures should contain a statement about recordkeeping obligations to ensure no records are destroyed or taken by the individual when leaving the agency.

Adherence to the Disposal Process noted within this document will be overseen by the Senior Administration Officer, with any associated procedures implemented by the Records Officer.

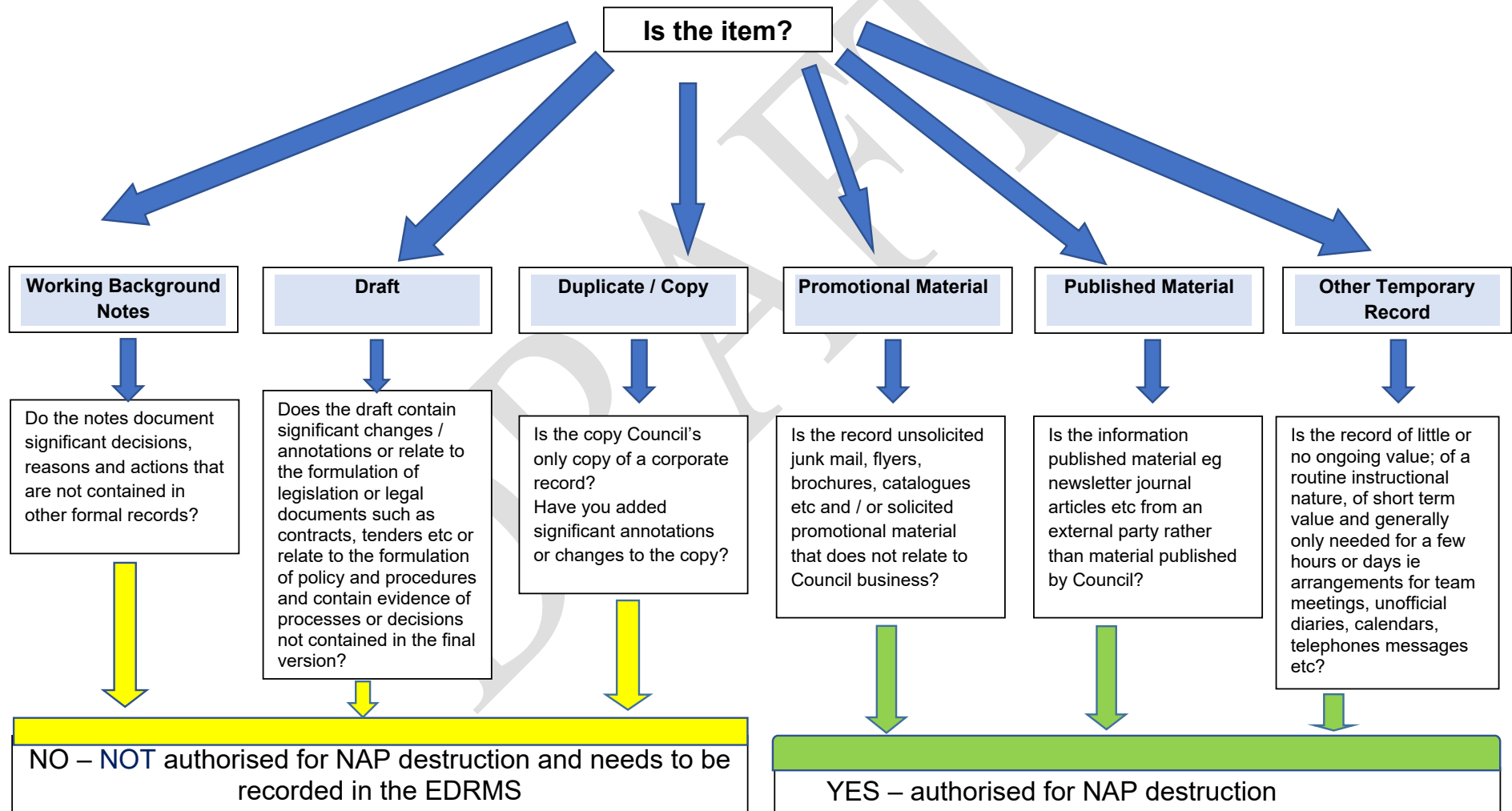
References

Link
Recordkeeping For government Queensland Government
Public service Code of Conduct For government Queensland Government
Queensland Recordkeeping Metadata Standard and Guideline (forgov.qld.gov.au)
Recordkeeping and you eLearning For government Queensland Government
General Retention and Disposal Schedule (GRDS) (forgov.qld.gov.au)
*Local Government Section Retention and Disposal Schedule QDAN480 (forgov.qld.gov.au)



Boulia Shire Council Records Management and Disposal Procedure

Appendix One NAP DECISION PROCESS FLOW



11.4 Community Services

TITLE:	Community Services Report for April 2023	DOC REF: 11.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 18/05/2023
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Current housing available:

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

Central West Health are still renting one house from us at 46 Hamilton Street.

A scope of works has been organised for the carpenter contractor with a priority of bathroom renovations at top of list, starting at end of July.

Grant updates:

We have not heard anything pertaining to the two grants submitted this year. They were:

- Qld Gambing fund- Gaol house upgrade \$76,595
- Dept Tourism Innovation and Sport-Qld Minor Infrastructure program. Two inverter heaters for the town swimming pool. \$112,281.
- A submission for the Move IT Qld sports foundation for \$5,000 will go in again in May.

Our submission to get the Melbourne Cup to Boulia on its cup tour was successful, but they wanted to come on the Camel Race weekend and there is no accommodation available in town at that time for the 5 Victorians travelling with the cup.

We have asked for an alternate date, but the Victoria Racing club likes to piggyback on major events in each town they visit so this does not look hopeful.

Library report:

The Library had a total of 138 visitors for the month.

This month we have be holding our first 5 forever program twice a week.

During the holidays Easter craft was done in conjunction with the Boulia Family and Community Services group as well as an Easter egg hunt. We also ran an Easter colouring in competition that had a lot of fabulous entrants.

We completed the Anzac Day with some great feedback received and have been organising The Biggest Morning Tea fundraiser which is to be held on the 25th of May.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131								

Sports Centre report:

- 200 people used the gym and sports centre for activities during the month of April.
- The swimming pool has been painted and refilled and new sand bought from a supplier in Townsville to refill the filters when emptied in May.

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That Community Services April 2023 report be received for information.

ATTACHMENTS: Nil

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

TITLE:	Min Min Encounter & Boulia Heritage Centre Report – March 2023	DOC REF: 11.4.2
REPORT BY:	Karen Savage Tourism Officer	DATE: 18/05/2023

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Monthly Activity Statistics: April 2023

Sales – tickets/merchandise	\$7455.29
MME total Visitor Stats	255
MME Tickets	82
BHC Tickets	14
COMBO Tickets	46
Rezdy Online Bookings during the month (no payment taken)	23

Social Media Statistics: April 2023:

Social media pages	Reached
TripAdvisor Review	0
Google Business Profile	506 (+17%)

REPORT ON ACTIVITIES HELD FOR APRIL

Visitor Statistic Reporting:

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

So nice to see a steady flow of visitors to the town now. Many of our tourists have come down from Mt Isa area or are heading out across the Donohue Highway with queries about both the Donohue and the Plenty being the most common questions asked. We are also beginning to see a trickle of tourists coming up from Birdsville and South Australia.

Group Bookings:

Two group bookings confirmed for May that were previously in doubt due to road closures. Two group bookings for April were cancelled due to road closures.

Social Media

Facebook posts reaching 10,199 with 40 new page followers. The top performer being the post entitled "Boulia – the little outback town with a big personality!" this reached 7,770 people. Facebook site has 1640 followers with 34% being Male and 66% being female.

Explore Queensland Network: n/a

Merchandise:

New merchandise (hats and coloured polos) have been popular as are the destination candles. Magnets and stickers continue to be our most popular items. A surprising addition to our sales has been the didgeridoo dog coats which all sold very quickly and will certainly be restocked for the future. Continue to explore more "upmarket" merchandise, however 2 of the companies we approached will not supply to us unless we can carry their full range.

Boulia Heritage Centre:

The Heritage Centre numbers have also increased this month, with the most common reason for not attending there being a shortage of time.

General:

Many travellers spend limited time in Boulia, perhaps one night and this doesn't allow for time to do both centres

CONSULTATION:

NIL

GOVERNANCE IMPLICATIONS:

NIL

RECOMMENDATION:

That the Min Min Encounter & Boulia Heritage Centre Report – April 2023 be received for information.

ATTACHMENTS: Nil

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

12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

9am – 9.15am Teams Meeting for Bouliia Shire Council and David Royston-Jennings - Deputation Request - JLT Risk Report, as requested by Lynn Moore

Elected Member Update 2023 – Discussion on locking in the EMU training with LGAQ at the Council Meeting 25th August 2023. The session is for four hours, and they are flexible with the timing.

From: [Kayla Waterhouse](#)
To: [Karen Haer](#)
Subject: Elected Member Update 2023
Date: Friday, 12 May 2023 4:23:58 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

You don't often get email from kayla_waterhouse@lgaq.asn.au. [Learn why this is important](#)

Good Afternoon Karen,

I hope you have been well!

Its that time of year again where I am trying to lock in dates for this year's Elected Member Update training. At this stage we would like to lock in **Tuesday 8 August 2023?** The proposed session will run 10am-2pm (we can be flexible with timing) and is for all elected members, CEO and any other senior members of staff who may wish to attend.

If you have a room that you could reserve for the council attendees plus 4 facilitators that has a projector/screen to run our presentation and wifi, that would be excellent!

If you have any questions or would like to discuss further, please contact me on 1300 542 700 or via email.

I look forward to hearing from you soon.



Kayla Waterhouse | Member Support & Engagement Project Coordinator
P: 1300 542 700 F: 07 3252 4473

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The Local Government Association of Queensland acknowledges Australia's First Nations Peoples as the Traditional Owners and Custodians of the lands and waters on which we work and live, and gives respect to Elders – past, present and emerging – and through them to all Australian Aboriginal and Torres Strait Islander people.



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