



**BOULIA SHIRE COUNCIL**

# **ORDINARY MEETING**

## **Agenda**

Friday 31 May 2024





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

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Ms Lynn Moore  
Chief Executive Officer

Please note:

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

**COMMONLY USED ACRONYMS**

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

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

## **3 Apologies / Leave of Absence**

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

## **7 Request to Address Council in a Public Forum**

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

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

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

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

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

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

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

## **8 Petitions**

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

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

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

## **9 Deputations**

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

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

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

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

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

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

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

### **Deputations for May 2024:**

- Western Queensland Primary Health Network (WQPHN) Chief Executive Officer, Sandy Gillies will present to Council a briefing regarding the Healthy Outback Communities (HOC) program, its progress to date and how WQPHN and Council could work together to roll out the program in Boulia.



## **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 Wednesday 24 April 2024  
COMMENCING AT 9:00 am**

**1 Meeting Opening with the Acknowledgement of Traditional Owners**

*Please note:*

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

The Mayor opened the meeting at 9 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 Jack Neilson  
Councillor Jan Norton  
Councillor Julie Woodhouse

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Henry Mascarenhas (Director of Works and Operations)

**3 Apologies / Leave of Absence**

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

## **4 Declaration of Interests**

**Moved:** Cr Britton

**Seconded:** Cr Neilson

In accordance with the *Local Government Act 2009* (Part 2 and 3), the following declarations of interest were made and dealt with:

<b>Councillor</b>	<b>Agenda Item Number</b>	<b>Matter to be discussed</b>	<b>Declaration Type</b>	<b>Particulars of the interest</b>	<b>How the matter was dealt with</b>
Cr Britton	11.1.5	Town Common Policy Changes	Declarable Conflict of Interest	Cr Britton and his wife/business partner own property adjoining the Town Common.	All other Councillors agreed that Cr Britton could stay in the room and take part in discussion and vote in the matter.
Cr Woodhouse	11.2.3	Endorsement of Council Support for Boulia Easter Races Event	Declarable Conflict of Interest	Cr Woodhouse is a volunteer Executive Member (Treasurer) of the Boulia Turf Club who organise the Easter Races Event.	All other Councillors agreed that Cr Woodhouse could stay in the room and take part in discussion and vote in the matter.
Cr Neilson	11.2.3	Endorsement of Council Support for Boulia Easter Races Event	Declarable Conflict of Interest	Cr Neilson is a volunteer Executive Member (President) of the Boulia Turf Club who organise the Easter Races Event.	All other Councillors agreed that Cr Neilson could stay in the room and take part in discussion and vote in the matter.

**Resolution No.: 2024/04.1**

**Carried**

## **5 Mayoral Minutes**

### **5.1 Great Artesian Basin Carbon Sequestration Fight**

**PURPOSE:**

To discuss with Councillors the Great Artesian Basin Carbon Sequestration Fight taking place at present and the request for financial support in the fight from Colin Boyce MP, Federal Member for Flynn.

**Moved:** Cr Britton

**Seconded:** Cr Norton

*That Council provide a letter of support to Colin Boyce MP regarding AgForce's legal battle in the Great Artesian Basin Sequestration Fight but at this stage no financial support be provided by Council.*

**Resolution No.: 2024/04.2**

**Carried**

### **5.2 Australian Institute of Company Directors Training - Mayoral Training Brief**

**PURPOSE:**

To provide to Councillors a brief on the Australian Institute of Company Directors (AICD) Training completed by the Mayor.

**Moved: Cr Neilson**

**Seconded: Cr Woodhouse**

1. That the Australian Institute of Company Directors Training - Mayoral Training Brief report be received for information.
2. That a future budget allocation be considered in the 2024-2025 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.

**Resolution No.: 2024/04.3**

**Carried**

## **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 Council in a Public Forum.

## **8 Petitions**

There were no petitions presented to Council.

## **9 Deputations**

Mr Gideon Genade from Gideon Town Planning will be addressing the Council at 11 am via Teams to discuss the draft conditions that have been raised for the Ergon Energy Development Application - application number DA2023/02, Boulia Solar Farm, Lot 101 Selwyn Road Boulia, also presented to Council via late report.

## **10 Confirmation of Minutes from Previous Meetings**

**Moved: Cr Norton**

**Seconded: Cr Britton**

*That the minutes of the Ordinary Meeting held on 12th March 2024 be accepted.*

**Resolution No.: 2024/04.4**

**Carried**

**Moved: Cr Neilson**

**Seconded: Cr Beauchamp**

*That the minutes of the Post Election Meeting held on 28th March 2024 be accepted.*

**Resolution No.: 2024/04.5**

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations March 2024 Report	<b>DOC REF:</b> 11.1.1
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

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

**Resolution No.: 2024/04.6**

**Carried**

<b>TITLE:</b>	Engineering Service Report – News brief for March 2024	<b>DOC REF:</b> 11.1.2
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Britton**

That the Engineering Services Report – News brief for March 2024 be noted.

**Resolution No.: 2024/04.7**

**Carried**

Mr Graham Smerdon (Council's Rural Lands Protection Officer) entered the meeting at 9.45 am.

Mr Smerdon left the meeting at 10.40 am.  
Meeting adjourned for morning tea at 10.40 am.

Meeting resumed at 11 am.

Mr Gideon Genade from Gideon Town Planning joined the meeting via Teams at 11 am to discuss the late report regarding the Ergon Energy Solar Farm Development Application (Development Application number DA2023/02).

Mr Genade left the meeting at 11.42 am.

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report March 2024	<b>DOC REF:</b> 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 2024.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

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

**Resolution No.: 2024/04.10**

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report March 2024	<b>DOC REF:</b> 11.1.4
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**PURPOSE:**

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

**Moved: Cr Neilson**

**Seconded: Cr Norton**

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

**Resolution No.: 2024/04.11**

**Carried**

<b>TITLE:</b>	Rural Lands Protection Officer March 2024 Report	<b>DOC REF:</b> 11.1.5
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**PURPOSE:**

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

*In accordance with the Local Government Act 2009 (Part 2 and 3), it is noted that Cr Britton has made a declaration of interest regarding this item (11.1.5) and as per resolution number 2024/04.1, all other Councillors have agreed that Cr Britton can stay in the room and take part in discussion and vote in the matter.*

**Moved: Cr Neilson**

**Seconded: Cr Norton**

1. That the Rural Lands Protection Officers Report for March 2024 be received for information.
2. That Council proceeds with obtaining quotes to purchase metal 1080 signs for later resale to local properties.
3. That the adoption of the Town Common Policy (policy 124) as presented be deferred until further notice. Councillor workshop to be held to discussed contents further.

**Resolution No.: 2024/04.8**

**Carried**

<b>TITLE:</b>	Systematic Inspection Program - extension of time	<b>DOC REF:</b> 11.1.6
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**PURPOSE:**

To request Council endorsement of an extension of time on the Systematic Inspection Program that was to be carried out between October 2023 and March 2024.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

That Council endorse an extension of time to 30<sup>th</sup> November 2024 for the Systematic Inspection Program October 2023 to March 2024 (original Council resolution number.: 2023/10.18).

**Resolution No.: 2024/04.12**

**Carried**

## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report March 2024	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

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

**Resolution No.: 2024/04.13**

**Carried**

<b>TITLE:</b>	Action List Update March 2024	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Norton**

**Seconded: Cr Woodhouse**

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

**Resolution No.: 2024/04.14**

**Carried**

<b>TITLE:</b>	Endorsement of Council Support to 2024 Easter Racing Event	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

To seek Council endorsement of the in-kind support provided for the 2024 Easter Races Event.

*In accordance with the Local Government Act 2009 (Part 2 and 3), it is noted that Cr Neilson and Cr Woodhouse have made a declaration of interest regarding this item (11.2.3) and as per resolution number 2024/04.1, all other Councillors have agreed that Cr Neilson and Cr Woodhouse can stay in the room and take part in discussion and vote in the matter.*

**Moved: Cr Norton**

**Seconded: Cr Britton**

That Council endorse the in-kind support of \$11,385.40 for the Boulia Turf Club for the 2024 Easter Races event.

**Resolution No.: 2024/04.15**

**Carried**

<b>TITLE:</b>	Councillors Remuneration Levels 2024-2025	<b>DOC REF:</b> 11.2.4
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**PURPOSE:**

Council to consider remuneration levels for 2024-2025 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 Britton**

**Seconded: Cr Neilson**

1. That the Council determine the Councillor remuneration payable to the Mayor, Deputy Mayor and Councillors for the 2024-2025 budget to be:

<b>Proposed rates as per the Tribunal Rates from 1/7/2024</b>	2024-25	<i>Annual Base meeting fee (75%)</i>	<i>Annual attendance at 12 meeting pa (25%)</i>	<i>Monthly Base meeting fee 75% split</i>	<i>Monthly meeting attendance (12) 25% split</i>
Mayor 100%	\$119,393	\$89,545	\$29,848	\$7,462.06	\$2,487.35
Dep Mayor 100%	\$68,880	\$51,660	\$17,220	\$4,305.00	\$1,435.00
Councillor 1 100%	\$59,695	\$44,771	\$14,924	\$3,730.94	\$1,243.65
Councillor 2 100%	\$59,695	\$44,771	\$14,924	\$3,730.94	\$1,243.65
Councillor 3 100%	\$59,695	\$44,771	\$14,924	\$3,730.94	\$1,243.65
<b>Total Annual cost</b>	<b>\$367,358</b>	<b>\$275,519</b>	<b>\$91,840</b>		

2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2024-25 (via [LGRenquiries@dlgrma.qld.gov.au](mailto:LGRenquiries@dlgrma.qld.gov.au))
3. That the 2024-2025 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$ 367,358 (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.: 2024/04.16**

**Carried**

<b>TITLE:</b>	Delegations to CEO and CEO to Staff - review	<b>DOC REF:</b> 11.2.5
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**PURPOSE:**

Council as a Local Authority is required to undertake a wide range of powers and functions that are prescribed in legislation and necessary for the good governance of the Shire. Council is required to determine the functions of a Local Authority that are to be delegated to the CEO and to review those delegations on an annual basis.



**Moved: Cr Woodhouse**

**Seconded: Cr Beauchamp**

1. That all the powers referred to in the document entitled "Register of Delegations – Council to CEO" attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the *Local Government Act 2009*.
2. That Council note in the Register of Delegations current delegations from the CEO to other staff.
3. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.

**Resolution No.: 2024/04.17**

**Carried**

<b>TITLE:</b>	Policy Reviews - Study Policy, Standing Orders and Model Meeting Procedures, Councillor Code of Conduct, Investigation Policy	<b>DOC REF:</b> 11.2.6
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**PURPOSE:**

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of several policies.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

That the following policies, as presented, be adopted:

- Policy 129 Councillor Code of Conduct Policy
- Policy 132 Study Policy
- Policy 150 Investigation Policy
- Policy 151 Model Meeting Procedures and Standing Orders Policy

**Resolution No.: 2024/04.18**

**Carried**

<b>TITLE:</b>	Request for Views - Proposed Declaration of Special Wildlife Reserves - Pilungah and Ethabuka	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To advise Council of the request for views received regarding the proposed declaration of special wildlife reserves at Pilungah and Ethabuka.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

That a response be sent to the Department of Environment, Science and Innovation advising that Council have no objection to the proposed declaration of special wildlife reserves at Pilungah and Ethabuka.

**Resolution No.: 2024/04.19**

**Carried**

<b>TITLE:</b>	WHS Report	<b>DOC REF:</b> 11.2.8
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**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with

evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**Moved:** Cr Norton

**Seconded:** Cr Neilson

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

**Resolution No.:** 2024/04.20

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services March 2024 Report	<b>DOC REF:</b> 11.3.1
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**PURPOSE:**

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

**Moved:** Cr Woodhouse

**Seconded:** Cr Beauchamp

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

**Resolution No.:** 2024/04.21

**Carried**

<b>TITLE:</b>	Policy Review - 115 Employee Travel and Training, 125 Telecommunication Policy, 135 Flag Flying Policy	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

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

**Moved:** Cr Norton

**Seconded:** Cr Beauchamp

That policy 115 Employee Travel Policy, policy 125 Telecommunication Policy and policy 135 Flag Flying Policy be adopted as presented and that a copy of the updated policies be made available in the Councillor Information Hub.

**Resolution No.:** 2024/04.22

**Carried**

<b>TITLE:</b>	Budget Review Operational and Capital Budgets as at 31st March 2024	<b>DOC REF:</b> 11.3.3
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**PURPOSE:**

To provide a Budget Review to 31<sup>st</sup> March 2024 based on trends to date.

**Moved:** Cr Norton

**Seconded:** Cr Britton

That the Budget Review to 31<sup>st</sup> March 2024 as presented to Council be received and that the revised budget variations for Operational and Capital Budgets as shown be adopted.

**Resolution No.:** 2024/04.23

**Carried**

<b>TITLE:</b>	Financial Report for March 2024	<b>DOC REF:</b> 11.3.4
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**PURPOSE:**

Financial Summary as at 31 March 2024.

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

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

**Resolution No.: 2024/04.24**

**Carried**

### **11.4 Community Services**

<b>TITLE:</b>	Community Services Report March 2024	<b>DOC REF:</b> 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 Neilson

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

**Resolution No.: 2024/04.25**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulija Heritage Centre Report – March 2024	<b>DOC REF:</b> 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 Norton

**Seconded:** Cr Britton

That the Min Min Encounter & Boulija Heritage Centre Report March 2024 be received for information.

**Resolution No.: 2024/04.26**

**Carried**

## **12 Late Reports**

<b>TITLE:</b>	Development Application for a Material Change of Use for a Renewable Energy Facility (Solar Farm), File Number DA2023/02	<b>DOC REF:</b> Late Report
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### **PURPOSE:**

To provide Council with a summary of the development application proposal by Ergon Energy for a Renewable Energy Facility (Solar Farm) at Boulia and advise of the proposed conditions to be placed on the a application.

**Moved: Cr Norton**

**Seconded: Cr Woodhouse**

That the recommendations A, B, C as outlined in the 'Development Application for a Material Change of Use for a Renewable Energy Facility (Solar Farm), File Number DA2023/02' report be approved with the addition of the following conditions:

1. That appropriate measures and chemicals are used so as to ensure there is no impact on ground water.
2. That appropriate measures be taken to ensure that weed management issues are addressed and toilet approved chemicals are used on the land.
3. That an advisory note be included that Council prefers local contractors to be utilised during construction.

**Resolution No.: 2024/04.9**

**Carried**

## **13 Closed Session**

There were no closed session reports presented to Council.

## **14 General Business**

There was no general business to be noted at this meeting.

## **15 Meeting Closure**

The Mayor closed the meeting at 4 pm.

## **16 Confirmed**

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

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Director of Works and Operations April 2024 Report	<b>DOC REF:</b> 11.1.1
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<b>REPORT BY:</b>	Henry Mascarenhas Director of Works and Operations	<b>DATE:</b> 29/05/2024
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#### **CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

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

#### **CONTENT:**

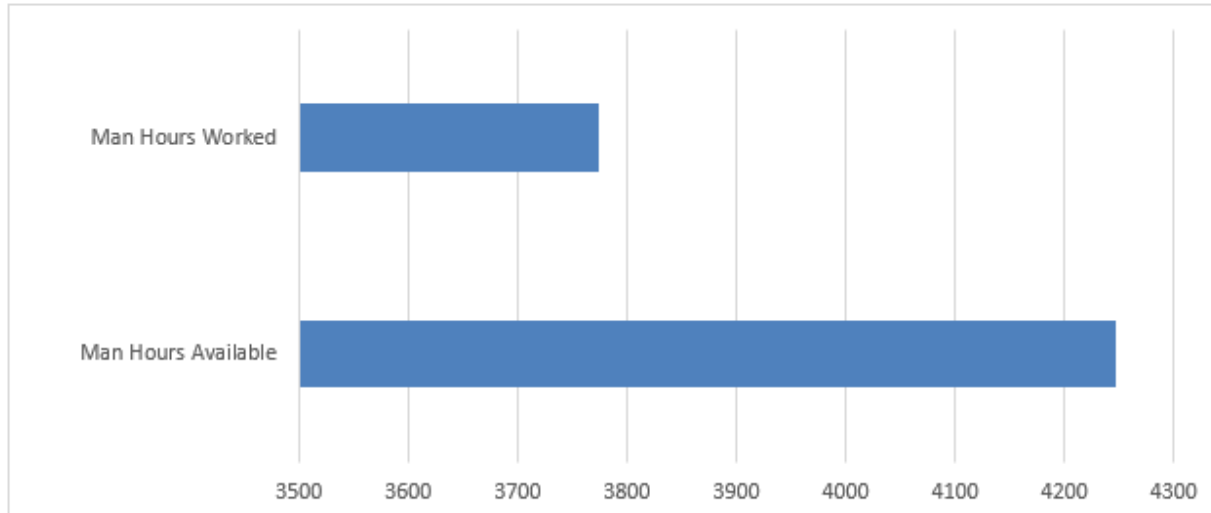
##### **Operations:**

1. Earthing Challenges at Swimming Pool, report has been received and works required to remediate has been organized. Works are minor in nature and will be addressed under Maintenance.
2. NCO to ACO Migration proceeding, benefits to be realized in FY25/26 when we line up for Audit alongside Boulia Landowners.
3. Donohue crew have been mobilized and commenced complimentary works for 3KM section on CH 220 – 223.
4. “Slashers Creek Road” has been remediated to “Slashes Creek Road” under RMPC and appropriate signage has been ordered.

##### **SHEQ: (Safety, Health, Environment & Quality)**

1. No LTIs or “Near Miss” reported.
2. Site visits carried out during the month to Coorabulka Road, Toolebuc Road, Donohue Hwy as also on the SH Network.

*Available Hours vs Hours Worked Graphical Summary:*



**Water Services:**

1. Cut over from Chlorine Gas to Saltwater Chlorination has been confirmed for end of May, will minimise the risk exposure from a HSE perspective of having to “handle” Chlorine Gas bottles as against using “Salt Tablets” as the medium of disinfectant.
2. Urandangi “Non-Potable Water” Signage works in progress, these have been delivered to the Works Depot, will be installed at the earliest.
3. QLD Water Program Director has been invited to visit Boulia to eyeball our existing water infrastructure as also advise on industry practices.

**People Services:**

1. Two new staff have commenced within Works & Operations as Caretaker & DWO Admin relief roles.
2. L&D organised to get staff trained as AROs and get through Plant Tickets utilising LGAQ funding, thereby saving Council \$23,333.
3. Regulated Training (Traffic Management) delivered by RAPAD Skills and a total of 196-man hours invested in up-skilling our people.
4. Works & Operations staff Training Register has been completed; this will provide a baseline based on which Mandatory & Up-Skilling Training will be provided.

Current Date:	Monday, 27 May 2024	Legend	Date Expire
No# Days of Warning:	180	Does not expire in warning period	27/05/25
		Expiring within next 180 Days	28/05/24
		Already Expired	28/05/24

Qualification/Licence Register- Depot						
USI #	Employee ID#	Employee	Description	Reference #	Date Issue	Date Expire
						END
		Henry MASCARENHAS	Electricity Supply (Introductory) Lvl 2	013-372-8974	04/08/17	N/A
			BA - Economics	160817	13/06/06	N/A
			Masters of Management Studies - Strategic Management		16/10/20	N/A
			Certificate in Project Management	GR633076076HM	21/07/17	N/A
			Drivers Licence			
						END

### **Major Projects:**

1. 58 Pituri Street has been completed, and minor items needed to be fixed have been escalated to Richardsons.
2. Industrial Estate being followed up to ensure completion, this has been a challenge, yet workings to this goal are on-going.
3. Donohue workshop booked for June 2024 to review historical performance and baseline way-forward.

### **Challenges & Way Forward:**

1. Review and sign-off on RMPC rates & program of works for the FY24/25.
2. Review and Price up Special Projects on TMR Corridor (Culvert Replacements, Overtaking Opportunity & Road Widening all on Dajarra/Mt Isa Road).
3. Completion of QRRRF works on Coorabulka Road which is tied in with June 2024 deadline.
4. Review Donohue Project on an "As Is" basis and plan a way forward for the future delivery.
5. Submission of BoSC "Flood Planning" tasks/activities to get us shovel ready items in this list (Website DB, Georgina Bridge & Longreach Channels, Hamilton Channels, Boulia Flood Study, LiDAR).
6. Completion of Legacy works (Truck Stop, Industrial Estate Services, Racecourse Reserve Easement).

### **CONSULTATION:**

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

### **GOVERNANCE IMPLICATIONS:**

All work to be completed within guidelines and budget allocations.

### **RECOMMENDATION:**

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

### **ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Engineering Service Report – News brief for April 2024	<b>DOC REF:</b> 11.1.2
<b>REPORT BY:</b>	Stuart Bourne GBA – Senior Civil Engineer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2: Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**1. Visits to the Shire**

9 <sup>th</sup> May Jason Burger	General building inspection on Pituri Street Units
8 <sup>th</sup> – 10 <sup>th</sup> May Nathan Raasch	Donohue Reseals Flood Damage Meeting with Gordon Donohue Meeting with Andrew
8 <sup>th</sup> – 12 <sup>th</sup> May Ryan McNamara	Donohue Reseals

**2. Flood Damage Works**

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

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

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

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

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

Betterment Submission submitted for South Urandangi Road await QRA feedback.

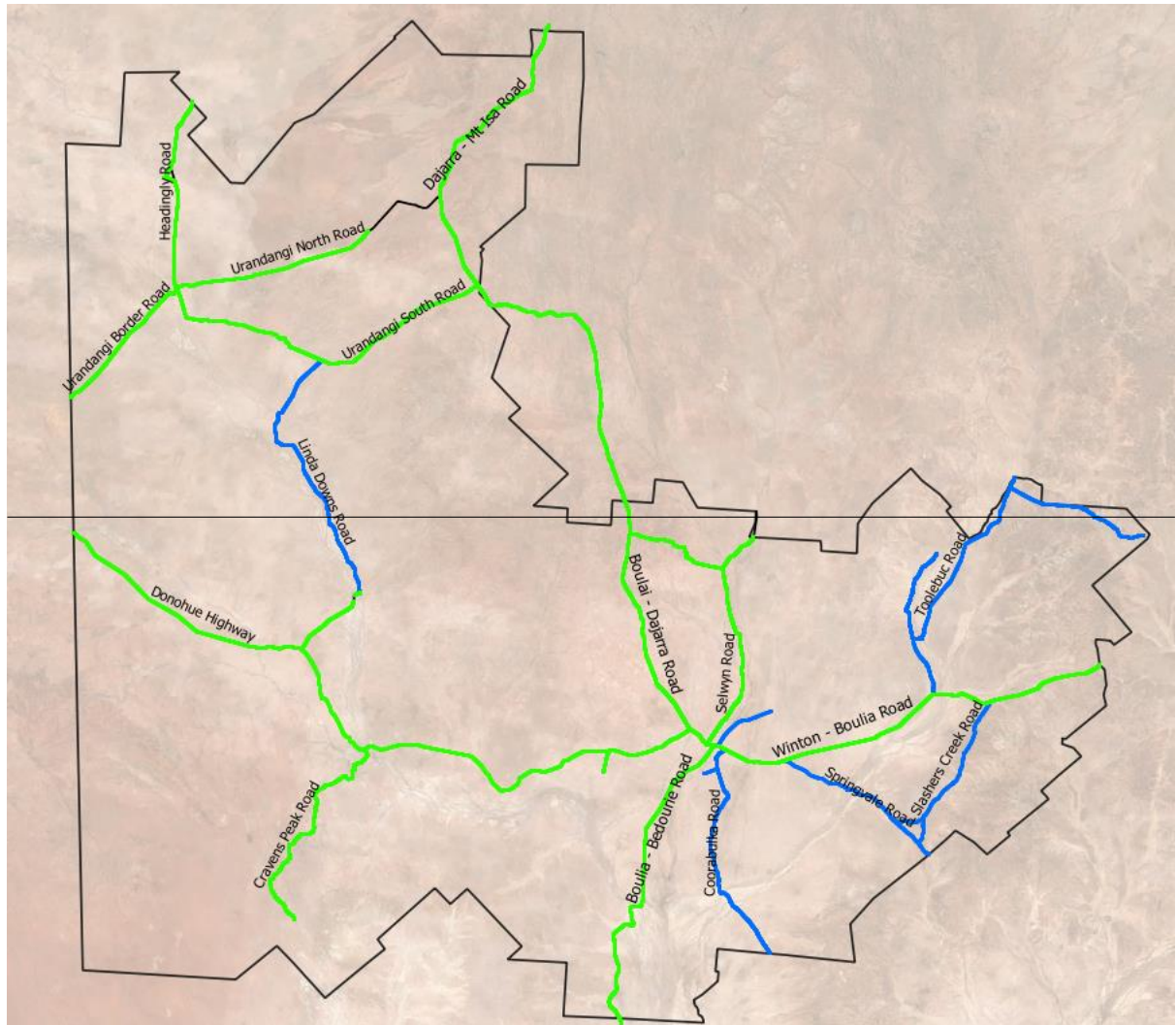


South West Queensland Flooding 6 - 23 January 2024 - Activation lodged - Approved.

Tropical Cyclone Kirrily, associated rainfall and flooding – Activation Lodged - Approved.

GBA has completed damage pick up of the Western Roads. Evidence collection to be completed in the coming weeks.

See Flood Damage Map for pick up progress. All Roads have now been picked up.



Flood damage submissions to be broken up into the following:

**North East Roads** – Pathungra, Toolebuc, Toolebuc-Middleton – **Completed**, waiting for QRA to finalise rates

**North Roads** – Selwyn, Selwyn Connection, Elrose - **Completed**, waiting for QRA to finalise rates

**South Roads** – Coorabulka, Slashes, Springvale, Warra, Montague

**Western Roads** – Donohue, Cravens Peak, Wirrilyerna, Linda Downs, Linda Downs Link, North and South Urandangi, Border and Headingly

### **3. Donohue Highway: Outback Way Funding Package 3**

There is 70.7 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 have commenced, 5.5km sealed late October. The remaining 2.5km earth works has been postponed.

Donohue Reseals were completed 7<sup>th</sup> – 11<sup>th</sup> May

- CH111.10 - CH114.7
- CH116.45 – CH122.4
- CH206.45 – CH211.5
- CH223.5 – CH233







#### **4. Priority Structures Upgrade. Waverly Creek Widening**

DTMR have changed this project to Waverly Creek Widening and funding has been pushed into 24/25 FY.

#### **5. Industrial Subdivision**

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

Electrical works to be recommenced. Waiting on quotation from Quality Electrical and once received will be able to define next steps for this part of the project.

#### **6. Truck Pull Over**

Solar Lighting marked out on site by Trent, yet to be installed. Quote sent to Kurt Smith for pricing.

Line marking to be done with the Donohue Emergency Airstrip late in May.

#### **7. 58 Pituri Street Duplex Units**

Design and Construction 95% complete, installation of Solar panels including inverters, connection of utilities and carpports almost complete.

Jason Burger undertook a general building inspection of the units, and no major issues were noted.

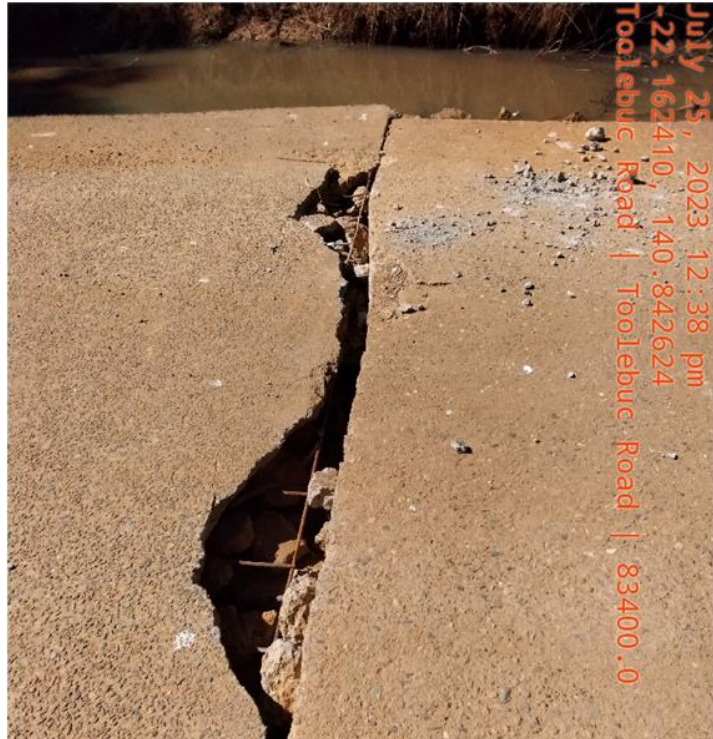
#### **8. Toolebuc Floodway**

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

Currently, water is undermining the structure, and the concrete floodway is in poor condition.

Survey to be completed May/June with a detailed design to follow.

Floodway to be submitted under betterment.



### **9. Springvale Intersection**

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

Scope: Realignment and intersection upgrade.

Survey to be completed May/June with a detailed design to follow. Initial designs have been received and we are in discussion with TMR regarding these.

## **10. Wills Street Drainage**

Culverts to be installed to assist in the drainage of Wills Street. Estimate has been completed. Existing design amended and Auzscot have been asked to price up the project based on the new design. The request for pricing falls under the LocalBuy arrangement so will not be required to go to tender.

**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 – News brief for April 2024 be noted.

### **ATTACHMENTS:**

1. Flood Damage Events - Detailed Summary ID 493372 [**11.1.2.1** - 1 page]

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (15/05/2024)**

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded 1. Slashes Creek - Works completed and completion photos picked up. Ready for Acquittal 2. Eastern Submission - approved 3. Western Submission - approved  Urandangi Bore Emergency Works Submission - approved  Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashes Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10	\$2,746,669.39		
	Jan-23	REPA Western Submission	\$4,055,018.32	\$3,838,088.82		
	Jan-23	Emergency Works				
			Betterment Application	\$1,482,250.02		
South West Queensland Flooding 6-23 January 2024	Jan-24	Counter Disaster Operations				Activation Request Lodged in MARs - Approved Likely to be no REPA
	Jan-24	REPA				
Tropical Cyclone Kirrily, associated rainfall and flooding	Feb-24	Counter Disaster Operations				Activation Request Lodged in MARs - Approved Shire roads damage pick up completed. North East and North Submissions Ready to be submitted - waiting on QRA to finalise rates
	Feb-24	REPA				

<b>TITLE:</b>	Foreman Road, Utilities and Service Report April 2024	<b>DOC REF:</b> 11.1.3
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<b>REPORT BY:</b>	Ron Callope Foreman Roads, Utilities and Services	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

6.2.4: Facilitate health and medical service provision for Bouliia 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 2024.

**CONTENT:**

**Racecourse:**

Arena and Grounds	General maintenance by the Caretaker of the Racecourse grounds is ongoing. Racecourse campdraft and rough stock arena has been prepared for upcoming event.
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**Town water testing and depot maintenance:**

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

Three Mile Campground	In general, tourists using the site are keeping the area tidy. Now that flooding has receded, one wheelie bin has been returned and continued monitoring of the grounds for rubbish is still being undertaken. Due to recent rain, regular Mosquito Fogging through the area will need to commence again in the near future.
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**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew. Planning for the proposed upgrade of both entrances to town is still ongoing.
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Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout April 2024:</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> April – Medium Strips &amp; Sport Centre</li> <li>• 13<sup>th</sup> April – Airport</li> <li>• 17<sup>th</sup> April – Medium Strips</li> <li>• 19<sup>th</sup> April – Fire Station, School Safety Park</li> <li>• 22<sup>nd</sup> April – Fire Station</li> </ul>
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### **RMPC/Works Crew:**

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

The crew began slashing on the Mount Isa/Boulia Road in mid-March and continuing into April. Approximately 29km is to be completed overall.

RMPC Surface Correction and Edge Repair on the Mount Isa road due to flood waters and wet weather conditions.

Contract with CSC has been requested for cancellation as of end of May 2024, one part time staff has been hired to carry out works in the interim. Long-term looking at utilizing Quality to carry out Waverley Creek rest stop clean as well, thereby consolidating service operations.

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

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

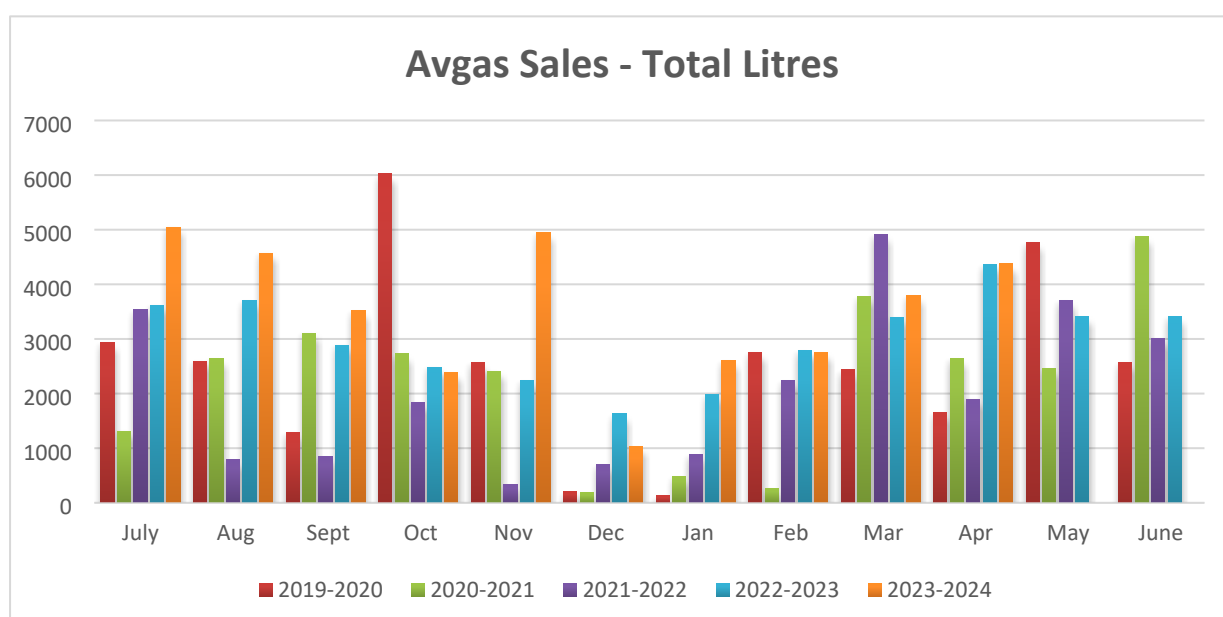
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

### **Urandangi Township**

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

### Boulia Airport activity:

Number of call outs: RFDS/Life Flight Rescue	2
Avgas/Jet A1 Refuelling	Total 33 – 33 self-fuelled through Compac



### Road Report Closures Statistics:

Apr 2024	Boulia/Dajarra	Dajarra/MtIsa	Boulia/Winton	Boulia/Bedourie	Boulia/Qld Bord.
<b>Open</b>	30	30	30	12	8
<b>Closed</b>	0	0	0	15	22
<b>Restricted</b>	0	0	0	3	0

Apr 2024	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc
<b>Open</b>	9	9	0	9
<b>Closed</b>	21	21	30	21
<b>Restricted</b>	0	0	0	0

Apr 2024	Coorabulka	Slashers Ck	Springvale	Selwyn
<b>Open</b>	14	30	2	30
<b>Closed</b>	16	0	28	0
<b>Restricted</b>	0	0	0	0

**Boulia Feral Animal Bounty Claims:**

Feral Pigs	90
Feral Dogs	5

**CONSULTATION:** Director of Works and Operations as required.

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

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report April 2024	<b>DOC REF:</b> 11.1.4
<b>REPORT BY:</b>	Jimmy Newman Foreman Roads, Construction and Maintenance	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure  
 2.1: Well connected  
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety  
 2.1.2: Deliver quality roadwork on non-Council roads within quality assurance guidelines

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Current and upcoming projects are as follows:

- **Donohue Highway:**
  - The camp was set up in January in preparation for the next section of pave and seal. Commencement of work has continued to be postponed due to wet weather and road closures.
  - 2.5km section programmed for this month was postponed due to side track underwater.
  - Commencement of work on 3km section Chainage 223
  - Prepared pads for upcoming re-seal work and slashing roadsides due to hazardous grass.
- **RMPC Works:** Instillation of guideposts and directional signs on the Boulia/ Mount Isa Road.
- **Pot whole patching** on the Boulia/Bedourie Road.
- **Flood Damage:** Winton Road Shoulder Works around Hamilton Channels



**CONSULTATION:** Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within guidelines and budget allocations.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	QRA Flood Damage Works Department April 2024	<b>DOC REF:</b> 11.1.5
<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 22/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

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

**Completed Works** from the Western Submission No. BoSC.0028.2223.REC Dec 22-April 23

**Mixed Crew**

- This crew have now completed all damaged repairs as outlined by QRA along the total length of North Urandangi Road (67 damaged sections repaired). This work has been carried out within budget and allocated timeframe.

**Harris**

- Harris A – This crew has been undertaking damage repairs to 37 sections along South Urandangi Road from Mt Isa Road to Linda Downs Road (Ch0.00 to Ch56.00). The damage to this section of road was extensive, with a great outcome achieved.
- Harris B – This crew undertook the repair to all pavement damage along South Urandangi Road – Start Ch56.00 Linda Downs Road to Urandangi township Ch112.00. Once again damage was of a severe nature with the following treatments utilised:
  - (A) Heavy formation grading
  - (B) Medium formation grading
  - (C) Rock protection
  - (D) Gravel resheeting.

Both Harris crews have now completed South Urandangi Road within budget and allocated timeframe, a great outcome for our shire.

**Current Projects**

**Mixed Crew**

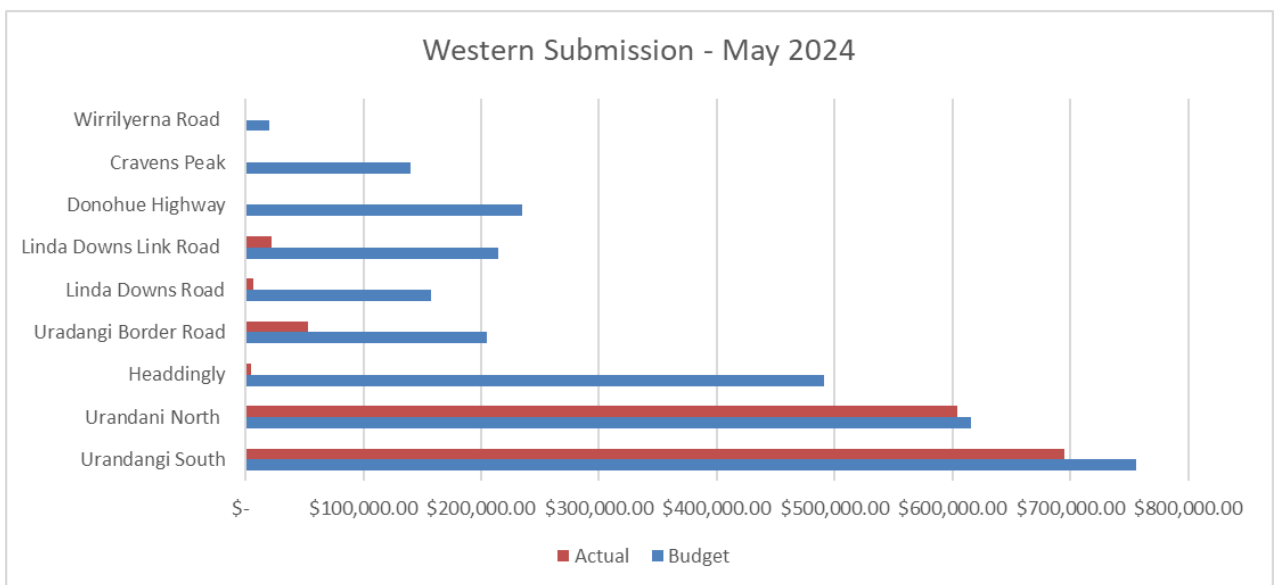
- Are currently working on Urandangi Border Road; total length 48.27kms, with 33 damaged sections. This current work is scheduled for completion June 2024.

**Harris A**

- Linda Downs Road; total length 89kms, with 37 damaged sections, timeframe for completion June 2024.

**Harris B**

- Linda Downs Link Road; total length 77kms, with 14 damaged sections. Timeframe for completions June 2024.



13 - Urandangi Border Road

Ch: 2,636m Offset: 2 m Left

-21.6217, 138.30  
2023.04.15 02:01



51 - Linda Downs Road

Ch: 52,744m Offset: 4 m Left

-22.1825, 138.7307  
2023.04.01 10:33:42







**Future Works**

- Headingly Road
- Donohue Highway
- Cravens Peak
- Wirrilyerna Road

**CONSULTATION:**

GBA as project managers for Council QRA Flood damage work.

**GOVERNANCE IMPLICATIONS:**

All work completed within QRA guidelines and budget allocations.

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Rural Lands Protection Officer April 2024 Report	<b>DOC REF:</b> 11.1.6
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<b>REPORT BY:</b>	Graham Smerdon Rural Lands Protection Officer	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 4: Caring for the environment  
 4.3: Sustainable  
 4.3.1: Ensure the region’s sustainability through integrated weed and pest management practices

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**RLPO:**

The month was checking Town Common and domestic animal control and some 1080 baiting.

**TOWN COMMON:**

The state of the feed on the Town Common has hayed off and there is still some good, if dry, feed on the common, well able to carry the number of stock running on it currently.

**PONY/CAMEL PADDOCKS:**

The feed in Pony Paddock is still having a hard time recovering and needs to be spelled for another 12 months. A notice needs to go out as people are putting their horse/s in there without telling anyone and when asked they get upset and their reply is “I can do it and there's nothing you can do about it”.

The feed in the Camel Paddock is holding up ok for the three camels that are in there.

**RODEO/LEASE PADDOCK:**

The feed in this paddock is starting to show signs of distress and it will need to be destocked before the start of Summer if there is no later Winter/Spring rain.

**DOMESTIC ANIMAL CONTROL:**

There was an incident involving a resident's dog where the dog got away from the young person who was holding it and then got into another resident's yard where it attacked and severely injured another animal (cat) causing the cat to die from its injuries.

The dog was impounded, and a letter was sent to the owner informing them that the dog was to be declared a Regulated Dog. The dog is still in the control of Council while the owner is waiting to get the proper enclosure built to keep the dog.

There were several feral cats trapped and all cats were humanely put down.

**CWRPM (TECH GROUP):**

There has been no meeting held this month. There is to be a Team's meeting to be held on the 27<sup>th</sup> of May 2024.

**WEED SPRAYING SHIRE ROADS:**

There has been no weed spraying done on any shire roads this month.

**RMPC:**

I carried out some weed spraying on road 93E from chainage 89.07 to 149.6, Boullia/Cloncurry Boundary to Dajarra. I put out 600 litres of mix.

**GRAVEL/BURROW PITS:**

Pits that I put pellets in last time I looked, still had water in them from the rain. I will be going back in May and having another look once the water has dried up.

**STOCK ROUTE:**

There have been no enquires for travel permits. I have been out and inspected some parts of the Stock Routes and you can see where the rain has fallen as there are large parts that missed the rain and other parts that have good feed.

**1080 BAITING:**

The dates and times for the first round of 1080 baiting have been sent out. Before that, I had two properties that wanted to do some baiting, I went out and treated approx. 200kg of meat with pig strength 1080.

The quotes for the metal 1080 Warning Signs have come back and I have attached them to this report. They have been marked as confidential in order to keep the pricing commercial in confidence, so are available for Councillor review in the Bigtinan. I would recommend going with the quote for the 100 signs from TCS as they are a bit dearer but much better quality.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

1. That the Rural Lands Protection Officer April 2024 Report be received for information.
2. That Council consider the quotes provided for the purchase of 1080 Warning Signs.

**ATTACHMENTS:**

1. CONFIDENTIAL REDACTED - quote 136735 1080 Warning Signs TCS [11.1.6.1 - 1 page]
2. CONFIDENTIAL REDACTED - Q 824050341 Artcraft Warning signs 1080 2 [11.1.6.2 - 2 pages]
3. CONFIDENTIAL REDACTED - Q 824050338 Artcraft Warning Signs 1080 [11.1.6.3 - 2 pages]

Reviewed by Director of Works and Operations	Mr Henry Mascarenhas
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Policy Review - Town Common Policy	<b>DOC REF:</b> 11.1.7
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 124 – Town Common Policy.

**CONTENT:**

A revised version of the Policy 124 – Town Common Policy was presented to Council at the Ordinary Meeting of Council on 24<sup>th</sup> April 2024. The adoption of a revised policy version was deferred, as requested by Council, so that a Staff/Councillor workshop could be held to discuss in length potential changes to the policy.

The workshop was held on the 13<sup>th</sup> May and was attended by Council’s CEO, DWO, RLPO and Councillors Britton, Neilson and Beauchamp (in accordance with the adopted Councillor Portfolio System).

Attached to this report is the revised policy version taking into account the feedback raised at the workshop. It is recommended that the policy as presented be adopted.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

Policies must be consistent with any relevant guidelines and legislation as issued.

**RECOMMENDATION:**

That policy 124 Town Common Policy as presented, be adopted.

**ATTACHMENTS:**

1. DRAFT Town Common Policy 124 [11.1.7.1 - 12 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Town Common Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	124
<b>Document Version:</b>	4
<b>Obsolete Version:</b>	2019/1.15, 23 <sup>rd</sup> January 2019
<b>Keyword Classification:</b>	TOWN COMMON
<b>Summary:</b>	Policy and guidelines for the use of the Town common, Council Controlled land (except for leased areas) and Stock Route reserves in Boulia and Urandangi
<b>Adoption Date:</b>	25 <sup>th</sup> June 2021
<b>Resolution:</b>	2021/B6.9
<b>Due for Revision</b>	Three years or as impacted by legislation.
<b>Revision date:</b>	25 <sup>th</sup> June 2024
<b>Date revoked</b>	n/a
<b>Related documents:</b>	n/a
<b>Responsible Section</b>	Executive
<b>Responsible Officer</b>	Director of Works and Operations
<b>Legislation</b>	Local Government Act 2009

## **POLICY:**

The Council has responsibility for care control and management of the area of land surrounding the Townships of Boulia and Urandangi for the purposes of a Town Common, Council Controlled land (except for leased areas) and reserves. The purpose of this policy is to establish guidelines for the grazing of animals on the Town Common and Stock Route reserves, Council Controlled land (except for leased areas). The application for grazing animals on the Town Common and reserves is to be made on the Council's form '**Application to Depasture Stock on the Town Common – Council controlled land (except for leased areas).**'

The common may, subject to this policy, be used for the grazing of stock including registered and branded (cattle/horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof. Feral animals and declared pests are excluded and will, wherever practical, be humanely destroyed or removed.

*\*Refer to 'Stock Type and numbers – page 4 for further information'*

### **Boulia Town Common:**

The Boulia Town Common is currently described as Lot 33 on CP 903938 and Lot 100, 106-108 on SP255329 Reserve 14 and comprises of an area of approximately 2,130ha surrounding the township of Boulia. Included in the area under control is the Stock Route which traverses the Common (Attachment 1 – map).

### **Urandangi Town Common:**

The Urandangi Town Common is currently described as Lot 8 SP 135892 and comprises an area of approximately 3,910ha surrounding the township of Urandangi.

Most of the area comprised in the Urandangi Town Common is currently leased and so the policy, where relevant, only applies to those areas not under lease.

## **ENTITLEMENT**

### **RESIDENT RATEPAYER:**

**Resident ratepayers** living in Boulia who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **30 stock** on the Town Common, subject to this policy and guidelines. This offer only applies to the principal place of residence and does not include other properties owned by applicant.

*\*\*Also refer to Increased Allocations above 30 head – page 3.*

**\*\* Children/trustees/guardianship** – The maximum holding for any one family group will be as such for an individual resident ratepayer. If different brands are held for each child/trustee/guardianship, then this information is to be provided to Council.  
le; Resident Ratepayer household = entitlement 30, split may be parent 10, child 1 (10), child 2 (10) etc

#### **RESIDENTS OF BOULIA:**

Persons who **are residents** of Boulia and have resided in the town for a period of at least 6 months and who do not own or have access to grazing land in excess of 15 hectares are permitted to agist up to a maximum of **2 stock** (per household) on the Town Common, subject to this policy and guidelines **including RBE registration**. Preference will be given to those who do not have access to 15 hectares if there is available capacity on the Town Common before other applicants.

#### **INCREASED ALLOCATIONS ABOVE 30 HEAD:**

Upon application to Council individual **resident** ratepayers **(one per household)** may apply for an increased holding under the following conditions:

- That the **total holding for the common** does not exceed 170 based on Dept. of Primary Industries carrying capacity for the common.
- That the applicant can only use **unallocated holdings** while there are no other requests to agist stock on the common.
- Should a request be received by Council for another valid applicant then the 'extra' stock must be removed within a reasonable time but no longer than one month.
- That the agistment fees are paid and kept up to date for the total number of stock held by the applicant or the stock are to be removed.

#### **OUTSTANDING DEBTS:**

Eligible applicants must not have any overdue debts to Boulia Shire Council at the time of application for a permit to agist stock on the Town Common. In this case the application will be refused until such debts are paid in full. Any change of eligibility status must be notified to the **Director of Works and Operations** WITHIN 7 DAYS.

### **BREACH OF POLICY:**

Any applicant who Council determines has breached the policy conditions concerning the Town Common and Council Controlled land (except for leased areas) may be banned from use of the common for up to five years.

### **MANAGEMENT OF THE TOWN COMMON / RESERVES**

Council Controlled land (except for leased areas)

Council has overall responsibility for management of the Town Common/Reserves, Council Controlled land (except for leased areas) and has delegated that responsibility to the Chief Executive Officer who by authority can delegate to other staff.

The day to day control of the Town Commons, Council Controlled land (except for leased areas) and identified reserves will fall under the jurisdiction of the Rural Lands Protection Officer who reports to the Director of Works and Operations.

### **GUIDELINES FOR TOWN COMMON**

#### **BIOSECURITY ENTITY REGISTRATION (valid 3 years)**

**Biosecurity entity registration** and the **property identification code** (PIC) system work together to improve biosecurity, allowing us to trace the movements of an identified animal and quickly contact the person responsible for it. A PIC relates to the land where animals are kept (refer to RLPO).

The registered biosecurity entity is the person, people or organisation responsible for the day-to-day keeping and care of the animals.

You will need to register and provided confirmation to Council if you are planning to run stock on the common if you have :

- 1 or more
  - cattle, sheep, buffalo
  - alpacas, llamas, or other animals from the Camelidae family
  - horses, ponies, donkeys, mules, or other animals from the Equidae family

#### **IDENTIFICATION OF STOCK:**



- All stock irrespective of age shall have a Special Boulia Shire Tag affixed to the ear (same side as the brand). Tags are to be supplied by Boulia Shire Council at the owner's expense.
  - the applicant must have Registered Biosecurity Entity documents - this applies to horses and cattle.
  - Horses and Cattle must be clearly branded with a registered brand in the applicant's name be ear marked, have an ear tag, NILS tag and owners tag. (copies of all to be provided for Council records).
  - Camels and other animals as permitted must be clearly branded and/or have distinguishing ear tags and ear marks.

**STOCK TYPE AND NUMBERS:**

- **NO ENTIRE ANIMALS WILL BE ALLOWED.**
- **Male Camels and Donkeys should be de-sexed if on the Town Common,** Council Controlled land (except for leased areas)
- **Stallions are not permitted on the Town Common,** Council Controlled land (except for leased areas)
- The first 2 head of stock agisted on any Town Common, Council controlled land (except for leased areas) are free as long as they are registered and branded (cattle /horses), ear tagged (cattle/camels) and ear marked (cattle/camels) and the young progeny thereof.
- The maximum number of stock to be permitted by each applicant, subject to entitlement as detailed above, shall be 30, being made up of a mixture of cows/horses/camels etc totalling no more than 30 head with a **maximum allowed on the Town Common,** Council Controlled land (except for leased areas) **to consist of 170.**
- If Council determines that any of the above mentioned lands are suffering from overgrazing, drought or any condition prejudicial to the continued wellbeing of the stock depastured thereon, it may reduce the stocking rate of each individual common user.
- The Director of Works and Operations shall issue destocking notices, if required to all permit holders to reduce numbers to a level determined acceptable by the Council.

- Poddy/Camel calves and foals irrespective of age shall be taken into account for permit and depasturage fee purposes in the same manner as adult Cattle and Horses.
- Camels are an asset to Boulia Shire due to their attraction for tourists especially during Camel Races. However, during such musters proper identification & fees must be paid on domesticated animals to avoid impounding and/or culling.
- Stock shall become eligible for a permit upon reaching the age of six (6) months. The Rural Lands Protection Officer (RLPO) or their representative appointed by the Chief Executive Officer will be the sole judge in this instance & their determination shall be final.

#### **NON-COUNCIL MUSTERS - MUSTERING TO BRAND**

**Stock owners are not permitted to carry out mustering without a permit from Council**

- o The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- o Non-Council musters must be advised to Council RLPO and yards must be nominated with approval given by the yard owner to Council **BEFORE** the muster is held. Eg; for branding purposes etc – **not for the removal of cattle.**
- o All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster.
- o All calves, at the time of their branding, must then have NILS tags and be read at that time.

#### **NON-COUNCIL MUSTERS - MOVING CATTLE OFF PERMANENTLY**

**Stock owners are not permitted to carry out mustering without a permit from Council**

- The muster **must have the consent** of the Rural Lands Protection Officer prior to the application to the Director of Works and Operations.
- A permit is issued by the Director of Works and Operations.
- Non-Council musters for the removal of cattle permanently from the Town Common must be advised to Council RLPO **BEFORE** the muster is held and the **only yards to be used are the Racecourse Reserve** and this must be pre-booked with 10 working days notice.
- All owners of cattle and adjacent landholders on the common must be notified 10 working days before the muster by the organiser of the muster. Council can

assist by using email blast, Facebook by publishing a Notice of an Intention to Muster.

- A copy of the National Vendour Deck (NVD) is to be provided to Council for their records.
- NILS transfer documentation is to be provided to Council for their records.

#### **ANNUAL COMPLIANCE MUSTERS:**

- Annual Compliance Musters will be carried out by the Rural Lands Protection Officer (RLPO), other staff and an authorised contractor between **August and September**.
- The specific yards to be used will be nominated and all stock holders and adjacent landholders will be given 10 working days notification by Council.
- Council will publish a Notice of an Intention to Muster on the Town Common, Council Controlled land (except for leased areas) using email blast, Facebook and other forms of technology available.
- When Council carries out the muster (not including a Council sponsored Compliance Muster), the cost will be charged to each owner on a per head basis at the date of each muster.
- Town Common, Council Controlled land (except for leased areas) users, if able to assist the RLPO with the muster, will be credited with hours worked to assist with the muster at the Council's day labour rate which is to be deducted from their share of the muster cost (this is not to be a cash amount).
- It is an express condition of the permit that all stock being mustered must be mustered to the designated or other Council approved yards (Paton or Racecourse Reserve yards).
- Horses and camels shall be part of an annual muster and fees also need to be paid.
- A Muster is required to keep wild animals in check and unregistered animals may be culled.

#### **ROLE OF RLPO:**

The Rural Lands Protection Officer will:

- Assess the condition of the Town Common, Council Controlled land (except for leased areas) and the appropriate stocking rate, subject to a **limit of 170 head** based on Dept. of Primary Industries carrying capacity for the common.

- Review the policy and guidelines and make recommendations to the Director of Works and Operations who will advise Council concerning changes or additions.
- Undertake a tally count at least twice annually which can be completed using current technology eg; drones/ GPS cameras etc.
- Undertake a stock muster if stock exceed the quota or conditions require a change to the number of stock on the commons/reserves, Council Controlled land (except for leased areas) or as determined by the Director of Works and Operations.
- The Rural Lands Protection Officer shall report to the Director of Works and Operations full details of:
  - stock numbers and movements within the Town Common, Council Controlled land (except for leased areas),
  - details of stock owners exceeding the stocking rate in force at that time and
  - those in financial arrears at the conclusion of the tally/muster.
- The RLPO will have authority to impound Stock. Stock may be sold to recover arrears with Council, with arrears to be deducted from the sale.

#### **HEALTH OF STOCK:**

- To minimise injury all horned cattle should be dehorned as young as possible and prior to weaning preferably under six (6) months of age. Older animals must be tipped (Ends of Horns removed without cutting into sensitive horn) without anaesthetic in order to reduce their potential to cause injury. It is the owner's responsibility to dehorn their own stock. Any cattle coming onto the common must also be dehorned as per policy.
- Diseased, maimed, aged or poor stock will not be permitted on the reserves and must be removed by the owner. Failure to remove those stock by the owner will result in the Council removing the stock and the cost charged to the owner. The welfare of the stock is the responsibility of the owner.

#### **FEES AND PERMITS:**

- Concessions per households for Resident Ratepayers and Residents of Boulia are permitted to have 2 head of stock (regardless of type) at no cost to be depastured on the Town Common and Council controlled land (except leased areas). The

signing of the agistment agreement is still required and acknowledgement to the conditions of this policy and its associated charges.

- In excess of 2 head of stock, there will be no concessions to fees payable to Council for charges incurred under this policy. The signing of the agistment agreement is an acknowledgement to the conditions of this policy and its associated charges.
- Stock shall not be placed on the above mentioned lands without the permission of the RLPO and Director of Works and Operations and/or before a permit in the prescribed form has been approved.
- Permits authorised by the Director of Works and Operations or the Chief Executive Officer will be the only recognised form of authority to depasture stock on the Town Common, Council Controlled land (except for leased areas).
- All fees are determined at Council's Annual Budget Meeting and must be paid at least 30 days in advance with notices given by Council.
- Failure to observe all conditions contained in the permit shall result in immediate cancellation of any approval previously granted to stock owner and they will be requested to remove the stock. Failure to remove the stock within a prescribed time (no longer than one month) will result in the removal by Council with all costs charged to the owner.
- In case of stock depastured for the first time, fees will apply for the quarter in which a permit has been approved.
- Applications for a permit and fees for depasturage will not be accepted once a Council sponsored muster has commenced and non-acceptance will continue until such time as the muster is finalised.
- All pound fees together with depasturage fees shall be payable in respect of stock seized on the Town Common, Council Controlled land (except for leased areas) for which no permit has been approved.
  - i. Owners of uncontrollable stock as determined by the Rural Lands Officer will be required to have their stock removed at the direction of the Director of Works and Operations.

#### **FENCING - JOINTLY OWNED LAND - ADJOINING THE TOWN COMMON**

Council will provide an annual budget allocation of **\$5,000 per annum in total** which is to be used only for the renewing of jointly owned land adjoining the Town Common, Council Controlled land (except for leased areas) (identified on the map – addendum).

Any landowners wishing to replace existing fencing may apply to Council and access funds if they are available. Fencing must be replaced within the same location (within reason) **and have previously been identified by the RLPO as needed.**

Funds will be available at the beginning of each financial year and can be utilised for material purchase only. Land owners must provide labour to access this funding source.

When applying for funding to fix fencing adjoining the Common, Council Controlled land (except for leased areas), applicants must either supply the materials or supply the labour, both items cannot be supplied by Council.

### **FENCING REPAIRS**

All fences which are shared between the Shire and adjoining properties for the Town Common Land, Council Controlled land (except for leased areas) and bi-secting Stock Routes will be inspected by the RLPO on a bi-annual basis at which such time a report will be issued to the Director of Works and Operations on their condition. All properties adjoining the Town Common, Council Controlled land (except for leased areas) and those which bi-sect the Stock Route and have fencing which is in need of repair will be issued with a notice to repair the fence within a reasonable timeframe. This timeframe will be advised in writing and determined by the reason and extent of the damage: ie: neglect/lack of maintenance (for example approx. 3 months), damage by floods etc (for example approx. 6 months).

**If the fencing is not repaired sufficiently to prevent stock wandering onto the Town Common/Stock Route/Reserve, Council Controlled land (except for leased areas) then the Council will repair the fencing and costs associated with the repair will be then charged to the property owner/lessee.**

### **WANDERING STOCK – UNAUTHORISED ACCESS TO TOWN COMMON/STOCK ROUTE**

Council Controlled land (except for leased areas)

All applicants who agist stock on the Town Common, Council Controlled land (except for leased areas) pay a fee to Council. Wandering stock, as a direct result of poor fencing management by adjacent landholders, creates an unfair situation to those who pay for the use of this land and the fodder it produces.

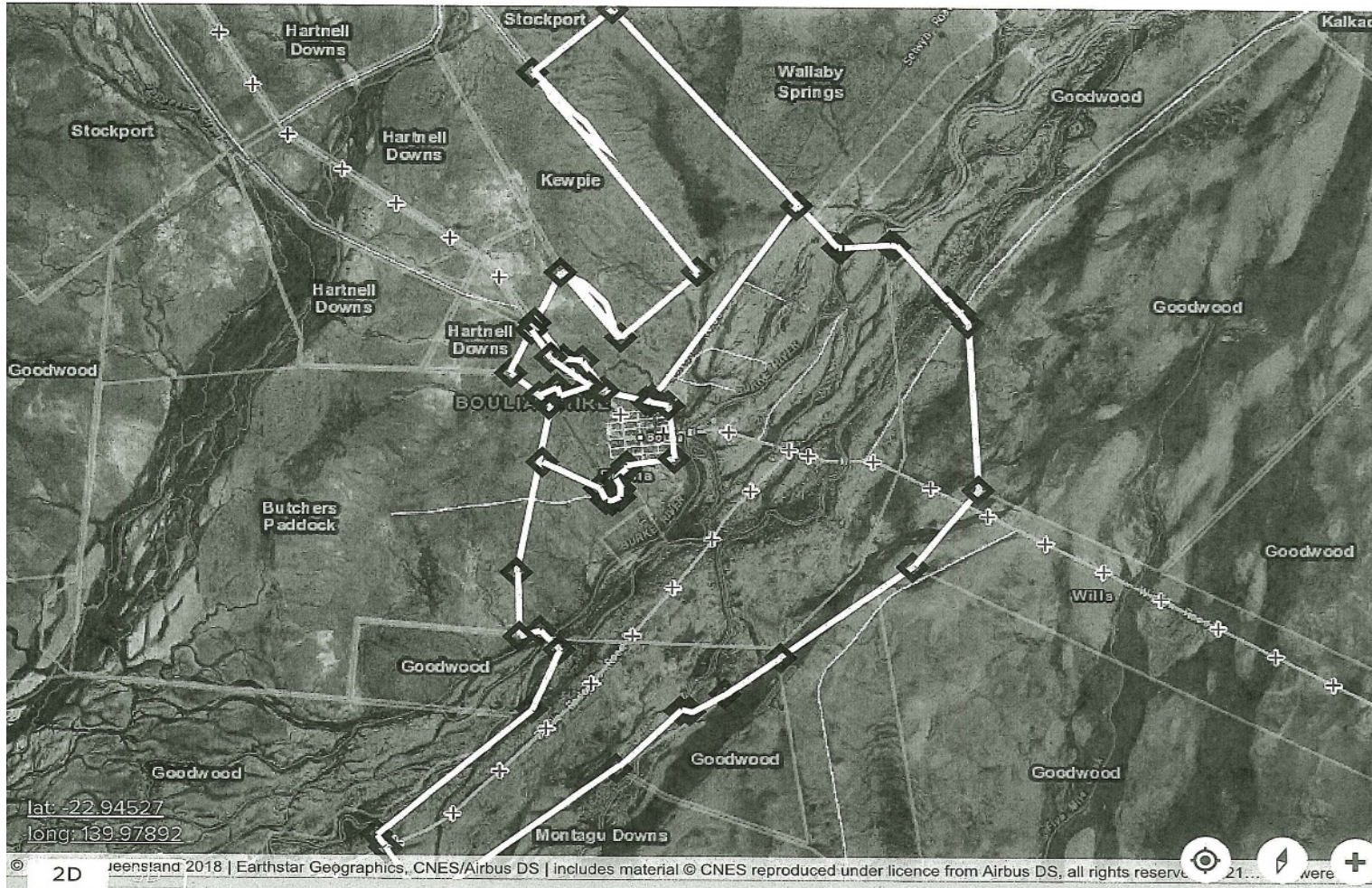
Any unauthorised stock located on the Town Common, Council Controlled land (except for leased areas)/Stock Route reserves described in this document will be impounded and/or identified (using available technology) and the owner will be

charged a minimum of **one months agistment fee per head**. An administration charge to cover the cost of dealing with this infringement will be charged at the hourly rate for the RLPO for the time expended to remove/identify the stock.

Secondary infringements by wandering stock will incur **double one months agistment fee per head** and the **charge for Council to repair the fencing** after identification by the RLPO and authorisation by the Director of Works and Operations.

Draft

**ADDENDUM** Town Common/Bisected Stock Route Map





## **11.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report April 2024	<b>DOC REF:</b> 11.2.1
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Enterprise Bargaining Agreement (EBA)**

I attended several strategic meetings during the month to finalise the draft version of the EBA. The Unions have the final draft of the proposed EBA and staff will be able to vote on the changes in late May.

A staff meeting is to be held in May to provide a summary of the improvements to their working conditions and wages. Bouliia in this iteration of the EBA will be able to provide staff comparative earnings to other Councils within the RAPAD region while still being financially prudent and sustainable into the future.

#### **Healthy Outback Communities**

This program has been rolled out in Barcoo and is being moved closer to a release date for Bouliia. The brief of the program is to reach out to people before they need health services and provide avenues to seek preventative measures. They will require support to move this forward and this is being discussed in brief at present as to what this might look like.

#### **Solar Farm development**

The development application notice was submitted to Council and has been reviewed and notifications provided as per our last Council meeting with the guiding assistance of Gideon Genade. This has now been signed and the project is moving forward.

#### **Bouliia Local Resilience Action Plan/NWQ Local Resilience fund.**

An exploratory meeting was held with QRA representatives to progress a 'Resilience' Action Plan which will assist us in the future to obtain funding for betterment.

Bouliia has been fortunate to be the recipient of \$4.5m under the NWQ Local Resilience Fund which will require some very quick submissions (before 10<sup>th</sup> June) to take advantage of the funding available. The funds are tightly controlled by

limiting projects to the previous flood events and we will be identifying projects to be submitted.

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

An update to the assessment of the grants was provided and an outcome is expected within a month.

### **Grant - Queensland Flooding Flexible Funding Grant - (QFFFG) QFFFG2L017**

Designs have now been provided by QTEQ. Locations will be Marion Downs bridge on the Bedourie Rd and Valley Creek on the Mt Isa Rd. The damaged sites on the Winton Boulia Rd will also need to be replaced but may be able to be claimed under QRA flood damage.

### **Boulia Shire Sales Permit - Gravel pit update**

Two pits are specifically required to keep the Donohue Highway project going and our workforce in work. **Pituri 1 and Glen Ormiston 7** are the two pits in question. After 16 months of identification/clarification, the last of the pits (Pituri 1 and Glen Ormiston 7) have been agreed to in an Interim Agreement with the groups and the Department and will be formally added to the Boulia Shire Council Sales Permit. This is not the end however as ILUA's for each of these identified pits are to be negotiated by the Department of Agriculture and Fisheries and are yet to be completed and this may take 1-2 years.

Conditions for consent as Boulia Shire is the Permittee:

- Restrictions as per the Site Based Management Plans are to be strictly adhered to.
- Load rites dockets for gravel removed to be provided.
- Signage installed for Pit name, Lat/Long details and contact person.

### **Quarry Material Native Title Update**

As proxy for the RAPAD Group of Councils, I attended the meeting on 3<sup>rd</sup> May. My briefing note will be delivered to RAPAD for the meeting on 27<sup>th</sup> May.

1. The Department of Agriculture and Fisheries (DAF) provided an update on the progress of the ILUA project, including meetings with Queensland South Native Title Services (QSNTS) and discussions about proposed ILUA agreements. They are progressing an Area Agreement ILUA in Barcoo Shire Council and have met with Wangkumara Native Title claimants to discuss the draft ILUA. There have also been meetings between native title groups and local governments.
2. DAF provided an update on the progress of quarry sales permit renewal under the *Forestry Act 1959*. There are permits expiring in various local government areas, and some pits can be renewed while others require ILUAs.
3. DAF encouraged regional organisations of Councils (NWQROC, SWQROC and RAPAD) to engage with their members and provide information to DAF to facilitate the renewal of sales permits.
4. Discussion occurred about use of Section 143, including confirming that an application process is not required. Providing advice to DAF on its intended use by local government is optional so that DAF is aware should the activity be reported as a compliance issue. Local Governments may also consider advising QRA about any intended utilisation of Section 143.
5. Legality issues in relation to the use of Section 143 were also raised, with discussion about the Fact Sheet prepared by the Queensland Reconstruction Authority about Section 143 that was provided to local governments in late 2023. The Fact Sheet

indicated that local governments may wish to seek their own advice on the use of Section 143.

6. DAF presented on the potential role of local governments in ILUA negotiations. Options include being a party to the ILUA, participating in broader discussions, or not participating. Local government participation is encouraged, as cultural heritage, employment, and environmental considerations are important to native title parties. Local governments can also negotiate their own ILUAs and review existing ILUAs to provide future act consent.
7. The group endorsed the final Terms of Reference (TOR) with a minor update to the meeting Chair. The TOR will guide the work of the Quarry Material Native Title Update group.
8. The group endorsed the final Communication Plan, which includes a newsletter to be distributed after each meeting to local governments, regional organisations of Councils, and the Local Government Association of Queensland (LGAQ). The group discussed the importance of the newsletter and the possibility of using surveys to gather feedback. DAF will continue to provide meeting outcomes summaries (communiqués) after each meeting.

### **Signage – Outback Way, Winton Intersection and Donohue Highway**

- Outback Highway (Australia’s Longest Shortcut) has been installed on the truck pull off bay near the intersection of the Donohue Highway and Mt Isa Rd. Thanks go to the Works Crew.
- Winton Intersection (‘This way to Boulia’) – 362klm... This is being looked at in conjunction with Winton Shire.

### **Positions Vacant:**

Economic and Community Development Manager	Position filled by Paul Bawden and will be commencing late May/early June.
Executive Assistant	Position filled by Lily Williams and will commence early in June.
Electrician	Position filled as a contractor – Kurt Smith, commenced in May.
Snr Administration Officer	Position filled by Korin Brown who commenced 7 <sup>th</sup> May 2024. Relief staff member Karen McGrath will be here in a support capacity until the end of May.
Racecourse Caretaker	Position filled by Tayla Day who will be commencing 15 <sup>th</sup> May. Pleasing to see as an Equal Opportunity employer that this role is being filled by a female.
Maternity Relief Depot Admin	Position filled by Zoe Krause who will be commencing on Monday 13 <sup>th</sup> May up until Nov as Meg Burns takes maternity leave.
RMPC Leading Hand	This position is currently being advertised.

### **Events/Conferences/Training**

<b>Date</b>	<b>Activity</b>	<b>Attendees</b>	<b>Location/completed</b>
<b>19<sup>th</sup> April</b>	<b>Budget Workshop</b>	Mayor Rick Britton All Councillors	Completed
<b>24<sup>th</sup> April</b>	<b>Council meeting</b>	Mayor Rick Britton All Councillors	Completed
<b>30<sup>th</sup> April</b>	<b>Queensland Treasury Corporation and</b>	Mayor Rick Britton All Councillors Executive staff	Completed

	<b>Elected Members training</b>		
<b>1<sup>st</sup> May</b>	<b>RFDS meeting</b>	Mayor Rick Britton CEO Lynn Moore	Completed
<b>1<sup>st</sup> May - 6pm</b>	<b>Senator McGrath</b>	Mayor Rick Britton All Councillors Executive Staff	Completed
<b>2<sup>nd</sup> May</b>	<b>Stock Route Working Management Group</b>	Mayor Rick Britton	Completed
<b>17<sup>th</sup> May</b>	<b>Budget Workshop</b>	Mayor Rick Britton All Councillors	Completed
<b>21<sup>st</sup> to 22<sup>nd</sup> May</b>	<b>Civic Leader Forum</b>	Mayor Rick Britton CEO Lynn Moore	Surfers Paradise
<b>27<sup>th</sup> May to 30<sup>th</sup> May</b>	<b>RAPAD F2F plus Roads/Water/Pest</b>	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Blackall
<b>31<sup>st</sup> May</b>	<b>Council meeting</b>	All Councillors	Boulia Shire Hall
<b>6<sup>th</sup> June</b>	<b>LGAQ President visit</b>	All Councillors/CEO	Australian Hotel
<b>28<sup>th</sup> June</b>	<b>Council meeting</b>	All Councillors	Boulia Shire Hall
<b>30<sup>th</sup> June to 1<sup>st</sup> July</b>	<b>Outback Way Forum</b>	Mayor Rick Britton Dep Mayor Jack Neilson	Canberra
<b>2<sup>nd</sup> July to 4<sup>th</sup> July</b>	<b>ALGA - National General Assembly</b>	Mayor Rick Britton Dep Mayor Jack Neilson	Canberra
<b>9<sup>th</sup> to 11<sup>th</sup> July</b>	<b>Rural Financial Counselling Service</b>	Mayor Rick Britton	Canberra
<b>26<sup>th</sup> July</b>	<b>Council meeting</b>	All Councillors	Boulia Shire Hall
<b>20<sup>th</sup> to 21<sup>st</sup> Aug</b>	<b>RAPAD F2F</b>	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	TBA
<b>27<sup>th</sup> to 29<sup>th</sup> Aug</b>	<b>LGMA conference</b>	CEO Lynn Moore DCS Kaylene Sloman	Cairns
<b>30<sup>th</sup> Aug</b>	<b>Council Meeting</b>	All Councillors	Boulia Shire Hall
<b>2<sup>nd</sup> to 3<sup>rd</sup> Sep</b>	<b>Outback Highway AGM</b>	Mayor Rick Britton All Councillors	Boulia – Hosting event
<b>4<sup>th</sup> Sep</b>	<b>Western Qld Alliance of Councils</b>	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Mt Isa
<b>18<sup>th</sup> Sep</b>	<b>Elected Member Update training (EMU)</b>	All Councillors	Boulia Shire Hall
<b>21<sup>st</sup> to 23<sup>rd</sup> Oct</b>	<b>LGAQ Annual Conf</b>	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson??	Brisbane
<b>25<sup>th</sup> Oct</b>	<b>Council Meeting</b>	All Councillors	Boulia Shire Hall

<b>26<sup>th</sup> to 27<sup>th</sup> Nov</b>	<b>RAPAD AGM</b>	Mayor Rick Britton CEO Lynn Moore Dep Mayor Jack Neilson	Brisbane
<b>29<sup>th</sup> Nov</b>	<b>Council Meeting</b>	All Councillors	Boulia Shire Hall
<b>13<sup>th</sup> Dec</b>	<b>Council Meeting</b>	All Councillors	Boulia Shire Hall

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Action List Update April 2024	<b>DOC REF:</b> 11.2.2
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

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

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

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

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

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Action List update April 2024 [**11.2.2.1** - 8 pages]

Chief Executive Officer	Ms Lynn Moore
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## Bouliia Shire Council Action List

	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday, 27<sup>th</sup> August 2021</b>					
1.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side.  1. Waverley Creek	<b>DWO - oversight</b> <b>WMgr - action</b> <b>Road crew - delivery</b> <b>Budget - TMR TIDS</b>	<b>22/05/2024: Special Projects for FY24/25 as per discussion between BoSC &amp; TMR</b>  19/4/2024 This program has been allocated to the 2024-2025 TIDS program – awaiting designs and scope of works from TMR.
<b>Friday, 16th December 2022</b>					
2.	16/12/2022		Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	<b>CEO - Action</b> <b>WMgr - investigate</b> <b>DWO - oversight</b> <b>CSM - Info</b> <b>Budget - Tourism</b>	<b>08/05/2024 This item to be discussed at ManEx. Beck Britton has some ideas to propose and so that ManEx team can confirm scope of works.</b>  <i>24/04/2024 Ordinary Council Meeting comment: Expression of Interest for works to be completed prior to height of Tourist season to be issued.</i>  19/4/2024 Carpenter has major projects to complete before June. W/Mgr to investigate alternative options.  31/10/23: Planter boxes and seating ordered and received, to be installed by carpenter in off tourist season.
<b>Friday, 21st April 2023</b>					
3.	21/04/2023		Cars to be removed from Urandangi after flood event.  <i>Ronnie to arrange this asap.</i>	<b>RUS - action</b> <b>WMgr - oversight</b> <b>Budget - Flood?</b>	<b>22/05/2024: Shall be completed by end of June 2024.</b>  15/2/2024 Further flood events have prevented this from occurring.  20/11/2023: removal in early 2024.
<b>Friday, 18th August 2023</b>					
4.	18/08/2023		Walkway from Caravan Park, Concrete Path around gate, new gate to install with a safety latch, for wheelchair access.	<b>RUS - action</b> <b>WMgr - oversight</b> <b>Budget - Town Mtce</b>	<b>22/05/2024: Completed</b>

					<p>15/2/2024 Gate has been made and is due to be installed end of February along with concrete pathway.</p> <p>20/11/2023: Ron Callope has advised contractor to build the gate.</p> <p>5/9/23: RUS to get contractor to get quotes for making of gate.</p>
5.	18/08/2023		Shade for Robinson Park – Concept brief to be completed by CSM. Council to get quotes, cost to dismantle one at Urandangi?	<p><b>WMgr - investigate</b></p> <p><b>CSM - grant?</b></p> <p><b>Budget - Gen Res/town mtce or grant funding</b></p>	<p><b>22/05/2024: Not financially viable due to complexity of labour required to dismantle and reassemble this structure in Boulia.</b></p> <p><i>24/4/24 Ordinary Council Meeting comment: consider looking at fixed roof and not a sail cloth (example similar to hall side of roof)</i></p> <p>19/4/2024 W/Mgr &amp; DWO to visit Urandangi to investigate options (existing shed/new shade structure).</p> <p>20/3/2024 Cllr Norton provided different option to 'shade sails'. This was forward to Council on 20/4 after budget review for their consideration.</p>
<b>Friday, 20th October 2023</b>					
6.	20/10/2023	2023/10.18	<p>That Council formally pass resolution in reference to:</p> <p>1. Pursuant to Section 113 of the Animal Management (Cats &amp; Dogs) Act 2008, to approve the systematic inspection program of all properties within the boundaries of Boulia Shire</p> <p>a. To be carried out from October 2023 to March 2024</p> <p>b. For the primary purpose of achieving compliance with the registration and microchipping requirements of the Animal Management (Cats &amp; Dogs) Act 2008;</p>	<p><b>RLPO - action</b></p> <p><b>W/Mgr - oversight</b></p> <p><b>Budget - Animal mgmnt</b></p>	<p><b>22/05/2024: This was carried out by the Independent Contractor</b></p> <p><i>29/04/2024 Per Resolution No.: 2024/04.12 That Council endorse an extension of time to 30th November 2024 for the Systematic Inspection Program October 2023 to March 2024 (original Council resolution number.: 2023/10.18).</i></p> <p>17/04/2024 Refer to report in April Ordinary Council Meeting Agenda. Extension to dates of operation to Nov 2024</p> <p>4/3/2024 Dates advised for April, once confirmed flyers to be sent out – 2 weeks prior to event.</p>
<b>Friday, 19<sup>th</sup> January 2024</b>					
7.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's</p>	<p><b>DWO - primary</b></p> <p><b>WMgr - delivery</b></p> <p><b>Budget - Land Dev</b></p>	<p><b>22/05/2024: BSC does not own the land as of date, this is being investigated by CEO EA, and once landownership has been identified, next steps can be progressed in terms of Survey.</b></p>



			requirements) be undertaken and registered by Boulia Shire Council. <b>Action request from 23/2/24 Ordinary Meeting: Review on Easement to be completed – consider if Council should develop and possibly sell blocks. Divert water and develop road?</b>		02/05/2024 Tony Morcom working on application documents regarding easements. 27/2/2024 Tony Morcom surveyor has been contacted to proceed with the easement survey for future land development. 27/2/2024 No further interest has been shown by any applicants. 22/1/24: Letter sent to tender applicants
8.	19/01/2024		Wash Down Bay   Council requested payment options to be investigated.	<b>WMgr - action</b> <b>Budget - Gen Res</b>	<b>22/05/2024: WIP</b> 15/4/2024 WMgr to contact Winton Shire Council to review their facility.
9.	19/01/2024		Outback Way Funding   BSC to review Longreach Channel on the Donohue Hwy with the installation of culverts. This channel goes under water before the Georgina River crossing.	<b>DWO - primary</b> <b>GBA - design</b> <b>WMgr - delivery</b> <b>Budget - subject to grant funding</b>	<b>22/05/2024: Being investigated with QRA as a part of the \$18M funding available, as also discuss under Donohue Workshop.</b> 15/4/2024 DWO to discuss with Stuart from GBA on his next visit for future upgrades to the Longreach Channel.
10.	19/01/2024		Boulia Household Water   BSC to investigate and advise on: <ol style="list-style-type: none"><li>1. Installation of a third water-storage tank.</li><li>2. Cyclone separating system for debris.</li><li>3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage?</li><li>4. Water filters for each residence and business in the township.</li></ol>	<b>DWO - primary</b> <b>WMgr - investigation</b> <b>Budget - W4Q/LGGSP?</b>	<b>22/05/2024: QLD Water Representative invited to visit Boulia to see “As Is” and provide some guidance, rather than engage a consultant at the front end.</b> 17/04/2024 Currently investigation work in progress. 5/3/2024 On hold with further work from hydrologist. Further contact to be made with Carbon and Water to investigate ALL potential solutions to this ongoing problem. 15/2/2024: CEO – Further report to Council on investigation being completed by Hydrologist on potential water supplies with 10-20klm radius. Hold this item for consideration of all potential solutions for a better water supply to the town.
<b>Friday, 23<sup>rd</sup> February 2024</b>					
11.	23/02/2024		Cllr Norton: requested Council address the excessive mozzies in the man-made water hole <b>between Harris Yard and Burke River</b>	<b>RLPO - investigation</b> <b>WMgr - oversight</b>	<b>22/05/2024: No need of fogging with current climate change.</b> 15/4/2024 Options to be brought to Council's May meeting.

12.	23/02/2024		Cllr Norton: suggested Council consider pre fogging in waterways after water/rain events e.g. 4 days after	<b>RLPO - action/delivery</b> <b>WMgr - oversight</b>	<b>22/05/2024: No need of fogging with current climate change.</b> 15/4/2024 Template has been developed for process and actions after the rain event. Another fogging round scheduled for 22/4/24.
13.	23/02/2024		Cllr Norton: With Easter coming up consider slashing Isa Road (grading or slashing) to make it safer. Loader for bush removal.	<b>RCM - action/delivery</b> <b>WMgr - oversight</b>	<b>22/05/2024: Completed</b> 15/4/2024 20km of slashing has been completed. 5/3/2024 Re-allocation of funding from TMR to complete slashing has been negotiated. The logistics/ accommodation etc are being worked through.
14.	23/02/2024		Cllr Beauchamp: Library plumbing issue – machine clearing sewer lines – should Council buy own water jetter	<b>DWO/WMgr</b> <b>Plant Committee</b> <b>Budget - CAPEX 24/25</b>	<b>22/05/2024: WMgr to investigate with Plumber</b> 27/2/2024 Plant Committee will meet once the new DWO has settled in.
15.	23/02/2024	General Business	Councillor Norton - looking to hold Mental Health First Aid course with RFDS. Would be a free 2 day (weekend) course. Minimum of 8 participants needed. Councillor Norton is looking into this more. Details are to be confirmed.	<b>WH&amp;S</b> <b>Budget -n/a</b>	15/4/2024 WH&S to contact Cllr Norton 12/03/2024 Cllr Norton noted at the Ordinary Meeting of Council that the course has now moved to May 2024. No obligation for Council to assist.
<b>Tuesday 12<sup>th</sup> March 2024</b>					
16.	12/03/2024		Cllr Britton: Suggested each Councillor attend one of the face to face RAPAD meetings	<b>CEO - noting</b> <b>EA - action</b> <b>Budget - RAPAD</b>	17/04/2024 Cllr Neilson booked to attend next RAPAD F2F (May) in Blackall.
17.	12/03/2024		Cllr Neilson: Investigate potential for footpaths to be done via TIDS funding	<b>W/Mgr - investigate</b> <b>RUS - action</b> <b>Budget - TIDS/Gen Res</b>	<b>22/05/2024: TIDS being channelled on Donohue, PCMP is better opportunity, investigating this further.</b> <i>24/04/2024 Ordinary Council Meeting note: Contact to be made with Kate Birse re unallocated funds for footpaths and kerbs.</i> 17/04/2024 Yet to be actioned.
<b>Wednesday 24<sup>th</sup> April 2024</b>					
18.	24/04/2024		Consideration to be given for a Special Rating – Solar Farm Category for rates	<b>DCS - investigate</b>	

19.			Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	<b>DCS - investigate</b>	
20.	24/04/2024		Town Bypass information for TMR – CEO to send a letter to TMR advising flood damage history and unprecedented rainfall needs to be considered	<b>CEO – action</b>	<b>11/05/2024 Email to TMR and the advised it will be an 'at grade' by-pass and will not interfere with water flow.</b>
21.	24/04/2024		Community Meeting: items for discussion to include dog laws, Town Common, pool & spa fencing laws	<b>DCS – action CEO - Oversight</b>	<b>Community Meeting scheduled to be held 13<sup>th</sup> June 2024.</b>
22.	24/04/2024		Cllr Woodhouse and Neilson: Events calendar - overall events calendar to be active, consider more advertisement (local and tourists) so that there is more awareness on what is happening in surrounding shires.	<b>ECDM – action CEO - Oversight</b>	<b>11/5/2024 Once new Economic and Community Development Manager commences this will be a review item for him/her. Events page of Council website has been updated to include links to some other regional event calendars.</b>
23.	24/04/2024		Cllr Britton: Truck Wash Down Bay – pit needs cleaning out/sump. Hose has been totally destroyed (replacement needed).	<b>DWO - action</b>	<b>22/05/2024: Completed</b>
24.	24/04/2024		LGAQ Annual Conference 21-23 Oct. in Brisbane – Mayor would like all Cllrs to attend on rotation moving forward. Cllr to attend this years conference (with Mayor and CEO) tba upon conference program becoming available.	<b>CEO - action</b>	<b>29/04/2024 CEO, Mayor and one Councillor to attend this year.</b>
25.	24/04/2024	2024/04.2	That Council provide a letter of support to Colin Boyce MP regarding AgForce's legal battle in the Great Artesian Basin Sequestration Fight but at this stage no financial support be provided by Council.	<b>CEO - action</b>	<b>07/05/2024 Letter of support sent to Colin Boyce MP.</b>
26.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2024-2025 budget for Councillor and Management attendance at future Australian Institute of Company Directors AICD (or like) training.	<b>DCS - Budget</b>	
27.	24/04/2024	2024/04.8	2. That Council proceeds with obtaining quotes to purchase metal 1080 signs for later resale to local properties.	<b>RLPO - Action</b>	<b>Refer to RLPO report in May Ordinary Council Agenda</b>
28.	24/04/2024	2024/04.8	3. That the adoption of the Town Common Policy (policy 124) as presented be deferred until further notice. Councillor workshop to be held to discussed contents further.	<b>RLPO/DWO/CEO/Cllr Portfolio reps (Cllr Britton, Cllr Neilson, Cllr Beauchamp) - Action</b>	<b>Town Common Policy Workshop held 13<sup>th</sup> May. Revised policy to be presented to Council.</b>

29.	24/04/2024	2024/04.16	<p>2. That the CEO advise the Chair of the Tribunal of the new remuneration for 2024-25 (via <a href="mailto:LGRcenquiries@dlgrma.qld.gov.au">LGRcenquiries@dlgrma.qld.gov.au</a>)</p> <p>3. That the 2024-2025 budget allocation for Mayor, Deputy Mayor and Councillors be set at \$ 367,358 (excluding superannuation, travel and accommodation costs).</p>	<p><b>CEO - Action</b> <b>DCS - Budget</b></p>	<p><b>29/04/2024 Notification email sent to Chair of Tribunal</b> <b>27/04/2024 Included in 2024-2025 budget</b></p>
30.	24/04/2024	2024/04.17	<p>1. That all the powers referred to in the document entitled "Register of Delegations – Council to CEO" attached to this report are hereby delegated by Council to the Chief Executive Officer of Council pursuant to section 257 of the <i>Local Government Act 2009</i>.</p> <p>2. That Council note in the Register of Delegations current delegations from the CEO to other staff.</p> <p>3. That all previous delegations be updated to reflect the changes, accepted by delegates and then published on the website.</p>	<p><b>CEO Assist - Action</b></p>	<p><b>29/04/2024 Delegations register updated on website and Magiq records system.</b></p>
31.	24/04/2024	2024/04.19	<p>That a response be sent to the Department of Environment, Science and Innovation advising that Council have no objection to the proposed declaration of special wildlife reserves at Pilungah and Ethabuka.</p>	<p><b>CEO - Action</b></p>	<p><b>29/04/2024 A 'No objection' letter sent to the Department.</b></p>
32.	24/04/2024	2024/04.9	<p>That the recommendations A, B, C as outlined in the 'Development Application for a Material Change of Use for a Renewable Energy Facility (Solar Farm), File Number DA2023/02' report be approved with the addition of the following conditions:</p> <p>1. That appropriate measures and chemicals are used so as to ensure there is no impact on ground water.</p> <p>2. That appropriate measures be taken to ensure that weed management issues are addressed and toilet approved chemicals are used on the land.</p> <p>3. That an advisory note be included that Council prefers local contractors to be utilised during construction</p> <p>Additional comments from Council Meeting:</p> <ul style="list-style-type: none"> <li>- Potential opportunity for Council to get fibre to Racecourse if Ergon are going to put fibre to their site</li> <li>- Council to charge them a dumping fee.. bulk dump.</li> </ul>	<p><b>CEO - Action</b> <b>CEO Assist - Action</b></p>	<p><b>03/05/2024 Decision Notice issued to applicant.</b></p>

33.	17/04/2024	<b>Mayor</b>	<b>Special Rating Category</b>   While attending the AICD course in Brisbane, a Council raised that they were looking at land that had been bought, locked up for carbon farming and bringing in a special rating for that category. Would like it raised via RAPAD and Council, on what Councils can and who do we approach to assist Council informing such a rating category.	<b>Mayor - oversight CEO - to action via email to RAPAD</b>	<b>11/05/2024 Email sent to RAPAD for General business in the meeting on 27<sup>th</sup> May.</b>
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<b>COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS</b>				
<b>NUMBER</b>	<b>DATE</b>	<b>Staff Member</b>	<b>PROJECT   ISSUE:</b>	<b>RESPONSE</b>
1.	19/6/2020	<b>DWO/WMgr</b>	<b>TOURISM/ LIVEABILITY</b>   Cllr Edgar: Dam/recreational water park (boating etc)	15/2/2024: To be reviewed during the 'visioning' project - new Council March 2024 26/02/2021: Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
2.	19/06/2020	<b>EDO/WMgr</b>	<b>BRANDING/TOURISM</b>   Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	15/2/2024: To be reviewed during the 'visioning' project - new Council -March 2024 31/10/23: Signs quite expensive, subject to funding?
3.	26/02/2021	<b>WMgr</b>	<b>TOURISM/LIVEABILITY</b>   Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024
4.	17/08/2020	<b>WMgr</b>	<b>TOURISM</b>   Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
5.	23/06/2023	<b>Councillors CEO/DWO</b>	<b>LIVEABILITY - FUTURE RESIDENTIAL LAND SIZING</b>   consideration to be given on what size blocks could be made.	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 20/11/2023: Discussion workshop held. Brainstorming ideas noted for future consideration.
6.	22/09/2023	<b>Cllrs</b>	<b>LIVEABILITY - FUTURE PLANNING</b>   Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	15/2/2024: This is an option which needs to be considered by private individuals/organisations.

7.	22/09/2023	<b>CEO</b>	<b>ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS</b>   Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	15/2/2024 CEO: To be considered during the construction of the Donohue Highway as funding becomes available.
8.	21/10/2022	<b>WMgr</b>	<b>LIVEABILITY</b>   Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
9.	23/02/2024	<b>CEO</b>	<b>LIVEABILITY   Post Office/Community Hub:</b> if Community Hub doesn't go ahead, consider Post Office being moved or refurbished and getting a container for mail (e.g 10x7 foot)	

<b>TITLE:</b>	Consideration for the 2025 land valuation program	<b>DOC REF:</b> 11.2.3
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.4: Sustainability

5.4.4: Implement good practice in managing and maintaining our assets

**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:**

In line with the requirements of the Act, the Valuer-General seeks Council's opinion on whether a valuation (to be completed by the Valuer-General) of our local government should be undertaken to be effective on 30 June 2025. A response must be provided by the 24<sup>th</sup> May 2024.

**CONTENT:**

The *Land Valuation Act 2010* (the Act) requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

Under the Act, annual valuations are required to be issued prior to 31 March in the year the Valuation is to take effect.

A response must be given to the Valuer-General by 24<sup>th</sup> May 2024. As this date is prior to the next Ordinary meeting of Council on 31<sup>st</sup> May 2024, email consultation was completed with Councillors to obtain their recommendation on what response should be given. Attached to this report is a letter of response that was sent to the Valuer-General based on the responses given by Council. This report requires Council's formal endorsement of the response sent.

**CONSULTATION:** Email consultation with Councillors.

**GOVERNANCE IMPLICATIONS:** Potential impact on Council's revenue

**RECOMMENDATION:**

That the letter of response attached to the 'Consideration for the 2025 land valuation program' report that was returned by email to the Valuer-General regarding valuation for the 2025 period be endorsed, and it be noted that the letter advised that the Council wishes for a valuation to be completed and that there should be no referencing to commodity pricing in the valuation.

**ATTACHMENTS:**

1. Boulia Shire Council [**11.2.3.1** - 1 page]
2. Valuer General letter 2025 [**11.2.3.2** - 1 page]

Chief Executive Officer	Ms Lynn Moore
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15 April 2024



Department of **Resources**

Ms Lynn Moore  
Chief Executive Officer  
Boulia Shire Council  
Herbert\Burke Streets  
BOULIA Queensland 4829

By email: [admin@boulia.qld.gov.au](mailto:admin@boulia.qld.gov.au)

Dear Ms Moore

**Consideration for the 2025 land valuation program effective 30 June 2025**

I am seeking your views in relation to the revaluation of your local government area as part of the 2025 land valuation program that will take effect on 30 June 2025.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation, any extreme weather events that occurred over the last year and market movements. The SVS will continue to monitor the property market.

Consistent with the Act, please advise me of your support or otherwise for a revaluation in 2025. You may also wish to provide me with any additional information relevant for consideration. Please provide your response to me **by Friday 24 May 2024** by email at [valuer-general@resources.qld.gov.au](mailto:valuer-general@resources.qld.gov.au). The results of this consultation will be used to inform my final decision about the 2025 revaluation program.

If you have any further enquiries regarding the revaluation program, please contact Steve Cross, Area Manager, State Valuation Service on telephone 4222 5510 or email [Steve.Cross@resources.qld.gov.au](mailto:Steve.Cross@resources.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Laura Dietrich', with a long horizontal line extending to the right.

**Laura Dietrich**  
**Valuer-General**  
**Department of Resources**



# BOULIA SHIRE COUNCIL



14<sup>th</sup> May 2024

Laura Dietrich  
Valuer-General, Department of Resources  
PO Box 15216,  
City East Qld 4002  
By email: valuer-general@resources.qld.gov.au.

Dear Ms Dietrich,

## Consideration for the 2025 land valuation program effective 30 June 2025

We would like to submit our views in relation to the revaluation of our local government area as part of the 2025 revaluation program that will take effect on 30 June 2025.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

We note that the State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation and market movements and that the SVS will continue to monitor the property market.

In line with previous indications advised to property owners, the current value of the market value of cattle was also a consideration in past valuations. If this is correct, can you advise if this will be taken into consideration during this valuation. Council believes that there should be no referencing to commodity pricing in the valuation.

Consistent with the Act, we support the fair revaluation of the land in Boulia Shire for 2025.

Yours Sincerely,

**Ms Lynn Moore**  
**Chief Executive Officer**  
**BOULIA SHIRE COUNCIL**

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*“A progressive shire creating opportunities for all”*

P (07) 4746 3188 | F (07) 4746 3136 | [admin@boulia.qld.gov.au](mailto:admin@boulia.qld.gov.au) | 18 Herbert Street, Boulia QLD 4829 | ABN 20 492 088 398

All communications must be addressed to: The Chief Executive Officer, Boulia Shire Council, 18 Herbert St, Boulia QLD 4829

<b>TITLE:</b>	Country Universities Centre (CUC) RAPAD Proposal	<b>DOC REF:</b> 11.2.4
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.3: Boulia Shire to have active inclusive communities

1.3.1: Partner with relevant organisations to support educational opportunities for the shire

### **RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2**.

### **PURPOSE:**

The purpose of this document is to provide an update and briefing to the Council regarding the successful application for the establishment of **CUC RAPAD** as a Regional University Study Hub. It outlines the requirements for Councils to become members of **CUC RAPAD** and nominate a representative to act as a director. The document also emphasizes the need for Councils to provide their agreement or disagreement to become members of CUC RAPAD. Additionally, the document highlights key dates and milestones for the establishment of CUC RAPAD and addresses potential risks and budget implications.

### **CONTENT:**

The purpose of CUC RAPAD is to establish and operate a Regional University Study Hub (RUSH) in the Central Western Queensland (CWQ) region. It is an innovative model developed in collaboration with the seven local governments of CWQ, operating under the Remote Area Planning and Development Board (RAPAD), and the Country Universities Centre (CUC). The aim of CUC RAPAD is to provide educational support to a large and remote region of inland Australia. It is intended to demonstrate how a remote, low population RUSH model can be successfully established and operated in CWQ, with the potential to be scaled into other similar regions across Australia.

1. Purpose of CUC RAPAD:
  - CUC RAPAD aims to establish and operate a Regional University Study Hub (RUSH) in the Central Western Queensland (CWQ) region.
  - It is an innovative model developed in collaboration with the seven local governments of CWQ, RAPAD, and CUC.
  - The primary goal is to provide educational support to a large and remote region of inland Australia.
  - The success of this pilot project in CWQ can potentially pave the way for similar initiatives in other remote and lowly populated regions of the country.
2. Successful Application and Requirements:

- RAPAD applied for the 2023 RUSH grant round, and the application was announced as successful in mid-March 2024.
  - The proposed name for the study hub is CUC RAPAD.
  - Each RAPAD Council will form the membership of the new entity, and their agreement to become members is required.
  - Each Council needs to nominate a representative to act as a director of CUC RAPAD.
3. Next Steps and Key Dates:
- The process of establishing CUC RAPAD has commenced, and the federal department is working with haste to support its establishment.
  - The department aims to sign a condition of grant (contract) with the successful entity in April or early May.
  - The first milestone payment to the new entity is expected to be made in May.
  - The target is to have the new entity operational by 1 October 2024.
4. Risks and Budget Implications:
- Councils may have concerns about their liability to CUC RAPAD when they become members. However, it is understood that the model is similar to RAPAD, where Councils bear no legal liability in case of financial difficulties.
  - Incoming directors are responsible for understanding and applying all governance responsibilities of the new entity.
  - The budget for CUC RAPAD is attached to the document, and it is anticipated that Councils will not bear costs related to the ongoing implementation of CUC RAPAD in their Council areas.

**CONSULTATION:**

RAPAD Group of Councils - Barcoo, Blackall-Tambo, Longreach, Winton, Diamantina, Barcaldine.

**GOVERNANCE IMPLICATIONS:**

Inkind contribution of Burke Street Hall facility. This will need to be reviewed with the current lessees as to how this will progress (security of goods etc).

**RECOMMENDATION:**

1. That the Council agrees to become a member of the proposed CUC RAPAD.
2. That the Council nominates the Mayor to act as Director of the proposed CUC RAPAD in a similar capacity as the current Directorship of RAPAD.
3. That the Burke Street Hall be confirmed as the location for future training opportunities for the local community as an 'inkind' contribution to the project for community advancement.
4. That the CEO advise RAPAD of the outcome of this resolution.

**ATTACHMENTS:**

1. 2023 Regional University Study Hubs Application Form RAPAD [11.2.4.1 - 35 pages]
2. 2023 Regional University Study Hubs Budget Proposal CUC RAPAD [11.2.4.2 - 11 pages]
3. BN 8 RUSH CUC RAPAD [11.2.4.3 - 2 pages]
4. Director Consent Form Template CUC RAPAD Ltd 002 [11.2.4.4 - 1 page]
5. BC Members Consent Form CUC RAPAD Ltd (1) [11.2.4.5 - 1 page]

6. CUC RAPAD proposed facilities [11.2.4.6 - 9 pages]

Chief Executive Officer	Ms Lynn Moore
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Australian Government  
Department of Education

# Application Form

2023 (Cohort 4) Regional University Study Hubs  
Program



This application document includes headings and tables that address all program eligibility requirements and assessment criteria. All sections should be completed using the required formatting (see **Application Guide page 21**) and adhering to any specified page limits.

Please read the **2023 Application Guide** prior to completing the Application Form.

Contact: [regional@education.gov.au](mailto:regional@education.gov.au)



# Privacy

## Privacy Statement

Your personal information is protected by law, including under the *Privacy Act 1998* (Cth) (the Privacy Act).

**Personal information** is information or an opinion about an identified individual or a reasonably identifiable individual. Personal information includes an individual's name and contact details and may include opinion-based data.

**Sensitive information** is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

You do not have to provide any sensitive information with your application. By choosing to include sensitive information in your application, you consent to the department collecting this information.

## Purpose of collecting your information

Your personal information is collected by the Australian Government Department of Education (the department) via Qualtrics for the purposes of:

- administering the Regional University Study Hubs Program (the Program)
- managing the competitive application process, including contacting you in relation to your application (for example, if clarification is required, or to schedule an interview) and assessing the suitability of applicants for funding under the Program, and
- informing or contributing to policy development related to the Program.

If you do not provide some or all of the personal information requested, the department may not be able to consider your application for a Program grant.

If you are seeking to provide personal information about someone else (who is not a minor), that person must have read and understood this privacy statement and have provided their permission for you to provide their personal information. Please do not provide their personal information without their consent. To the extent that your application contains personal information about another individual, by submitting the application, you represent that you have obtained that individual's consent to include their personal information and for their personal information to be handled by the department in accordance with this privacy notice.

## Disclosure of personal information

Your personal information may be disclosed to third parties, including but not limited to:

- a contracted service provider engaged by the department to conduct an evaluation of the Program
- the national Network that supports Regional University Study Hubs for the purpose of connecting the new Regional University Study Hubs with the network
- the Office of the Minister for Education for the purpose of administering applications
- other Commonwealth agencies for the purposes of program development relating to their responsibilities, such as the Department of Employment and Workplace Relations.





Your personal information will not be used or disclosed for any other purpose unless authorised or required by law.

**Privacy policy**

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information, how to seek access to, or seek correction of, your personal information held by the department. The Privacy Policy also contains information on how you can make a complaint related to your personal information and how the department will deal with such a complaint.

More information about how the department will manage your application is available at [www.education.gov.au/regional-university-study-hubs-2023-applications](http://www.education.gov.au/regional-university-study-hubs-2023-applications).



## Acknowledgements

Please acknowledge each of the following statements by marking each box:

I am aware that, as a condition of being funded under the Program, a Regional University Study Hub/Applicant organisation must comply with the Australian Privacy Principles.<sup>1</sup>

I have read the Application Guide and I am aware that as a condition of being funded under the Program, the Regional University Study Hub/Applicant organisation will have ongoing obligations and conditions imposed on it for the establishment and operation of the proposed Regional University Study Hub.

I understand that a Regional University Study Hub/Applicant organisation must not charge students for the use of the Regional University Study Hub, for any support that is provided to the student through the Regional University Study Hub, or for any other things for which the Regional University Study Hub receives funding under the Program.

I understand that, if the Regional University Study Hub/Applicant organisation is not already a body corporate, it must become a body corporate before it can receive grant funding under the program.

The person authorised by the organisation to make this application (Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to make decisions on behalf of the Regional University Study Hub) must complete the certification below.

*I certify that all information provided as part of this application is true and correct.*

<b>Name:</b>	David Arnold
<b>Position:</b>	CEO
<b>Organisation:</b>	CWQRAPAD
<b>Date:</b>	14 / 12 / 2023

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<sup>1</sup> Privacy (Australian Government Agencies – Governance) APP Code 2017  
<https://www.legislation.gov.au/Details/F2017L01396>



## Eligibility Requirements: Section A-D

To be eligible for funding under the Program, the applicant must meet the requirements of Sections A to D.

<b>A. Regional or Remote Requirement</b>
Please provide the address (if known) or general location, and associated Remoteness Area Classification for the proposed Regional University Study Hub. Where multiple sites are proposed, provide addresses or locations and regional classifications for all sites.

Provide the address/s (if known) or location/s for the proposed Regional University Study Hub:

Longreach Pastoral College, Longreach, Queensland
The Globe, Visitors Information Centre, Barcaldine, Queensland
Old Hospital Administration Building, Blackall, Queensland
68a Elderslie St, Winton, Queensland
Burke Street Hall, Boulia, Queensland
Diamantina Shire Council Building, Bedourie, Queensland
Visitors Information Centre, Birdsville, Queensland
Council Library, Jundah, Queensland

Select the remoteness classification/s which are relevant to the proposed Regional University Study Hub:

- RA1 - Inner Regional
- RA2 - Outer Regional
- RA3 - Remote
- RA4 - Very Remote as to all eight locations



## B. Body Corporate requirement

Please outline the status of the applicant organisation in complying with the body corporate requirement.

Please select one of the following:

- The applicant organisation is currently a Body Corporate
- The applicant organisation intends to establish a Body Corporate if successful

Please provide sufficient information and evidence that your organisation is either a body corporate or prospective body corporate.

*Page limit: 1 page*

Response:

CUC RAPAD will incorporate as a Company Limited by Guarantee and register with the Australian Charities and Not-for-profits Commission (ACNC), also seeking charity registration with the Australian Taxation Office. This work can be undertaken by Prolegis Lawyers on behalf of the CUC RAPAD working group, as Prolegis Lawyers has conducted this work before for several other CUC Centres.

The incorporation process, and application for associated registrations, are anticipated to be completed within four weeks of successful announcement of this application and the inaugural Directors will be one nominee from each of the seven Councils of Central West Queensland as follows:

Barcaldine Regional Council
Barcoo Shire Council
Blackall-Tambo Regional Council
Boulia Shire Council
Diamantina Shire Council
Longreach Regional Council
Winton Shire Council

The inaugural Members will be each of the above Councils.

The Registered Office will be at CUC RAPAD at the former Longreach Pastoral College, Longreach.

A template constitution appropriate for a Company Limited by Guarantee governing a Regional University Study Hub has been prepared in readiness for incorporation, which is similar in terms to constitutions used in existing Regional University Study Hubs in the Country Universities Centre network.



## C. 'Fit and Proper person' requirement

For the purpose of completing the 'Fit and proper person' section in this Application Form, the term 'organisation' refers to the Regional University Study Hub (or 'Hub').

The individual completing the 'Fit and proper person' requirement must be the Chief Executive Officer (CEO), Chair of the Board, Director or other equivalent executive authorised to do so on behalf of the Regional University Study Hub.

Response:

**Full name of the individual who is authorised to make this application on behalf of the organisation:**

**David Thomas Arnold**

### Questions in relation to your organisation

- (a) Has the organisation ever become insolvent, applied to take the benefit of a law for the benefit of insolvent debtors, or entered arrangements with its creditors? **Yes**  **No**
- (b) Has the organisation ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made or information provided to the Minister was false or misleading? **Yes**  **No**
- (c) Is there any other matter relating to the organisations business dealings that impugns its honesty or integrity? **Yes**  **No**

### Questions in relation to each person who makes, or participates in making, decisions that affect the whole, or a substantial part, of your organisation's affairs.

- (a) Has any person ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors; or  
Has any person ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001? **Yes**  **No**
- (b) Has any person previously been involved with a higher education provider who had a condition imposed, breached a condition or breached a requirement under Division 19, or a VET provider who had a condition imposed, breached a condition or breached a requirement under Division 4 of Schedule 1A to the Act? **Yes**  **No**



- (c) Has any person previously been involved with a higher education provider, who has had their approval revoked under Division 22 of the Act, or a VET provider who has had their approval revoked under Division 5 of Schedule 1A to the Act? **Yes**  **No**
- (d) Has any person ever provided the Minister with false or misleading information or made a false or misleading statement to the Minister, and could have reasonably known that the statement made or information provided to the Minister was false or misleading? **Yes**  **No**
- (e) Has any person ever been found not to be a fit and proper person for the purposes of the *Education Services for Overseas Students Act 2000*, the *National Vocational Education and Training Regulator Act 2011* or the *Tertiary Education Quality and Standards Agency Act 2011*, the Act or by a VET Regulator? **Yes**  **No**
- (f) Is there any other relevant matter that impugns the honesty, knowledge, or ability of any person? **Yes**  **No**



## D. 'Community owned' requirement

Please provide sufficient information and evidence that your organisation is 'community owned'. Refer to the Application Guide for more information regarding this requirement.

*Page limit: 1 page*

### Response:

CUC RAPAD will be set up as a community driven, community owned organisation for the specific purpose of establishing a Regional University Study Hub affiliated with the Country Universities Centre.

A range of letters of support across local government, schools, community groups, RDACWQ, LGAQ and other, demonstrates community and stakeholder support.

The objects of the constitution will include pursuit of the following charitable purposes: to advance education by facilitating, delivering, promoting and providing access to university and higher education, including but not limited to:

- (i) serving as a primary point of contact for university, higher and vocational education in Central Western Queensland (CWQ);
- (ii) facilitating and promoting widening participation activities to enable education and career pathways between schools, vocational education and training providers, universities, higher education providers and industry;
- (iii) coordinating and supporting research and university partnerships, especially those which assist in the sustainable development of CWQ and
- (iv) promoting and assisting lifelong learning and raising local and regional community aspirations.

The constitution will provide that the income and property of the Company, however derived:

- (a) must be applied solely towards the promotion of the Object; and
- (a) may not be paid or transferred to the Members, in whole or in part, either directly or indirectly by way of dividend, bonus or otherwise.

The constitution will also provide that any property on winding up or dissolution of the Company will not be paid to Members but must be transferred to not-for-profit charities with similar Objects to the Company.

The majority of incoming Board and members of the organisation will be local community members and community leaders from Central Western Queensland. All membership and board positions are voluntary, and volunteers have leadership skills, experience from the local community, business, local government, not-for-profit and education (secondary, adult and continuing, TAFE and University) sectors.

The seven Local Councils will nominate Directors for the Board with reference to two key criteria to ensure that CUC RAPAD will continue to be a community led and community owned organisation:

- Knowledge of, and experience working in Central Western Queensland; and
- Experience as a committee member or director of community-led organisations.



CUC RAPAD will affiliate with the Country Universities Centre which is a community owned company limited by guarantee being Country UC Ltd.

## Assessment Criteria: Section E-K\*

During the assessment process, applicants will be rated as either Highly Suitable, Suitable or Unsuitable for each assessment criteria. A greater weighting will be applied to sections E, F and the budget as they are considered to have a greater impact on the overall ability for a Regional University Study Hub to achieve success.

**\*Note: The budget, to be completed separately using the template provided, will also be used to inform the assessment process.**

E.	<b>Tertiary education participation and outcomes within the community</b>
<p>Describe the current gaps in access and support for tertiary education within the community the proposed Regional University Study Hub will be established in. How will a Regional University Study Hub improve tertiary education participation and outcomes within the community?</p> <p>Describe the specific community needs that would be fulfilled by the establishment of a Regional University Study Hub. Include any available evidence of community need, including quantitative data, if available.</p> <p>Applicants should:</p> <ul style="list-style-type: none"><li>• provide detailed information regarding any difficulties the community currently experiences in accessing the services of higher education and vocational education and training (VET) providers</li><li>• address relevant factors in their application, demonstrating why their region is an appropriate location for a new Regional University Study Hub</li><li>• include details of any specific areas of focus the Regional University Study Hub may have.</li></ul> <p>Refer to the Application Guide for more information regarding this criteria.</p> <p><i>Page limit: 6 pages</i></p>	

Response:

CUC RAPAD is an innovative model developed between the seven local governments of Central Western Queensland (CWQ) operating under the organisation of the Remote Area Planning and Development Board (RAPAD) and the Country Universities Centre to provide educational support to a significantly large region of very remote, inland Australia. This proposal has been concept





designed with RAPAD to demonstrate how a remote, low population RUC model might successfully and sustainably be established and operated in the CWQ area as a pilot which, if successful, can then be scaled into other large, very remote and lowly populated regions of Australia.

According to the ABS, there were 196,000 people living in Very Remote Australia in 2022. Despite this, only two of thirty four RUSH's have been established as based in Very Remote Australia and both these models are in Arnhem Land. A third RUSH in South West Queensland has a satellite facility in Very Remote Australia (CUC Balonne facility at Dirranbandi) while the main Centre is based in St George in more densely settled Remote Australia.

Populations in these vast and very remote regions will benefit from a model specifically designed to educationally support communities so their people are not left behind in the modernisation of the national economy with associated needs for increasing knowledge and qualifications. However, the design of that model needs to take account of the bespoke challenge of operating in small and very dispersed, very remote population for success.

**The seven RAPAD shires cover CWQ and total 320,000 square kilometres, which represents a land area nearly one and a half times the size of Victoria.** In that vast region, the population is only 10,500 people posing a challenge for tertiary educational access and support. However, these and other similar people should not miss out on participating in the opportunities of a modernising economy and workforce. It is also essential to the liveability of these communities that the inhabitants as much as practicable can access the services and life opportunities enjoyed in more densely settled areas of Australia, and that people's destinies are not defined by where they live.

The Central Western Queensland or RAPAD region in is indicated in Figure 1 below:

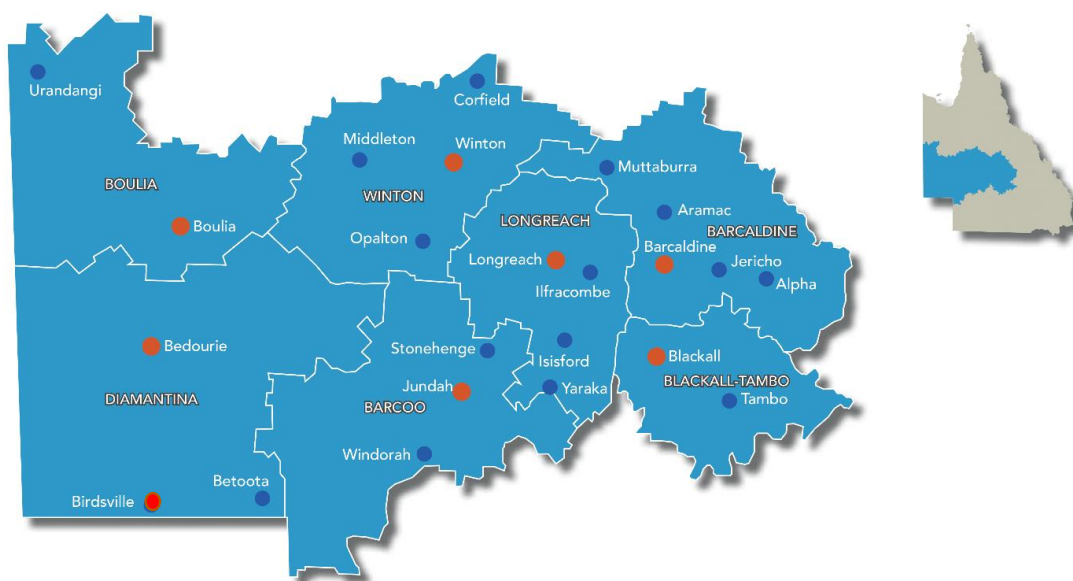


Figure 1 - The Seven Shires which make up the Remote Area Planning and Development Board (RAPAD), a collaboration of the seven Councils of Central Western Queensland, with planned CUC facilities marked (red dots)

In order to optimise support across this region, the CUC has planned eight facilities in the locations in Figure 1 indicated by red dots. In an innovative project design, the relatively larger more eastern communities, these facilities will have multiple spaces and frequent face to face dedicated Centre staffing connections. In the smaller western communities, facilities will be spaces in Council and



community buildings with a mix of intermittent face to face and virtual dedicated Centre staff connections, and cross trained Council staffing supporting students in the intervening periods. This model has already been piloted with success in CUC Balonne in Dirranbandi.

The CUC has found in other regional locations that the greatest density of student usage is students living within half an hour's drive from the facility, with less frequent but still significant student usage operating up to an hour's drive away. The map in Figure 1 below indicates 30-minute driving time from eight planned facilities strategically located to optimise accessibility in the low population region of Central Western Queensland (red circles). An approximate 60-minute driving time will provide the following additional town populations with accessibility to the eight planned facilities:

- Ilfracombe, population 310 (27 kilometres from Longreach)
- Aramac, population 372 (67 kilometres from Barcaldine)
- Stonehenge, population 58 (67 kilometres from Jundah)
- Jericho, population 229 (87 kms from Barcaldine)
- Windorah, population 104 (97 kms from Jundah)
- Tambo, population 318 (102kms from Blackall)



**Figure 1 – Central Western Queensland indicating 30 minute (red circle) approximate driving times from the eight planned facilities.**

There is no University or TAFE QLD campus within three hundred kilometres or three hours driving time of any planned facility in the CUC RAPAD model. The closest RUC facilities which are part of the Commonwealth Regional University Centre Program are the establishing CUC Mt Isa (302 kilometres from Boulia) and CUC Maranoa at Roma (487 kilometres from Blackall).

The absence of any university facility, public vocational provider or RUC within the entire CWQ region or even within 300 kilometres of any proposed facility in the CWQ region indicates the extreme lack of supported tertiary pathways or face to face support available for CWQ communities, particularly those that are unable or unwilling to leave the region for work or personal reasons.

The need for increased access to closer higher education and vocational opportunities is extremely high given the absence of local tertiary facilities. CUC facilities in the eight planned locations in CWQ with roving dedicated staff and cross trained Council staff in location will significantly increase



support for higher education and digital vocational training given the lack of any alternative university, public vocational or RUC infrastructure within a reasonable proximity. The vast majority of the population of CWQ will live within 30 minutes of one of the facilities.

The CUC has consulted with the closest university having higher educational facilities being CQU, who have indicated support for the establishment of CUC facilities in the CWQ Region.

### Number of students enrolled in the region

There were 190 university students studying within the Central Western Queensland Region according to the 2021 Census, with a further 144 vocational students. A breakup of these numbers is represented in the table below (ABS 2021).

Shires	University Students Total	Full time University Students	Part time University Students	Under 25 y.o. University Students	Mature Age University Students	Vocational Students
Longreach	84	28	56	23	61	63
Barcaldine	53	21	32	16	37	30
Blackall Tambo	26	14	12	9	17	18
Winton	15	5	10	8	7	17
Boulia	7	Not Specified	Not Specified	Not Specified	Not Specified	3
Barcoo	5	Not Specified	Not Specified	Not Specified	Not Specified	3
Diamantina	0	Not Specified	Not Specified	Not Specified	Not Specified	10
<b>Total</b>	<b>190</b>	<b>38%</b>	<b>62%</b>	<b>31%</b>	<b>69%</b>	<b>144</b>

The largest cohort of students studying at university are mature age (approx. 69%) and part time (approx. 62%). However, experience in other locations suggests that over time, Centres in the CWQ model will be expected to lift local participation of full-time students under 25 years of age.

Despite the challenging tertiary profile of Central Western Queensland, there is a high year 10 completion rate of school students of 82.2% ranging from Longreach at 86% to Barcaldine-Blackall at 80%. Local secondary education outcomes are sufficiently successful to provide a good basis for supporting better local tertiary pathways through a RUSH model in the region.

### Equity Factors

The Central West Queensland Region has a very low bachelor attainment rate of just 11.8%, indicating a high need for additional education access and support in the region. Central Western Queensland also has relatively low vocational attainment of 25.8% compared to the Regional Queensland rate of 33.2%. Whilst it is clear that the vocational attainment rate does not lag by nearly the same magnitude as university qualifications, this deficit in vocational attainment and the



absence of any presence of TAFE QLD facilities in the region lends weight to a CWQ model supporting at least digital vocational courses as well as higher education:

	University Qualifications	Vocational Qualifications Cert III and above
Longreach SA2	14.1%	27.8%
Barcaldine - Blackall SA2	10.8%	25.0%
Far Central West SA2	9.9%	24.3%
<b>Total CWQ Region</b>	<b>11.8%</b>	<b>25.8%</b>
Regional Queensland	17.1%	33.2%
Queensland	21.1%	31.5%
Australia	26.3%	28.5%

**Figure 2 - Levels of Tertiary Qualifications in Central Western Queensland regions compared to Queensland and Australia**

Even within the CWQ Region, the very remote and low population western area (Far Central West SA2) has lower rates of both university and vocational attainment than the eastern areas of Longreach and Barcaldine, Blackall. Further, the anecdotal suggestion of local Councils and people is that the university and vocational attainment would be far worse if it were not for a substantial migration of skilled workers into the region. That is to say, that the CWQ’s “grow you own” workforce is lower in knowledge, skills and qualifications than even the low numbers in the above table (which includes qualifications recruited into the area) suggests.

Central Western Queensland has 8% of its population identifying as indigenous. Within the seven Shires, this ranges from a maximum of 30.1% indigenous population in Boulia to 5.8% in Blackall-Tambo. The Bachelor attainment rates in these indigenous communities significantly lags the general community. In the eastern region of Barcaldine – Blackall - Longreach, only 4.9% of the indigenous population has a university qualification. This drops further in the western region of Boulia – Diamantina – Winton, where only 3.6% of the indigenous population have Bachelor attainment (Census 2021). CUC RAPAD will specifically work in these indigenous communities to widen aspiration and participation and collaborate with other CUC Centres already specifically focussing on indigenous participation such as CUC Cape York and CUC Balonne to implement successful strategies under the student support model to encourage engagement and success.

### **Model of Support**

**RAPAD and the Country Universities Centre have co-designed an innovative approach to establishing a RUSH in a very remote, dispersed, extremely large geographic region.**

The proposed CUC RAPAD will develop an innovative model of providing face-to-face and remote generalised academic and wellbeing student services from roving local staff, with the support of cross trained Council and Community Staff in location (see Attachment A). The eight facilities are scaled to likely student load, having quiet study spaces, breakout rooms in larger communities such



as Longreach, Barcaldine and Blackall, high-speed internet, and a local learning community. In smaller locations, the facility footprints are designed to be a small number of rooms in existing Council and community buildings. This allows students to have the physical infrastructure and periodic personalised face-to-face local support needed to ensure their higher education success, while utilising the often excellent existing facilities in the region.

The CUC will work with the local communities to design and bring school outreach and widening participation programs to CWQ at the earliest opportunity. Many university driven outreach programs have failed to reach the CWQ region. Rather than universities travelling out to regional areas, the CUC develops local programs that are delivered by CUC staff while partnering with consortia of universities which will suit the remote expanse of CWQ. This community-led approach to widening participation was initially community driven and funded, but due to its success has been scaled through the Commonwealth Government's Regional Partnership Project Pool Program (RPPPP), and the CUC will look for funding opportunities to extend the knowledge from that project to CUC RAPAD.

As there is no TAFE/VET public provider in the entire CWQ region, the CUC will support vocational students by providing face-to-face learning skills support and inclusion into the local learning community alongside university students. The CUC has provided a submission into the Queensland Government's inquiry into the provision of VET into regional, rural and remote communities outlining the positive contribution that CUC facilities can make to VET students where no TAFE campus exists. The Queensland Department of Employment, Small Business and Training (DESBT) has responded as follows:

*DESBT is aware of the role played by Country University Centres (CUC) and their potential to support regional and remote VET students. To this end, DESBT has undertaken initial discussions with the Australian Government on the operations of CUC. CUC offer an outreach opportunity for Higher Education and vocational education and training across the state. CUC also offer an opportunity in the delivery of Higher Education short courses...Engaging CUC and utilising facilities beyond TAFE Queensland campuses provides learners with a place to meet and collaborate and learn from each other. For this reason, CUC offer the potential to establish a learning hub beyond the TAFE Queensland campus network.*

In addition, and due to the realisation that the region lacked any local and public training delivery, RAPAD established their own Registered Training Organisation back in 2010. RAPAD Skilling, operating in a NFP mode, provides training courses, and workplace and professional development in Central Western Queensland ([www.rapadskilling.com.au](http://www.rapadskilling.com.au)). RAPAD has expressed strong interest for RAPAD Skilling to play a key role in vocational training provided through the CUC RAPAD model and welcomes the potential synergies.

#### **Collateral Opportunities for Secondary Education Support**

Similar to other CUC communities, the CUC can facilitate school outreach and widening participation in CWQ communities in partnership with universities. Further, the facilities in CWQ can be made available to senior school students wishing to use the technology, connectivity and wraparound support to support their school studies, particularly where their home environment is not conducive. Further activities such as homework clubs can be supported in the facilities as currently happens in other Centres. This itself will be an effective widening participation activity, as school students rub shoulders with adult tertiary learners, and students see first-hand the opportunities available



through the RUSH model. These students will be made aware of, and encouraged into, tertiary pathways as they utilise the facilities for secondary educational support.

These supports to secondary students may be of greatest value in the regions of CWQ where no secondary schools operate, and the only method of schooling other than relocating to a boarding school is distance education, most commonly provided through Longreach School of Distance Education or Mt Isa School of the Air. The map below indicates where the facilities, wrap around staffing support, technology and connectivity of proposed CUC Centres could be utilised to support secondary school students.

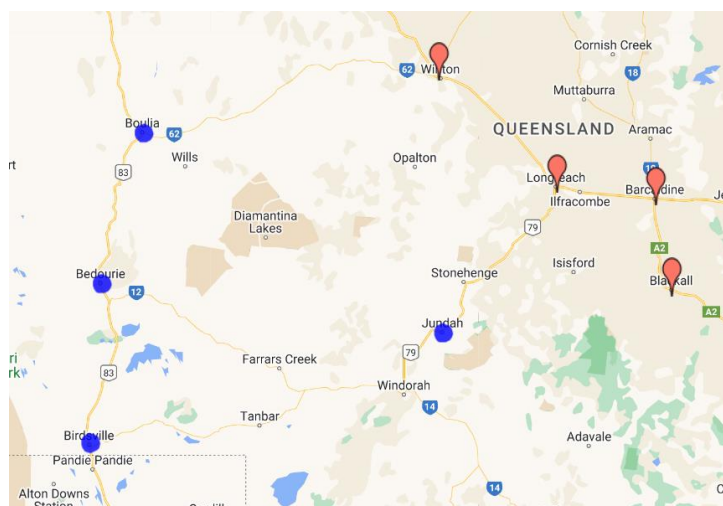
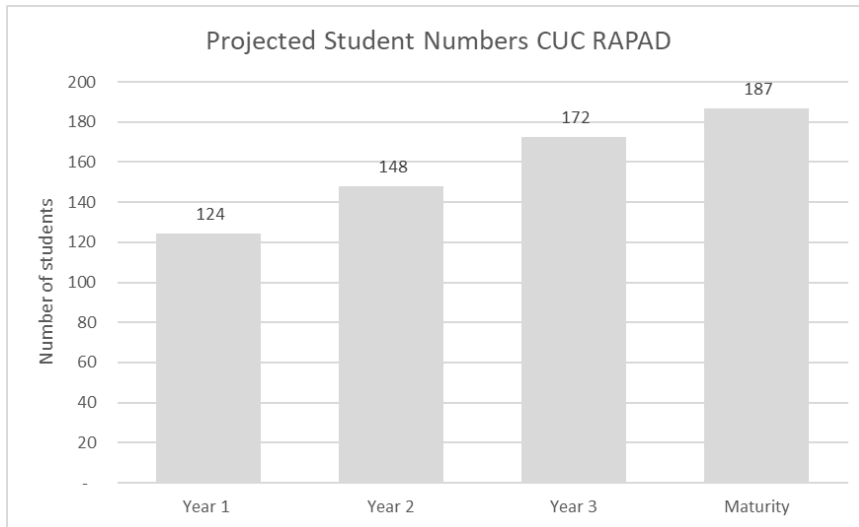


Figure 3 – Red pointers mark the only secondary schools in CWQ. Families in all other areas of CWQ have to either relocate their children or pursue home based distance education pathways. Blue dots indicate where CUC facilities in the proposed model could support secondary distance education students as well as tertiary courses.

### Student Forecasts

The CUC Student Projection Model estimates that during the first year of operation there will be approximately 124 students utilising the facilities in the CUC RAPAD model, growing to approximately 187 students in the fourth year. The facilities have been designed around the likely student loads in each location.





**Please note that student number modelling for CUC RAPAD is indicative only and should not be relied upon, and projected CUC student numbers are highly speculative and based on experience elsewhere which are likely to be subject to different local factors including, amongst other things, regional differences, differences in population densities and distances, staffing, and location and quality of facility which may not be repeated in this location.**



F.	Governance arrangements and connections
<p>Provide the current or anticipated governance structure of the Regional University Study Hub. Include details of operational, financial, risk management and reporting processes in place (or to be established). Provide details of the Regional University Study Hub's current or intended Board or Committee, including the skills, knowledge, and experience of its members. Describe any engagement the Board or Committee has had with education matters or issues in the community to date.</p> <p>Describe the processes and procedures in place to enable adequate access to information by all members of the board, executive and managers. If available, a visual representation of the current or proposed governance structure of the Regional University Study Hub should also be included.</p> <p>Please also provide details of any affiliations or proposed connections with other organisations or <a href="#">existing Regional University Study Hubs</a>, including the nature and length of the affiliation, and any agreements reached to date.</p> <p><i>Page limit: 2 pages</i></p>	

**Response:**

CUC RAPAD will incorporate as a company limited by guarantee and register as a charity with the ACNC and ATO using a template CUC constitution.

Directors	Skills/Knowledge/Experience
Anthony Rayner	Mayor Longreach RC, Chair CWQRAPAD, primary producer, formally career spanning 30 years as a senior executive within the Queensland Government including roles such as Executive Director for the Australian Agricultural Colleges, Assistant Director-General Department Primary Industries, Executive Director Employment and Economic Development, and Regional Director. Member of the Australian Institute of Company Directors, a Justice of the Peace (Qualified), a Graduate of the Experiential Leadership Development Program.
Sean Dillon	Mayor, Barcaldine RC, primary producer and involvement in local organisations and a member of the national campdrafting committee.
Rob Dare	Mayor, Diamantina Shire Council and small business owner
Gavin Baskett	Mayor, Winton SC, Chair of Outback Regional Roads Group, former small business owner. Gavin also is / has been: National Recovery and Response Agency (Board Member) Outback Highway Development Council Vision Splendid Outback Film Festival (President) Waltzing Matilda Centre (Director)
Sally O'Neil	Mayor, Barcoo SC, Chair of RAPAD Regional Water and Sewerage Alliance. Sally holds a Diploma of Fine Arts, a Graduate Diploma of Secondary Education and a bachelor's degree in civil engineering.
Rick Britton	Mayor, Boulia SC, primary producer and Chair of Rural Financial Counselling Service Nth Qld. Rick has completed the Australian Institute of Company Directors course.
Andrew Martin	Mayor, Blackall Tambo RC, primary producer, LGAQ Policy Executive representative, committee member Regional Development Australia Central





	and Western Qld. Andrew holds Diplomas in Agriculture and Rural Business Management and has completed the Australian Institute of Company Directors program. Andrew also has a long history in agri-politics.
CUC representative Duncan Taylor	Founder, Director and ex CEO of Country Universities Centre Ex Board Member of TAFE NSW (2015-2019) Solicitor Founding Director of Agricultural Assets Manager, Growth Farms Australia ICPA NSW Past President
<b>Members</b>	<b>Skills/Knowledge/Experience</b>
Barcaldine Regional Council	
Barcoo Shire Council	
Blackall-Tambo Regional Council	
Boulia Shire Council	
Diamantina Shire Council	
Longreach Regional Council	
Winton Shire Council	

Those initial directors are all directors of RAPAD and through that role all have a governance and oversight capacity for RAPADs Registered Training Organisation, RAPAD Skilling. All bring an intimate knowledge of the VET environment and associated governance.

The Centre Manager will be based in Central Western Queensland and be responsible and accountable to the Board of Directors for all operational, financial, risk management and reporting processes and activities in the Centre in accordance with an agreed Position Description.

CUC RAPAD will affiliate into the Country Universities Centre network by an Affiliation Agreement with the CUC Central organisation with defined accountabilities, and financial and operational reporting. Under this Agreement, the CUC Central organisation will provide comprehensive operational, risk management and financial support to CUC RAPAD.

A suite of locally tailored Staff (HR) and Student, WHS, Communications and Technology, Financial, Board and Governance policies (See Attachment B – CUC Policy Register), relating to establishing and operating a Regional University Study Hub will be provided to the Centre by CUC Central based on the experiences and know-how of the CUC network operating since 2013. Additionally, CUC RAPAD will have ongoing and on demand tailored policy and compliance support for the Board and staff from a dedicated Policy and Compliance Coordinator (see staffing structure). CUC Central will also provide through the affiliation:

- A risk mitigation plan template for the Centre with support in ongoing application;
- The CUCs comprehensive university partnership network of 25 universities
- Quality assurance of student services, TEQSA requirements, academic integrity
- CUC Central’s marketing and promotion support through a designated Design Coordinator  
CUC Central’s branding and intellectual property;
- Access to the CUC student management, financial and other CUC software systems, as well as social media platforms and templates;
- Access to central CUC staff that have expertise in governance, compliance, university and stakeholder engagement, stakeholder reporting, public relations and educational support pedagogies;
- Weekly professional development, quarterly face-to-face development opportunities, and annual network conference.
- Access to HR support for recruitment, onboarding and ongoing development of Centre staff.

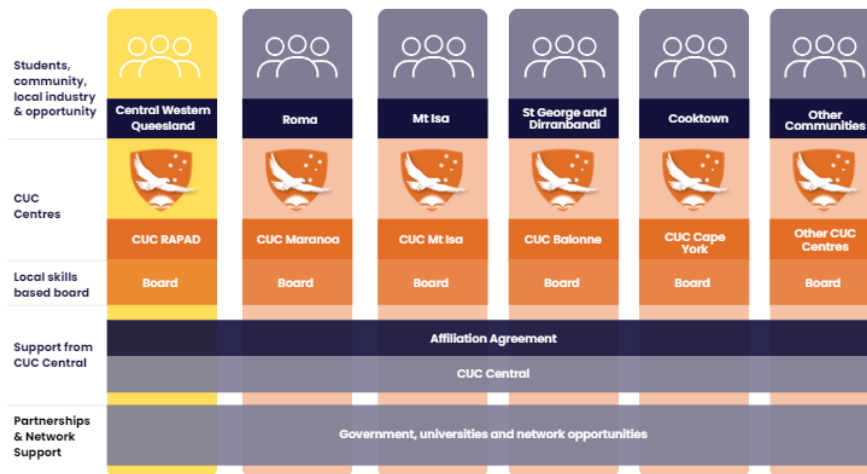


### CUC Central and Affiliation Structure

In addition to the skillsets and qualifications on the CUC RAPAD Board, the CUC Central Board has the following Directors with expertise in risk and governance, corporate, strategy, community engagement and experience in Regional University Study Hubs.

CUC Central Director	Expertise/Skillsets
Dean Lynch (Chair)	Snowy Hydro Relations Manager and instrumental in establishing the Cooma Universities Centre as former Mayor of Cooma Monaro Shire for ten years.
Dr Kim Houghton	Chief Economist, Regional Australia Institute (RAI). Expertise in regional development, government, small business and economic planning.
Paul Broad	Former CEO Snowy Hydro Corporation.
Praveena Karunaharan	Company Director, Former Group Executive – Governance, Risk and Compliance, Director, PwC Risk Consulting.
Duncan Taylor	Founder of the Country Universities Centre, former CUC CEO and lawyer.
Alix Greenhill	Chief Financial Officer, Cubbie Station. Accountant. Former CUC Centre Manager.

CUC RAPAD will be affiliated in the following structure of the CUC Network that provides ongoing tailored and peer support for the local Board and staff.



**G. Staffing**

Describe the details of each current and proposed member of staff (including volunteers) required to support the Regional University Study Hub. Add or remove rows as needed.

*Page limit: 2 pages*

The organisational structure of the CUC minimises staffing levels and costs in the local Centre by efficiently leveraging CUC Central’s personnel to perform common tasks on behalf of the whole centre network so that Centre staff can focus on local face to face student support and engagement, and local student, industry and community relationships. Centre Managers and Central Staff reduce isolation and share peer experiences by all participating in a suite of professional development, communities of practice led by CUC Central.

The Centre Manager will be responsible for operations and report directly to the local Board of Directors. The Central body works to support Centre staff and operations, including the Board. The Centre and Central Board Directors work in a voluntary capacity and have the knowledge, experience and skillsets outlined in Section F to enhance operations and assist staff in their roles. Attachment C – outlines the roles of CUC Central staff. Attachment D provides a broad overview of the services provided to the Centre by CUC Central staff.

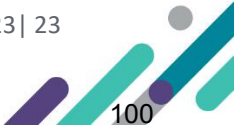
The Centre will continually look for opportunities for alternative revenue streams outside the RUSH Program to deepen staffing in areas such as widening participation, school outreach and careers guidance.

**The Centre Manager will be based in the Longreach area with proximity to the facilities in Longreach, Winton and Jundah. One part time Student Services Co-ordinator will be based in the western area of the Region with access to Boulia, Bedourie and Birdsville, with a further full time Student Services Co-ordinator based in the Barcaldine/Blackall area with access to both those Centres. Attachment A indicates this spatial staffing model.**

Job title	Paid or Volunteer	Casual Part-time Full-time (if applicable)	Description of duties including Regional University Study Hub location/s	Qualifications/Skills	Date of commencement (proposed if not yet commenced)
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Centre Manager	Paid	Full-Time	The Centre Manager creates a supportive and collaborative environment conducive to online study, and provides general academic and pastoral support to students. The Centre Manager will actively engage with community and key stakeholders to represent and promote the CUC Centre. The Centre Manager is responsible for compliance with Commonwealth Conditions of Grant, managing the facility, reporting, financial controls including the budget, and marketing the CUC to potential students, as well as maintaining local relationships with universities and other educational providers.	Bachelor degree or above with demonstrated experience in key stakeholder engagement and high level communication skills with the ability to work independently. The Centre Manager will be provided with Mental Health First Aid Training.	
Student Services Co-ordinator	Paid	1 Full Time (Barcaldine Blackall) 2 * 0.4 FTE Part Time (Longreach, Winton, Jundah) and (Boulia, Bedourie, Birdsville)	Provide a comprehensive range of support strategies in higher education academic and learning skills to students across Student Engagement, Wellbeing and Pastoral Care, Administration and Academic Skills, , Widening Participation, Accessibility and Inclusion, Student Partnerships and Community Engagement. For a fuller description, please see Attachment E.	Undergraduate degree with recent university study and qualifications with outstanding academic results	
CUC Central Staff	7 * Paid Employees 1 * Volunteer	7 Full Time 1 Part Time	See Attachment C	See Attachment C	See Attachment C



## H. Partnerships – Tertiary Providers, Community, and Industry

Outline any existing or planned partnerships with education providers, community, local or state/territory government and industry/business. Add or remove rows as needed.

*Page limit: 3 pages*

Response:

Response:

Category	Name of organisation	Financial or non-financial?	Description of relationship <i>Please describe your relationship with the institution, noting if there is a formal contract or other formal agreement in place. What will the partner do for you and what will you do for the partner? What benefits will this provide to students?</i>	Status
Local or State/Territory Government	Longreach RC Barcaldine RC Blackall Tambo RC Winton SC Diamantina SC Barcoo SC Boulia SC	Financial	Contribute to premises provision and initially and potentially long term, provide governance / directors to the proposed CUC RAPAD. No formal contract at this stage but their knowledge of and support for this application is already demonstrated. Local government in remote and very remote regions play a different role compared to local government in urban areas. They are integral to facilitating and empowering a bottom-up community led approach to many things and this will be a guarantor of success of this RUSH.	Planned
Education Provider	Central Queensland University	Financial for the CUC Network	CQ University provides funding to the CUC for each CQU student that registers with the Centre.	Established
Education Provider	University of Southern Queensland	Non-Financial	USQ and CUC have a Memorandum of Understanding under which collaborative activities are undertaken, including orientation of CUC staff to USQ services.	Established

Education Provider	University of New England	Financial for the CUC Network	UNE supports CUC staff to develop their understanding of the university systems and support services to provide elevated level of services to any UNE student.	Established
Education Provider	University of Technology Sydney (UTS)	Financial for the CUC Network	UTS are the lead partner on the Eastern Australia Regional University Centre Partnership and the CUC has a revenue producing agreement with the university. UTS also provide staff training, research, evaluation	Established
Education Provider	Charles Sturt University (CSU)	Financial for the CUC Network	CSU and the CUC have a long-standing partnership to provide financial and in-kind support and provide operational training to CUC staff to best navigate the university infrastructure.	Established
Education Provider	25 Australian Universities	Non-Financial	The CUC has partnerships with 25 universities across Australia through the Regional Partnerships Project Pool Program (RPPPP). These universities provide in-kind support	Established
Education Provider	La Trobe University	Non-Financial	La-Trobe is working with the CUC to normalise community-led higher education across Australia. The university provides staff within the university to specifically triage and support CUC students, building a strong student support connection for any student choosing to study at La Trobe.	Established
Education Provider	Federation University	Financial for the CUC Network	Federation University provides funding to the CUC for each Federation student that registers with the Centre.	Established

**I. Student Support Services and Care**

Provide a detailed description of the services the Regional University Study Hub will provide to support students. Add or remove rows as needed.

*Page limit: 2 pages*

Response:

Type of service/care	How will the Regional University Study Hub provide this service/care
	<p>CUC RAPAD will establish an Equity Student Services Model to cater to the unique challenges of Regional, Rural, and Remote students. This model will enhance rather than duplicate the support already provided by universities and other providers. The Centre will leverage the existing experience and expertise within the CUC network to provide a comprehensive wrap-around system of services that spans the entire student journey, from pre-access to attainment, focussing on the following three pillars:</p> <ul style="list-style-type: none"> <li>• <b>Student Support</b> – providing additional face to face academic, wellbeing, administrative and technology support for students to participate and succeed in higher education;</li> <li>• <b>Outreach and Widening Participation</b> – Community led programs to widen participation and promote higher education as a tangible local pathway;</li> <li>• <b>Work Integrated Learning, Graduate Employment and Local Workforce Development</b> – Support WIL opportunities and visiting placement students, assist graduates to enter the local workforce and collaborate with industry to ensure vibrant, diverse, and thriving regional development.</li> </ul> <p>Understanding the individual strengths and needs of each student will be a critical feature of the support. By customising interventions and initiating early support, the Centre will ensure students will not just be academically prepared, but also feel a profound sense of belonging to this learning community. This approach will be further enriched by fostering community ties, collaboration with universities, and promoting proactive help-seeking behaviours among students.</p>
Administrative	<p>The CUC staff will serve as a pivotal resource for streamlining university operations and terminologies while fostering a culture of collaboration with students. For those in the pre-access phase, the CUC will leverage off its network expertise and provide guidance in choosing suitable courses or education providers, tailored to individual student capacities and career aspirations. The CUC will also provide information on potential pathway options, scholarships, and financial aid, and offers assistance with the enrolment process and navigation of university processes and census dates.</p> <p>Once students are enrolled or are transitioning into their studies, the CUC will continue with its ‘whole of student’ approach, ensuring that students receive comprehensive support. This includes introducing them to essential services that contribute to their academic success. The CUC aids in navigating university systems and networks, connecting students with relevant university resources, helping with requests for extensions or special considerations, and offering resources for both academic and personal growth.</p> <p>As students’ progress towards graduation, the emphasis shifts to attainment. The Centre staff will assist in identifying local job opportunities, exploring further postgraduate study options, offering interview guidance, and clarifying graduate employment prerequisites. Additionally, the Centre will offer a platform for students to celebrate their achievements, allowing them to share their graduation milestones with family and peers.</p>



Wellbeing	<p>The Centre will prioritise the holistic well-being and self-efficacy of students. Utilising a student-focused approach, wellbeing strategies will be formulated based on students' distinct needs, experiences, and perspectives. Drawing from evidence-based best practices and CUC network experience, the Centre will establish an environment conducive to both academic and personal success.</p> <p>The Centre will ensure a continuous availability of direct support through its Centre staff who will be trained in mental health first aid. The staff support might range from casual interactions addressing stress to more structured interventions. In situations requiring specialised attention referrals can be made to the CUC's Student Wellbeing Advisory Committee or to other specialised counselling and support services. Furthermore, the Centre will offer tools and guidance for students balancing academic and personal demands.</p>
Technology	<p>The Centre will maintain a high-speed internet connection of 100 – 200 mbps, supporting seamless online study, student collaboration and research. This will be complemented by an array of state-of-the-art facilities including printing and scanning services. The CUC staff will play a pivotal role in assisting students in navigating online services and specific university portals, assisting where needed in digital literacy and ensuring a smooth transition into online learning. If students encounter technological issues, the staff will be available and equipped to offer support ensuring that students' learning journeys remain uninterrupted.</p>
Learning community	<p>The Centre will recognise the importance of a learning community in facilitating successful transitions into academic study. A sense of belonging will not only boost student confidence and self-efficacy but also strengthen dedication to academic attainment. Through the localised, place-based approach, the Centre will ensure students remain engaged and successful, irrespective of their geographical location, socioeconomic status, or any unique characteristic that may influence their ability to thrive at university. This student-focused strategy will particularly benefit students with disabilities and First Nations students, offering them tailored pathways to balance the complexities of competing priorities, community roles, and financial challenges alongside their education.</p>
Academic Services	<p>The Learning Skills Advisor Program to be provided through the Student Services Co-ordinator offers face-to-face academic support for students. These staff will be keenly aware of the specific challenges regional students face. Their primary role in this area will be to strengthen academic skills, providing individual sessions and workshops tailored to student needs.</p> <p>Supporting the CUC academic services are evidence-based Best Practice Guidelines developed by the CUC network, professional development and policies that ensure a consistent and high-quality service, while upholding academic integrity for the quality assurance of students and education providers. The Centre will value diversity, aiming to create an inclusive atmosphere where every student's unique background and experience is recognised and celebrated.</p> <p>Promoting a connection to education providers will be a key focus, ensuring students are integrated into the broader educational landscape. Collaborative and active learning will be encouraged, creating a vibrant and dynamic academic environment. Decisions and strategies implemented will be data driven, ensuring each step taken is both informed and effective.</p>
Student Partnership	<p>The CUC fosters meaningful collaboration between students and staff within the CUC network, guided by the values of mutual respect, reciprocity, and shared responsibility. This approach draws on research and best practices to promote student empowerment, enhance the learning experience, and improve the overall success of regional students. By embracing a partnership approach, the Centre will effectively leverage the unique perspectives and abilities of students to co-create supportive and inclusive learning environments.</p>





## J. Current or proposed site

Provide details of the current or proposed site/s for the Regional University Study Hub. Add rows as needed.

- **If the specific location for the proposed Regional University Study Hub is known:** please provide a description of the site, including size, existing facilities/infrastructure and leasing arrangements (if known).
- **If an exact location or street address has not yet been determined:** please provide information explaining the type of facility that will be used, and availability of such facilities within the proposed area. Applicants should provide evidence of comparable leasing costs in the region to support the proposed budget.

Regional University Study Hubs should consider their anticipated student load during peak operational times in relation to building size and planned facilities when determining an appropriate site.

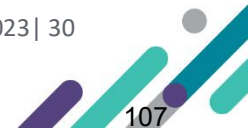
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### Response:

CUC RAPAD is providing support in an area nearly one and a half times the area of Victoria, and so eight facilities have been identified to provide spatial opportunities for students to have a dedicated learning space. Architectural concept plans have been prepared for the two heaviest capital refurbishments of Longreach and Blackall (see Capital Works below and Attachment F). Floor plans and photos of other facilities are provided in Attachment F. In the smaller locations, fit for purpose council facilities have been identified that are low cost but very suitable for the purpose. In the larger communities, larger facilities have been identified with a mix of Council owned and privately owned facilities. Through this network of facilities, a large proportion of the Central Western Queensland population will be within 30 minutes drive of a facility.

Name of site	Address (if known)	Regional Classification*	Description (including building size/capacity, current facilities, etc.)	Expected peak student load	Capital Works Required?	Expected date of operation
Longreach	Longreach Pastoral College, Longreach	Very Remote	Ex Agricultural College with learning spaces and facilities – 250sm. New kitchenette and some refurbishment required. Concept plans attached	Student Cohort of 87 with peak load of 13	<input checked="" type="checkbox"/> <b>YES as to Longreach, Blackall and Winton</b> – please complete Capital Works section below.  <input checked="" type="checkbox"/> <b>NO as to Barcaldine, Boulia, Bedourie, Birdsville and Jundah except for security and ICT infrastructure</b>	All by 1 October 2024 with potential for facilities not requiring any capital works other than ICT and security to be opened in the period between 1 July 2024 and 1 October 2024
Barcaldine	The Globe, Visitors Information Centre	Very Remote	Recently renovated Visitors Information Centre in very good condition, with kitchen and bathroom facilities. Good location in centre of town – 70 sm	Student cohort of 59 with peak load of 9		
Blackall	Old Hospital Administration Building, Blackall	Very Remote	70 sm old hospital building with good spaces, and toilets and kitchen. Needs some renovation. Concept plans attached.	Student cohort of 24 with peak load of 5		
Winton	68a Elderslie St, Winton	Very Remote	Private building in main street. Good open internal space needing some internal partitioning. 50sm	Student cohort of 15 with peak load of 3		

Boulia	Burke Street Hall, Boulia	Very Remote	Very nice internal space in Council Hall near main street in town with kitchenette and toilets. No renovation needed. 65 sm	Student cohort of 9 with peak load of 4		
Bedourie	Diamantina Shire Council Building, Bedourie	Very Remote	Rooms in Council Building to suit student load – 20 sm with access to Council kitchenette and Toilets	Student Cohort of 5 with peak load of 3		
Birdsville	Birdsville Visitors Information Centre	Very Remote	Co-share in new Visitors Centre with fabulous offices, meeting rooms, social spaces, kitchen and toilets. Spaces available as needed for demand	Student cohort of 5 with peak load of 3		
Jundah	Jundah Visitors Information Centre and Library	Very Remote	Modern Council facility with 40 sm of offices and break out rooms, with access to library toilets and kitchen facilities	Student cohort of 6 with peak load of 3		



## Capital Works (if required)

Capital works are undertaken to create a new space, or change the use, function or layout of an existing space to suit the needs of the Regional University Study Hub.

Please identify and describe any planned capital works required for the proposed Regional University Study Hub. This should include an outline of the planned facilities to be added or expanded through capital works and timings for activities.

- **If the specific location for the proposed Regional University Study Hub is known:** please provide a detailed breakdown of the capital works required, including any evidence you may have to support your claims (such as quotations, floor plans, photos, etc.). Evidence can be included as attachments.
- **If the specific location for the proposed Regional University Study Hub is not yet known:** please provide an estimate of the capital works that will likely be required, based on the types of facilities that are available in the region and undertaking necessary research.

Please also complete the Capital Works section of the [Budget Template](#) clearly outlining proposed costs and include information regarding timing of works in [Section K – Implementation Timeline](#).

Successful applications will be required to provide a detailed Capital Works Plan to the Program Delegate for approval prior to undertaking works.

**Longreach:** Longreach Capital Works are estimated at \$158,200 based on the architect's concept design below and opinion of probable costs derived from recent capital works elsewhere in the CUC



network.

Minimal demolition is required in the above design that makes use of the existing floor plan. However, some additional small rooms for break out and examinations have been planned near the work spaces, and a kitchenette to be installed in the communal area (involving some plumbing works).

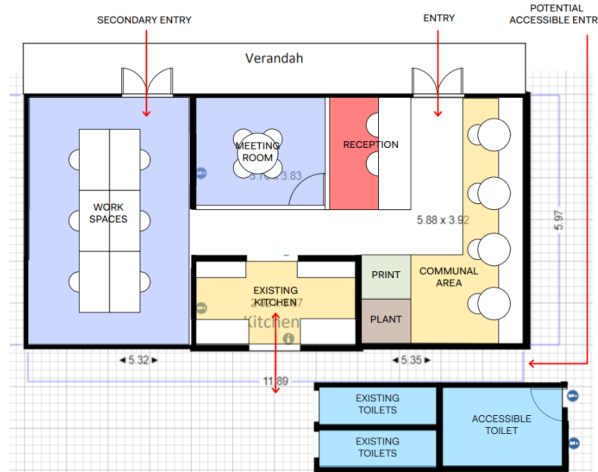
As the building is old and hasn't been occupied since the closure of the Longreach Pastoral College some years ago, extensive upgrades are required to the air conditioning and electrical systems will need to be improved to support student ICT.

New floor coverings and painting will ensure the facility is conducive to study and appealing for student usage.

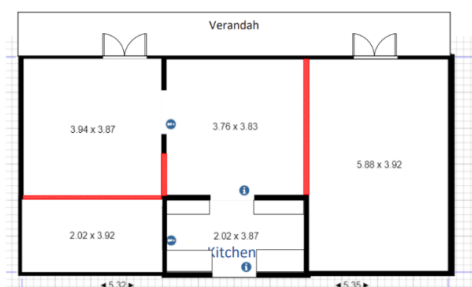


The current floor plan, Concept Design and photos of the current site are at Attachment F .

**Blackall:** Blackall capital works are estimated at \$97,200 to realise the architectural concept design shown below:



The work includes some demolition of existing walls to make the facility spaces more fit for purpose, which are shown in red below:



Some internal walls will then be fitted out to create the concept design, with associated air conditioning needs. Some work is also required to make the toilets and the kitchenette fit for purpose. Floor coverings and painting will then make the building very appealing for student usage.

**Winton:** Winton capital works are budgeted at \$95,700. The building is primarily a single commercial space and will require some internal walls for student break out and examinations, with associated electrical and air conditioning work needed. The toilets are run down and need renovating, and a kitchenette for student usage is to be installed.

Capital works at Longreach, Blackall and Winton is expected to commence by 30 June and be completed by 15 September 2024.

**Other Locations:** Barcaldine, Boulia, Bedourie, Birdsville and Jundah are all very fit for purpose. However, small capital works are needed to instal after hours security and cctv for student safety, as well as upgraded internet infrastructure. A very minor amount (\$4,000) has been budgeted to allow for painting and floor coverings in Bedourie which is an older building than the other four locations.

Please see Attachment F for floor plans and photos of all locations.



<b>K.</b>	<b>Implementation Timeline</b>
<p>Outline the key milestones required to implement the Regional University Study Hub and proposed timings. This should include all key activities required from confirmation of funding to the Regional University Study Hub being operational. Add or remove rows as needed.</p> <p>Where Capital Works are to be undertaken, include activities related to project management and building works.</p> <p><i>Page Limit: 2 pages</i></p>	

Key Milestone	Date/s	Description of Milestone	Current progress in achieving
Confirmation of Funding by Department	Mid-March		
Completion of negotiation with Commonwealth of Conditions of Grant	April	Settle budgets and finalise Conditions of Grant with the Commonwealth	Application Budget Developed
Incorporation of Company	April	Incorporate CUC RAPAD Ltd by 1 April, and obtain registrations with ACNC and the ATO	Board and Members selected
Procurement of Insurances	April	Extend CUC Group Insurances to CUC RAPAD	Group Insurances Obtained
Execution of Conditions of Grant	April	Execution of Conditions of Grant with the Commonwealth	Pending
Opening of Bank Accounts	April	Bank accounts for CUC RAPAD opened ready to receive funding	Pending
Execution of Affiliation Agreement with CUC Central	April	CUC RAPAD and CUC Central formally execute affiliation agreement	Draft Affiliation Agreement drafted
Execution of Licence/Lease Agreements	May	Execution of Lease and Licence Agreements with Facility Owners	Discussions of occupation with Council Owners undertaken and facilities inspected
Detailed scoping of Capital Works	May	Capital Works in Longreach, Blackall and Winton Scoped	Architectural Concept Designs for Longreach and Blackall Developed
Tender for Capital Works	May	Tenders issued for Capital Works in Longreach, Blackall and Winton	Architectural Concept Designs Developed and Opinion of



			Probable Cost received
Centre Manager Recruited	June	Centre Manager role advertised and successful candidate recruited by 3 June to start 1 July	Draft Position Description and Job Advert drafted
Selection and Procurement of Contractors	June	Contractors Selected for Capital Works and quotes negotiated	Pending
Purchase of ICT Equipment	July	ICT and Security Equipment Purchased	Pending
Purchase of Furniture and Fittings	July	Furniture and Fittings Purchased	Pending
Recruitment commenced for Student Service Co-ordinator Roles	July	Commence advertising for recruitment of SSC Roles, with a view to having all roles commencing on or before 1 October	SSC Role PD's developed
Completion of Capital Works	September	Capital Works Completed	Pending
Opening of All Facilities	By 1 October	Facilities will each be opened when ready, and many of the already fit for purpose facilities can be opened after purchase of furniture and ICT equipment. Centres with the heaviest capital works (Longreach, Blackall and Winton are expected to be opened last, and by 1 October	Pending

Response:

### Attachments List

Please complete the below table detailing all attachments included with your application. Add or remove rows as needed.

Note: attachments should only be provided where they add value or context to the overall application and **must not exceed 50 one-sided equivalents to A4 pages**. Any attachments beyond this page limit **will not be considered** by the Assessment Panel.

	Attachment Name	Pages
<b>Attachment A</b>	Staffing Regions of CUC RAPAD	1
<b>Attachment B</b>	CUC Policy Register	1



<b>Attachment C</b>	CUC Central Staff	1
<b>Attachment D</b>	CUC Central Services	2
<b>Attachment E</b>	Student Services Co-ordinator Role	1
<b>Attachment F</b>	Facility Floorplans and Photos	9
<b>Attachment G</b>	Letters of Support	24
<b>Total Pages (Max. 50)</b>		<b>39</b>







**Budget Proposal for New Regional University Study Hub**

<b>Proposed Regional University Study Hub Name:</b>					
<b>Total Grant Funding Request</b> (auto-populated from template)	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>TOTAL</b>
	\$ 645,500.00	\$ 658,081.41	\$ 762,359.07	\$ 779,443.54	<b>\$ 2,845,384.02</b>

**Purpose:**  
This document must be completed by applicants to the 2023 Regional University Study Hub application process, alongside an Application Form. It must outline the planned budget for the proposed Regional University Study Hub, including relevant sources of income and expected expenditure. The budget should align with the details provided in the associated Application Form, including consideration of the planned location, operating model and support services.

The following tables **must** be completed:

- **Table 1 - Budget Proposal** relates to all expenditure, of both Commonwealth Grant funds and income from other sources, across the funding period.
- **Table 2 - Other Income** relates to other sources of income only. **Do not** include income from the proposed grant funding.

Only one budget template should be completed per application. Where multiple sites are proposed for a Regional Hub, please provide details in the relevant table outlining how income/expenditure will be spread across sites.

Applicants can use the Working Sheet tab to provide further information regarding proposed income/expenditure as required.

**Before submitting:** please ensure that all totals are correct using formulas provided.

For any questions regarding this template, please contact regional@education.gov.au



**Table 2: OTHER INCOME - Other Sources Only**

Instructions:							
- Please list all other sources of income which will support the Regional Hub's operations. This should include any income from other Commonwealth Grants or Programs if relevant. - Provide evidence/details of other funding sources. - Please indicate whether the funding is confirmed or not in the 'status/comments' column. - A range of common sources of income have been provided to support applicants in completing the table. - Where a line item is not relevant to your proposal, please enter \$0. - Please add additional rows as required for any line items not included in the template.							
	2023-24	2024-25	2025-26	2026-27	TOTAL	Status <i>Select from drop-down</i>	Comments
Local government partnerships	\$ 6,000	\$ 65,000	\$ 66,625	\$ 68,290	\$ 205,915	Confirmed	Value of in kind Contributions from the seven Councils of RAPAD
Other Commonwealth Grants/Programs					\$ -		
Community grants/sponsorships					\$ -		
State government funding					\$ -		
Sponsorship					\$ -		
University partnerships					\$ -		
Short courses					\$ -		
Printing/photocopying					\$ -		
Exam invigilation					\$ -		
Room hire fees					\$ -		
Interest	\$ 50	\$ 243	\$ 256	\$ 262	\$ 811	Pending Confirmation	
Other (please describe)					\$ -		
<b>Total income (other sources)</b>	<b>\$ 6,050</b>	<b>\$ 65,243</b>	<b>\$ 66,881</b>	<b>\$ 68,552</b>	<b>\$ 206,726</b>		

Table 1: Budget Proposal

- Please list all planned expenditure for the proposed Regional Hub in the table below, covering the period 2023-24 to 2026-27.
- Please use GST exclusive figures only and round figures to the nearest dollar value.
- As indicated by the columns below, please include the requested Commonwealth Grant funding expenditure, and expenditure of income from other sources, in the relevant columns.
- A range of common cost items have been included in the table to support applicants in developing a budget.
  - Where a line item is not relevant to your proposal, please enter 0.
  - Please add additional rows as required for any line items not included in the template.
- Please provide a costing justification for each item, explaining how expenditure has been calculated for each row. Where multiple sites are proposed, provide details of how expenditure is spread across sites.
- Please only complete the Capital Works section of the table where you are requesting funding for capital works and have completed the relevant section in the Application Form. For more information on capital works, please see the Application Guide.
- Include quotations or additional workings as an attachment.
- Applicants should consider the median Commonwealth grant funding amounts for existing Regional Hubs when developing the budget (refer to the Application Guide).

	2023-24			2024-25			2025-26			2026-27			TOTAL			Costing Justification Where multiple sites are proposed, include details of how expenditure is spread across sites
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
<b>Operational Costs</b>																
Accounting & auditing expenses	\$ 2,000		\$ 2,000	\$ 10,000		\$ 10,000	\$ 10,250		\$ 10,250	\$ 10,506		\$ 10,506	\$ 32,756		\$ 32,756	
Affiliation fees				\$ 70,000		\$ 70,000	\$ 70,000		\$ 70,000	\$ 70,000		\$ 70,000	\$ 210,000		\$ 210,000	
Bank fees and charges		\$ 50	\$ 50		\$ 243	\$ 243		\$ 256	\$ 256		\$ 262	\$ 262		\$ 811	\$ 811	
Building repairs and maintenance				\$ 1,500		\$ 1,500	\$ 2,000		\$ 2,000	\$ 2,050		\$ 2,050	\$ 5,550		\$ 5,550	
Cleaning				\$ 4,500		\$ 4,500	\$ 6,000		\$ 6,000	\$ 6,150		\$ 6,150	\$ 16,650		\$ 16,650	
Furniture, storage and other furnishings	\$ 28,000		\$ 28,000				\$ 2,000		\$ 2,000	\$ 2,050		\$ 2,050	\$ 32,050		\$ 32,050	
Insurance - general	\$ 500		\$ 500	\$ 4,000		\$ 4,000	\$ 4,100		\$ 4,100	\$ 4,203		\$ 4,203	\$ 12,803		\$ 12,803	
Insurance - workers compensation				\$ 2,425		\$ 2,425	\$ 2,485		\$ 2,485	\$ 2,547		\$ 2,547	\$ 7,457		\$ 7,457	
ICT equipment (computers, phones, etc.)	\$ 28,000		\$ 28,000				\$ 2,400		\$ 2,400	\$ 2,460		\$ 2,460	\$ 32,860		\$ 32,860	
ICT software				\$ 6,000		\$ 6,000	\$ 6,125		\$ 6,125	\$ 6,278		\$ 6,278	\$ 18,403		\$ 18,403	
Learning support resources and equipment				\$ 1,500		\$ 1,500	\$ 2,050		\$ 2,050	\$ 2,101		\$ 2,101	\$ 5,651		\$ 5,651	
Legal expenses	\$ 6,500		\$ 6,500	\$ 2,000		\$ 2,000	\$ 1,500		\$ 1,500	\$ 1,538		\$ 1,538	\$ 11,538		\$ 11,538	
Licences & permits				\$ 950		\$ 950	\$ 1,000		\$ 1,000	\$ 1,025		\$ 1,025	\$ 2,975		\$ 2,975	
Maintenance - computer & equipment				\$ 1,500		\$ 1,500	\$ 2,050		\$ 2,050	\$ 2,101		\$ 2,101	\$ 5,651		\$ 5,651	
Marketing/Advertising/Promotion				\$ 5,000		\$ 5,000	\$ 4,000		\$ 4,000	\$ 4,100		\$ 4,100	\$ 13,100		\$ 13,100	
Office expenses				\$ 800		\$ 800	\$ 1,025		\$ 1,025	\$ 1,051		\$ 1,051	\$ 2,876		\$ 2,876	
Printing, postage & stationery				\$ 4,500		\$ 4,500	\$ 6,150		\$ 6,150	\$ 6,304		\$ 6,304	\$ 16,954		\$ 16,954	
Recruitment expenses	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 500		\$ 500	\$ 513		\$ 513	\$ 3,013		\$ 3,013	
Rent expenses				\$ 45,000		\$ 45,000	\$ 46,125		\$ 46,125	\$ 47,278		\$ 47,278	\$ 138,403		\$ 138,403	
Security				\$ 6,000		\$ 6,000	\$ 8,200		\$ 8,200	\$ 8,405		\$ 8,405	\$ 22,605		\$ 22,605	
Internet, connectivity & computer support				\$ 15,000		\$ 15,000	\$ 18,900		\$ 18,900	\$ 19,373		\$ 19,373	\$ 53,273		\$ 53,273	
Staff & student amenities				\$ 1,200		\$ 1,200	\$ 1,600		\$ 1,600	\$ 1,640		\$ 1,640	\$ 4,440		\$ 4,440	
Staff expenses (training & development)*				\$ 3,000		\$ 3,000	\$ 3,100		\$ 3,100	\$ 3,178		\$ 3,178	\$ 9,278		\$ 9,278	
Subscriptions				\$ 1,000		\$ 1,000	\$ 1,500		\$ 1,500	\$ 1,538		\$ 1,538	\$ 4,038		\$ 4,038	
Telephone expenses				\$ 1,000		\$ 1,000	\$ 1,400		\$ 1,400	\$ 1,435		\$ 1,435	\$ 3,835		\$ 3,835	
Travel expenses				\$ 3,000		\$ 3,000	\$ 5,000		\$ 5,000	\$ 5,125		\$ 5,125	\$ 13,125		\$ 13,125	
Uniform expenses				\$ 800		\$ 800	\$ 200		\$ 200	\$ 205		\$ 205	\$ 1,205		\$ 1,205	
Utilities (water/electricity)				\$ 11,000		\$ 11,000	\$ 13,000		\$ 13,000	\$ 13,325		\$ 13,325	\$ 37,325		\$ 37,325	
Vehicle lease and running costs**				\$ 20,000		\$ 20,000	\$ 20,500		\$ 20,500	\$ 21,013		\$ 21,013	\$ 61,513		\$ 61,513	
Wages/Salaries - Hub Manager				\$ 110,000		\$ 110,000	\$ 110,000		\$ 110,000	\$ 112,750		\$ 112,750	\$ 332,750		\$ 332,750	
Wages/Salaries - Student Services Co-ordinator 0.4 FTE				\$ 31,680		\$ 31,680	\$ 35,200		\$ 35,200	\$ 36,080		\$ 36,080	\$ 102,960		\$ 102,960	
Wages/Salaries - on costs (Superannuation, LSL etc)				\$ 19,977		\$ 19,977	\$ 20,473		\$ 20,473	\$ 20,985		\$ 20,985	\$ 61,435		\$ 61,435	
Waste collection				\$ 400		\$ 400	\$ 615		\$ 615	\$ 630		\$ 630	\$ 1,645		\$ 1,645	
Website development/maintenance	\$ 2,000		\$ 2,000	\$ 600		\$ 600	\$ 615		\$ 615	\$ 630		\$ 630	\$ 3,845		\$ 3,845	
Contract Facility and Student Support					\$ 5,000	\$ 5,000		\$ 5,125	\$ 5,125	\$ 5,253		\$ 5,253		\$ 15,378	\$ 15,378	
Total Budget - Operational (GST excl.)	\$ 68,050	\$ 50	\$ 68,050	\$ 385,332	\$ 5,243	\$ 390,575	\$ 410,063	\$ 5,381	\$ 415,444	\$ 418,565	\$ 5,516	\$ 424,080	\$ 1,281,960	\$ 16,190	\$ 1,298,149	
<b>Capital Costs (if applicable)</b>																
Floor coverings	18000		18000												18000	
Painting	12000		12000												12000	
Airconditioning	12000		12000												12000	
Electrical works	10000		10000												10000	
Plumbing works	7000		7000												7000	
Security installation	12000		12000												12000	
Window furnishings	7000		7000												7000	
Bathroom/s refurbishment	4000		4000												4000	
Kitchen refurbishment	8000		8000												8000	
Fire equipment	4000		4000												4000	
Site planning and compliance works	0		0												0	
Design works	1400		1400												1400	
Planning approval and certification costs	3000		3000												3000	
Upgraded internet infrastructure	10000		10000												10000	
Signage	4000		4000												4000	
Installation or removal of partition walls	18000		18000												18000	
Specialised teaching equipment (smart boards, etc.)	3000		3000												3000	
Servers and IT storage	5000		5000												5000	
Kitchen equipment (appliances, etc.)	5000		5000												5000	
General office equipment (shredders, partitions, etc.)	3500		3500												3500	
Consultant fees			0												0	
Insurance			0												0	
Contingencies	14300		14300												14300	
Other (please describe)			0												0	
Total Budget - Capital (GST excl.)	161200	0	161200												161200	
<b>TOTALS (auto-populated from above)</b>																
	2023-24		2024-25			2025-26			2026-27			TOTAL				
Total - Grant Funding (GST excl.)	229200		385331.7332			410063.298			418564.8804			1281959.912				
Total - Other Income (GST excl.)	50		5243			5381			5515.525			16189.525				
Total - All Sources (GST excl.)	229250		390574.7332			415444.298			424080.4054			1298149.437				

Table 1: Budget Proposal

- Please list all planned expenditure for the proposed Regional Hub in the table below, covering the period 2023-24 to 2026-27.

	2023-24			2024-25			2025-26			2026-27			TOTAL			Costing
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
<b>Operational Costs</b>																
Accounting & auditing expenses			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Affiliation fees			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Bank fees and charges			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Building repairs and maintenance			\$ -			\$ -		\$ 1,500	\$ 1,500		\$ 1,538		\$ 1,538		\$ 3,038	
Cleaning			\$ -	\$ 2,400		\$ 2,400		\$ 3,000	\$ 3,000		\$ 3,075		\$ 3,075		\$ 8,475	
Furniture, storage and other furnishings	\$ 14,000		\$ 14,000			\$ -		\$ 1,000	\$ 1,000		\$ 1,000		\$ 1,000		\$ 16,000	
Insurance - general			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Insurance - workers compensation			\$ -	\$ 1,130		\$ 1,130		\$ 1,506	\$ 1,506		\$ 1,544		\$ 1,544		\$ 4,179	
ICT equipment (computers, phones, etc.)	\$ 12,000		\$ 12,000	\$ 1,000		\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000		\$ 1,000		\$ 3,000	
ICT software			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Learning support resources and equipment			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Legal expenses			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Licences & permits			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Maintenance - computer & equipment			\$ -			\$ -		\$ 800	\$ 800		\$ 820		\$ 820		\$ 840	
Marketing/Advertising/Promotion			\$ -	\$ 1,500		\$ 1,500		\$ 1,000	\$ 1,000		\$ 1,025		\$ 1,025		\$ 3,525	
Office expenses			\$ -	\$ 600		\$ 600		\$ 800	\$ 800		\$ 820		\$ 820		\$ 2,220	
Printing, postage & stationery			\$ -	\$ 1,200		\$ 1,200		\$ 1,500	\$ 1,500		\$ 1,538		\$ 1,538		\$ 4,238	
Recruitment expenses			\$ -	\$ 1,000		\$ 1,000		\$ 200	\$ 200		\$ 205		\$ 205		\$ 1,405	
Rent expenses			\$ -	\$ -	\$ 5,000	\$ 5,000		\$ -	\$ 5,125		\$ -	\$ 5,253		\$ 5,253	\$ 15,378	
Security			\$ -	\$ 500		\$ 500		\$ 500	\$ 500		\$ 513		\$ 513		\$ 1,513	
Internet, connectivity & computer support			\$ -	\$ 4,000		\$ 4,000		\$ 5,000	\$ 5,000		\$ 5,125		\$ 5,125		\$ 14,125	
Staff & student amenities			\$ -	\$ 375		\$ 375		\$ 500	\$ 500		\$ 513		\$ 513		\$ 1,388	
Staff expenses (training & development)*			\$ -	\$ 2,000		\$ 2,000		\$ 2,000	\$ 2,000		\$ 2,050		\$ 2,050		\$ 6,050	
Subscriptions			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Telephone expenses			\$ -	\$ 600		\$ 600		\$ 600	\$ 600		\$ 615		\$ 615		\$ 1,815	
Travel expenses			\$ -	\$ 6,000		\$ 6,000		\$ 8,000	\$ 8,000		\$ 8,200		\$ 8,200		\$ 22,200	
Uniform expenses			\$ -	\$ 400		\$ 400		\$ 200	\$ 200		\$ 205		\$ 205		\$ 805	
Utilities (water/electricity)			\$ -	\$ 3,750		\$ 3,750		\$ 5,125	\$ 5,125		\$ 5,253		\$ 5,253		\$ 14,128	
Vehicle lease and running costs**			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Wages/Salaries - Hub Manager			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Wages/Salaries - Student Services Co-ordinator			\$ -	\$ 66,000		\$ 66,000		\$ 88,000	\$ 88,000		\$ 90,200		\$ 90,200		\$ 244,200	
Wages/Salaries - on costs (Superannuation, LSL etc)			\$ -	\$ 9,306		\$ 9,306		\$ 12,408	\$ 12,408		\$ 12,718		\$ 12,718		\$ 34,432	
Waste collection			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Website development/maintenance			\$ -			\$ -			\$ -		\$ -		\$ -		\$ -	
Contract Facility and Student Support			\$ -		\$ 5,000	\$ 5,000		\$ 5,125	\$ 5,125		\$ 5,253		\$ 5,253		\$ 15,378	
Total Budget - Operational (GST excl.)	\$ 26,000	\$ -	\$ 26,000	\$ 101,761	\$ 10,000	\$ 111,761	\$ 134,639	\$ 10,250	\$ 144,889	\$ 137,955	\$ 10,506	\$ 148,461	\$ 387,575	\$ 30,756	\$ 418,331	
<b>Capital Costs (if applicable)</b>																
Floor coverings			0			0			0		0		0		0	
Painting			0			0			0		0		0		0	
Airconditioning			0			0			0		0		0		0	
Electrical works			0			0			0		0		0		0	
Plumbing works			0			0			0		0		0		0	
Security installation	12000		12000			0			0		0		0		12000	
Window furnishings			0			0			0		0		0		0	
Bathroom/s refurbishment			0			0			0		0		0		0	
Kitchen refurbishment			0			0			0		0		0		0	
Fire equipment			0			0			0		0		0		0	
Site planning and compliance works			0			0			0		0		0		0	
Design works			0			0			0		0		0		0	
Planning approval and certification costs			0			0			0		0		0		0	
Upgraded internet infrastructure	4500		4500			0			0		0		0		4500	
Signage	1000		1000			0			0		0		0		1000	
Installation or removal of partition walls			0			0			0		0		0		0	
Specialised teaching equipment (smart boards, etc.)			0			0			0		0		0		0	
Servers and IT storage			0			0			0		0		0		0	
Kitchen equipment (appliances, etc.)			0			0			0		0		0		0	
General office equipment (shredders, partitions, etc.)	1000		1000			0			0		0		0		1000	
Consultant fees			0			0			0		0		0		0	
Insurance			0			0			0		0		0		0	
Contingencies			0			0			0		0		0		0	
Other (please describe)			0			0			0		0		0		0	
Total Budget - Capital (GST excl.)	18500	0	18500			0			0		0		0		18500	
<b>TOTALS</b>																
(auto-populated from above)																
Total - Grant Funding (GST excl.)	2023-24		44500	2024-25		101760.59	2025-26		134639.12	2026-27		137955.098	TOTAL		387574.808	
Total - Other Income (GST excl.)			0			10000			10250			10506.125			30756.125	
Total - All Sources (GST excl.)			44500			111760.59			144889.12			148461.223			418330.933	

Table 1: Budget Proposal

	2023-24		2024-25		2025-26		2026-27		TOTAL				Costing Justification
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
<b>Operational Costs</b>													
Accounting & auditing expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Affiliation fees	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Bank fees and charges	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Building repairs and maintenance	\$ -		\$ -	\$ 1,500	\$ 1,500	\$ 1,538	\$ 1,538	\$ 3,038	\$ 3,038	\$ -	\$ -	\$ 3,038	\$ 3,038
Cleaning	\$ -	\$ 2,400	\$ 2,400	\$ 3,000	\$ 3,000	\$ 3,075	\$ 3,075	\$ 3,075	\$ 8,475	\$ -	\$ -	\$ 8,475	\$ 8,475
Furniture, storage and other furnishings	\$ 12,000		\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 14,000	\$ -	\$ -	\$ 14,000	\$ 14,000
Insurance - general	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Insurance - workers compensation	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
ICT equipment (computers, phones, etc.)	\$ 12,000		\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,025	\$ 1,025	\$ 3,025	\$ -	\$ -	\$ 3,025	\$ 3,025
ICT software	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Learning support resources and equipment	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Legal expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Licences & permits	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Maintenance - computer & equipment	\$ -		\$ -	\$ 800	\$ 800	\$ 820	\$ 820	\$ 820	\$ 840	\$ -	\$ -	\$ 840	\$ 840
Marketing/Advertising/Promotion	\$ -	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,025	\$ 1,025	\$ 3,525	\$ -	\$ -	\$ 3,525	\$ 3,525
Office expenses	\$ -	\$ 600	\$ 600	\$ 800	\$ 800	\$ 800	\$ 820	\$ 820	\$ 2,200	\$ -	\$ -	\$ 2,200	\$ 2,200
Printing, postage & stationery	\$ -	\$ 1,200	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,538	\$ 1,538	\$ 4,238	\$ -	\$ -	\$ 4,238	\$ 4,238
Recruitment expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Rent expenses	\$ -	\$ 13,000	\$ 13,000	\$ 13,375	\$ 13,375	\$ 15,375	\$ 15,750	\$ 15,750	\$ 44,134	\$ -	\$ -	\$ 44,134	\$ 44,134
Security	\$ -	\$ 375	\$ 375	\$ 500	\$ 500	\$ 500	\$ 513	\$ 513	\$ 1,388	\$ -	\$ -	\$ 1,388	\$ 1,388
Internet, connectivity & computer support	\$ -	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,125	\$ 14,125	\$ -	\$ -	\$ 14,125	\$ 14,125
Staff & student amenities	\$ -	\$ 375	\$ 375	\$ 500	\$ 500	\$ 500	\$ 513	\$ 513	\$ 1,388	\$ -	\$ -	\$ 1,388	\$ 1,388
Staff expenses (training & development)*	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Subscriptions	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Telephone expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Travel expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Uniform expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Utilities (water/electricity)	\$ -	\$ 3,750	\$ 3,750	\$ 5,125	\$ 5,125	\$ 5,125	\$ 5,253	\$ 5,253	\$ 14,128	\$ -	\$ -	\$ 14,128	\$ 14,128
Vehicle lease and running costs**	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Wages/Salaries - Hub Manager	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Wages/Salaries - Student Services Co-ordinator	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Wages/Salaries - on costs (superannuation, LSL etc)	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Waste collection	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Website development/maintenance	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Contract Facility and Student Support	\$ -	\$ 3,750	\$ 3,750	\$ 5,000	\$ 5,000	\$ 8,750	\$ 5,125	\$ 5,125	\$ 10,250	\$ 5,253	\$ 5,253	\$ 10,500	\$ 14,128
Total Budget - Operational (GST excl.)	\$ 24,000	\$ -	\$ 24,000	\$ 31,950	\$ 5,000	\$ 36,950	\$ 42,225	\$ 5,125	\$ 47,350	\$ 43,256	\$ 5,253	\$ 48,509	\$ 128,651
<b>Capital Costs (if applicable)</b>													
Floor coverings		10000		10000		10000		10000		10000		10000	10000
Painting		10000		10000		10000		10000		10000		10000	10000
Airconditioning		6000		6000		6000		6000		6000		6000	6000
Electrical works		6000		6000		6000		6000		6000		6000	6000
Plumbing works		1000		1000		1000		1000		1000		1000	1000
Security installation		12000		12000		12000		12000		12000		12000	12000
Window furnishings		4000		4000		4000		4000		4000		4000	4000
Bathroom/s refurbishment		8000		8000		8000		8000		8000		8000	8000
Kitchen refurbishment		5000		5000		5000		5000		5000		5000	5000
Fire equipment		4000		4000		4000		4000		4000		4000	4000
Site planning and compliance works		0		0		0		0		0		0	0
Design works		1400		1400		1400		1400		1400		1400	1400
Planning approval and certification costs		1000		1000		1000		1000		1000		1000	1000
Upgraded internet infrastructure		4000		4000		4000		4000		4000		4000	4000
Signage		1000		1000		1000		1000		1000		1000	1000
Installation or removal of partition walls		18000		18000		18000		18000		18000		18000	18000
Specialised teaching equipment (smart boards, etc.)		0		0		0		0		0		0	0
Servers and IT storage		0		0		0		0		0		0	0
Kitchen equipment (appliances, etc.)		2000		2000		2000		2000		2000		2000	2000
General office equipment (shredders, partitions, etc.)		800		800		800		800		800		800	800
Consultant fees		0		0		0		0		0		0	0
Insurance		0		0		0		0		0		0	0
Contingencies		9000		9000		9000		9000		9000		9000	9000
Other (please describe)		0		0		0		0		0		0	0
Total Budget - Capital (GST excl.)		103200	0	103200		103200		103200		103200		103200	103200
<b>TOTALS</b>													
(auto-populated from above)													
Total - Grant Funding (GST excl.)	2023-24	127200	2024-25	31950	2025-26	42225	2026-27	43255.625	TOTAL	128650.625			
Total - Other Income (GST excl.)		0		5000		5125		5253.125		15378.125			
Total - All Sources (GST excl.)		127200		36950		47350		48508.75		144028.75			

Table 1: Budget Proposal

	2023-24			2024-25			2025-26			2026-27			TOTAL			Where multiple sites are proposed, include details of how expenditure is spread across sites
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
<b>Operational Costs</b>																
Accounting & auditing expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Affiliation fees			\$ -			\$ -			\$ -			\$ -			\$ -	
Bank fees and charges			\$ -			\$ -			\$ -			\$ -			\$ -	
Building repairs and maintenance			\$ -			\$ -	\$ 1,500		\$ 1,500	\$ 1,538		\$ 1,538	\$ 3,038		\$ 3,038	
Cleaning			\$ -	\$ 2,000		\$ 2,000	\$ 3,000		\$ 3,000	\$ 3,075		\$ 3,075	\$ 8,075		\$ 8,075	
Furniture, storage and other furnishings	\$ 10,000		\$ 10,000			\$ -	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 12,000		\$ 12,000	
Insurance - general			\$ -			\$ -			\$ -			\$ -			\$ -	
Insurance - workers compensation			\$ -			\$ -			\$ -			\$ -			\$ -	
ICT equipment (computers, phones, etc.)	\$ 10,000		\$ 10,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,025		\$ 1,025	\$ 3,025		\$ 3,025	
ICT software			\$ -			\$ -			\$ -			\$ -			\$ -	
Learning support resources and equipment			\$ -			\$ -			\$ -			\$ -			\$ -	
Legal expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Licences & permits			\$ -			\$ -			\$ -			\$ -			\$ -	
Maintenance - computer & equipment			\$ -			\$ -	\$ 700		\$ 700	\$ 718		\$ 718	\$ 1,418		\$ 1,418	
Marketing/Advertising/Promotion			\$ -	\$ 1,000		\$ 1,000	\$ 800		\$ 800	\$ 820		\$ 820	\$ 2,620		\$ 2,620	
Office expenses			\$ -	\$ 600		\$ 600	\$ 800		\$ 800	\$ 820		\$ 820	\$ 2,220		\$ 2,220	
Printing, postage & stationery			\$ -	\$ 700		\$ 700	\$ 800		\$ 800	\$ 820		\$ 820	\$ 2,320		\$ 2,320	
Recruitment expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Rent expenses			\$ -	\$ 8,500		\$ 8,500	\$ 10,000		\$ 10,000	\$ 10,250		\$ 10,250	\$ 28,750		\$ 28,750	
Security			\$ -	\$ 500		\$ 500	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,513		\$ 1,513	
Internet, connectivity & computer support			\$ -	\$ 4,000		\$ 4,000	\$ 5,000		\$ 5,000	\$ 5,125		\$ 5,125	\$ 14,125		\$ 14,125	
Staff & student amenities			\$ -	\$ 375		\$ 375	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,388		\$ 1,388	
Staff expenses (training & development)*			\$ -			\$ -			\$ -			\$ -			\$ -	
Subscriptions			\$ -			\$ -			\$ -			\$ -			\$ -	
Telephone expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Travel expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Uniform expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Utilities (water/electricity)			\$ -	\$ 3,750		\$ 3,750	\$ 5,125		\$ 5,125	\$ 5,253		\$ 5,253	\$ 14,128		\$ 14,128	
Vehicle lease and running costs**			\$ -			\$ -			\$ -			\$ -			\$ -	
Wages/Salaries - Hub Manager			\$ -			\$ -			\$ -			\$ -			\$ -	
Wages/Salaries - Student Services Co-ordinator			\$ -			\$ -			\$ -			\$ -			\$ -	
Wages/Salaries - on costs (Superannuation, LSL etc)			\$ -			\$ -			\$ -			\$ -			\$ -	
Waste collection			\$ -	\$ 200		\$ 200	\$ 215		\$ 215	\$ 220		\$ 220	\$ 635		\$ 635	
Website development/maintenance			\$ -			\$ -			\$ -			\$ -			\$ -	
Contract Facility and Student Support			\$ -	\$ 3,750	\$ 5,000	\$ 8,750	\$ 5,125	\$ 5,125	\$ 10,250	\$ 5,253	\$ 5,253	\$ 10,506	\$ 14,128	\$ 15,378	\$ 29,506	
<b>Total Budget - Operational (GST excl.)</b>	\$ 20,000	\$ -	\$ 20,000	\$ 26,375	\$ 5,000	\$ 31,375	\$ 36,065	\$ 5,125	\$ 41,190	\$ 36,942	\$ 5,253	\$ 42,195	\$ 109,382	\$ 15,378	\$ 124,760	
<b>Capital Costs (if applicable)</b>																
Floor coverings	10000		10000													10000
Painting	10000		10000													10000
Airconditioning	5000		5000													5000
Electrical works	6000		6000													6000
Plumbing works	1000		1000													1000
Security installation	12000		12000													12000
Window furnishings	4000		4000													4000
Bathroom/s refurbishment	8000		8000													8000
Kitchen refurbishment	5000		5000													5000
Fire equipment	4000		4000													4000
Site planning and compliance works	0		0													0
Design works	1400		1400													1400
Planning approval and certification costs	1000		1000													1000
Upgraded internet infrastructure	4000		4000													4000
Signage	1000		1000													1000
Installation or removal of partition walls	12000		12000													12000
Specialised teaching equipment (smart boards, etc.)	0		0													0
Servers and IT storage	0		0													0
Kitchen equipment (appliances, etc.)	2000		2000													2000
General office equipment (shredders, partitions, etc)	800		800													800
Consultant fees	0		0													0
Insurance	0		0													0
Contingencies	8500		8500													8500
Other (please describe)	0		0													0
<b>Total Budget - Capital (GST excl.)</b>	95700	0	95700													95700
<b>TOTALS</b>																
(auto-populated from above)																
Total - Grant Funding (GST excl.)	2023-24		115700	2024-25		26375	2025-26		36065	2026-27		36941.625	TOTAL		109381.625	
Total - Other Income (GST excl.)			0			5000			5125			5253.125			15378.125	
Total - All Sources (GST excl.)			115700			31375			41190			42194.75			124759.75	

Table 1: Budget Proposal

- Please list all planned expenditure for the proposed Regional Hub in the table below, covering the period 2023-24 to 2026-27.  
 - Please use GST exclusive figures only and round figures to the nearest dollar value.  
 - As indicated by the columns below, please include the requested Commonwealth Grant funding expenditure, and expenditure of income from other sources, in the relevant columns.  
 - A range of common cost items have been included in the table to support applicants in developing a budget.  
 - Where a line item is not relevant to your proposal, please enter \$0.  
 - Please add additional rows as required for any line items not included in the template.  
 - Please provide a costing justification for each item, explaining how expenditure has been calculated for each row. Where multiple sites are proposed, provide details of how expenditure is spread across sites.  
 - Please only complete the Capital Works section of the table where you are requesting funding for capital works and have completed the relevant section in the Application Form. For more information on capital works, please

Costing Justification  
 Where multiple sites are proposed, include details of how expenditure is spread across sites

	2023-24		2024-25		2025-26		2026-27		TOTAL						
	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources	All Sources				
<b>Operational Costs</b>															
Accounting & auditing expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Affiliation fees	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Bank fees and charges	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Building repairs and maintenance	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,025	\$ 1,025	\$ 3,025	\$ -	\$ 3,025			
Cleaning	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Furniture, storage and other furnishings	\$ 6,000		\$ 6,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 8,000	\$ -	\$ 8,000			
Insurance - general	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Insurance - workers compensation	\$ -	\$ 542	\$ -	\$ 542	\$ 602	\$ 602	\$ 618	\$ 618	\$ 618	\$ 1,762	\$ -	\$ 1,762			
ICT equipment (computers, phones, etc.)	\$ 8,000		\$ 8,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000	\$ -	\$ 3,000			
ICT software	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,538	\$ 1,538	\$ 1,538	\$ 4,238	\$ -	\$ 4,238			
Learning support resources and equipment	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Legal expenses	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Licences & permits	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Maintenance - computer & equipment	\$ -		\$ -	\$ 500	\$ 500	\$ 500	\$ 513	\$ 513	\$ 513	\$ 1,013	\$ -	\$ 1,013			
Marketing/Advertising/Promotion	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ 1,500	\$ 1,500	\$ 1,538	\$ 1,538	\$ 1,538	\$ 5,338	\$ -	\$ 5,338			
Office expenses	\$ -	\$ 600	\$ -	\$ 600	\$ 800	\$ 800	\$ 820	\$ 820	\$ 820	\$ 2,220	\$ -	\$ 2,220			
Printing, postage & stationery	\$ -	\$ 400	\$ -	\$ 400	\$ 450	\$ 450	\$ 461	\$ 461	\$ 461	\$ 1,311	\$ -	\$ 1,311			
Recruitment expenses	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 200	\$ 200	\$ 205	\$ 205	\$ 205	\$ 1,405	\$ -	\$ 1,405			
Rent expenses	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,125	\$ 5,125	\$ 5,253	\$ 5,253	\$ -	\$ 15,378	\$ 15,378			
Security	\$ -	\$ 375	\$ -	\$ 375	\$ 500	\$ 500	\$ 513	\$ 513	\$ 513	\$ 1,388	\$ -	\$ 1,388			
Internet, connectivity & computer support	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,125	\$ 5,125	\$ 14,125	\$ -	\$ 14,125			
Staff & student amenities	\$ -	\$ 375	\$ -	\$ 375	\$ 500	\$ 500	\$ 513	\$ 513	\$ 513	\$ 1,388	\$ -	\$ 1,388			
Staff expenses (training & development)*	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,025	\$ 1,025	\$ 1,025	\$ 3,025	\$ -	\$ 3,025			
Subscriptions	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Telephone expenses	\$ -	\$ 450	\$ -	\$ 450	\$ 600	\$ 600	\$ 615	\$ 615	\$ 615	\$ 1,665	\$ -	\$ 1,665			
Travel expenses	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ 8,000	\$ 8,000	\$ 8,200	\$ 8,200	\$ 8,200	\$ 22,200	\$ -	\$ 22,200			
Uniform expenses	\$ -	\$ 400	\$ -	\$ 400	\$ 200	\$ 200	\$ 205	\$ 205	\$ 205	\$ 805	\$ -	\$ 805			
Utilities (water/electricity)	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,125	\$ 5,125	\$ 5,253	\$ 5,253	\$ 5,253	\$ 15,378	\$ -	\$ 15,378			
Vehicle lease and running costs**	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Wages/Salaries - Hub Manager	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Wages/Salaries - Student Services Co-ordinator	\$ -	\$ 31,680	\$ -	\$ 31,680	\$ 35,200	\$ 35,200	\$ 35,200	\$ 36,080	\$ 36,080	\$ 102,960	\$ -	\$ 102,960			
Wages/Salaries - on costs (Superannuation, LSL etc)	\$ -	\$ 4,467	\$ -	\$ 4,467	\$ 4,963	\$ 4,963	\$ 5,087	\$ 5,087	\$ 5,087	\$ 14,517	\$ -	\$ 14,517			
Waste collection	\$ -	\$ 200	\$ -	\$ 200	\$ 205	\$ 205	\$ 210	\$ 210	\$ 210	\$ 615	\$ -	\$ 615			
Website development/maintenance	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -				
Contract Facility and Student Support	\$ -	\$ 3,750	\$ -	\$ 5,000	\$ 8,750	\$ 5,000	\$ 5,125	\$ 10,125	\$ 5,125	\$ 5,253	\$ 10,378	\$ 13,875	\$ 15,378	\$ 29,253	
<b>Total Budget - Operational (GST excl.)</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ 65,939</b>	<b>\$ 10,000</b>	<b>\$ 75,939</b>	<b>\$ 74,846</b>	<b>\$ 10,250</b>	<b>\$ 85,096</b>	<b>\$ 76,717</b>	<b>\$ 10,506</b>	<b>\$ 87,173</b>	<b>\$ 223,452</b>	<b>\$ 30,756</b>	<b>\$ 254,208</b>
<b>Capital Costs (if applicable)</b>															
Floor coverings			0												0
Painting			0												0
Airconditioning			0												0
Electrical works			0												0
Plumbing works			0												0
Security installation	12000		12000												12000
Window furnishings			0												0
Bathroom/s refurbishment			0												0
Kitchen refurbishment			0												0
Fire equipment			0												0
Site planning and compliance works			0												0
Design works			0												0
Planning approval and certification costs			0												0
Upgraded internet infrastructure	4500		4500												4500
Signage	1000		1000												1000
Installation or removal of partition walls			0												0
Specialised teaching equipment (smart boards, etc.)			0												0
Servers and IT storage			0												0
Kitchen equipment (appliances, etc.)			0												0
General office equipment (phoneders, partitions, Consultant fees	700		700												700
Insurance			0												0
Contingencies			0												0
Other (please describe)			0												0
<b>Total Budget - Capital (GST excl.)</b>	<b>18200</b>	<b>0</b>	<b>18200</b>												<b>18200</b>
<b>TOTALS</b>															
(auto-populated from above)															
Total - Grant Funding (GST excl.)	2023-24	32200		2024-25	65939.0832		2025-26	74845.648		2026-27	76716.7892		TOTAL		223452.0304
Total - Other Income (GST excl.)		0			10000			10350			10506.25				30756.125
Total - All Sources (GST excl.)		32200			75939.0832			85095.648			87223.0392				254208.1454



Table 1: Budget Proposal  
Instructions:

	2023-24		2024-25		2025-26		2026-27		TOTAL		Costing Justification				
	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources	Grant Funding	Other Sources					
<b>Operational Costs</b>															
Accounting & auditing expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Affiliation fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Bank fees and charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Building repairs and maintenance	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ 1,538	\$ 1,538	\$ 4,038	\$ 4,038				
Cleaning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Furniture, storage and other furnishings	\$ 4,000	\$ 2,000	\$ 6,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 6,000	\$ 2,000	\$ 8,000			
Insurance - general	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Insurance - workers compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
ICT equipment (computers, phones, etc.)	\$ 6,000	\$ 1,000	\$ 6,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,025	\$ 1,025	\$ 1,025	\$ 3,025	\$ 3,025				
ICT software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Learning support resources and equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Legal expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Licences & permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Maintenance - computer & equipment	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ 513	\$ 513	\$ 513	\$ 1,013	\$ -	\$ 1,013			
Marketing/Advertising/Promotion	\$ -	\$ 600	\$ -	\$ 600	\$ 400	\$ 400	\$ 410	\$ 410	\$ 410	\$ 1,410	\$ -	\$ 1,410			
Office expenses	\$ -	\$ 600	\$ -	\$ 600	\$ 800	\$ 800	\$ 820	\$ 820	\$ 820	\$ 2,220	\$ -	\$ 2,220			
Printing, postage & stationery	\$ -	\$ 200	\$ -	\$ 200	\$ 250	\$ 250	\$ 256	\$ 256	\$ 256	\$ 706	\$ -	\$ 706			
Recruitment expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Rent expenses	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,125	\$ 5,253	\$ 5,253	\$ 5,253	\$ -	\$ 15,378	\$ 15,378			
Security	\$ -	\$ 300	\$ -	\$ 300	\$ 307	\$ 307	\$ 315	\$ 315	\$ 315	\$ 922	\$ -	\$ 922			
Internet, connectivity & computer support	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,125	\$ 5,125	\$ 14,125	\$ -	\$ 14,125			
Staff & student amenities	\$ -	\$ 375	\$ -	\$ 375	\$ 500	\$ 500	\$ 513	\$ 513	\$ 513	\$ 1,388	\$ -	\$ 1,388			
Staff expenses (training & development)*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Telephone expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Travel expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Uniform expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Utilities (water/electricity)	\$ -	\$ 3,750	\$ -	\$ 3,750	\$ 5,125	\$ 5,125	\$ 5,253	\$ 5,253	\$ 5,253	\$ 14,128	\$ -	\$ 14,128			
Vehicle lease and running costs**	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Wages/Salaries - Hub Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Wages/Salaries - Student Services Co-ordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Wages/Salaries - on costs (Superannuation, LSL, etc)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Waste collection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Website development/maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Contract Facility and Student Support	\$ -	\$ 3,750	\$ 5,000	\$ 8,750	\$ 5,125	\$ 5,125	\$ 10,250	\$ 5,253	\$ 5,253	\$ 10,506	\$ 14,128	\$ 15,378	\$ 25,506		
<b>Total Budget - Operational (GST excl.)</b>	\$ 10,000	\$ 2,000	\$ 12,000	\$ 15,575	\$ 10,000	\$ 25,575	\$ 21,507	\$ 10,250	\$ 31,757	\$ 22,020	\$ 10,506	\$ 32,526	\$ 63,102	\$ 32,756	\$ 95,858
<b>Capital Costs (if applicable)</b>															
Floor coverings	2000		2000											2000	
Painting	2000		2000											2000	
Airconditioning	0		0											0	
Electrical works	0		0											0	
Plumbing works	0		0											0	
Security installation	12000		12000											12000	
Window furnishings	0		0											0	
Bathroom/s refurbishment	0		0											0	
Kitchens refurbishment	0		0											0	
Fire equipment	0		0											0	
Site planning and compliance works	0		0											0	
Design works	0		0											0	
Planning approval and certification costs	0		0											0	
Upgraded internet infrastructure	4500		4500											4500	
Signage	1000		1000											1000	
Installation or removal of partition walls	0		0											0	
Specialised teaching equipment (smart boards, etc.)	0		0											0	
Servers and IT storage	0		0											0	
Kitchens equipment (appliances, etc.)	0		0											0	
General office equipment (shredders, partitions, etc.)	700		700											700	
Consultant fees	0		0											0	
Insurance	0		0											0	
Contingencies	0		0											0	
Other (please describe)	0		0											0	
<b>Total Budget - Capital (GST excl.)</b>	22200	0	22200											22200	
<b>TOTALS</b>															
(auto-populated from above)															
Total - Grant Funding (GST excl.)	2023-24		2024-25		2025-26		2026-27		TOTAL						
Total - Other Income (GST excl.)	32200		15575		21507		22019.675		63101.675						
Total - All Sources (GST excl.)	2000		10000		10250		10506.125		32756.125						
Total - All Sources (GST excl.)	34200		25575		31757		32525.8		95857.8						

Table 1: Budget Proposal  
Instructions:

	2023-24			2024-25			2025-26			2026-27			TOTAL			Where multiple sites are proposed, include details of how expenditure is spread across sites
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
<b>Operational Costs</b>																
Accounting & auditing expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Affiliation fees			\$ -			\$ -			\$ -			\$ -			\$ -	
Bank fees and charges			\$ -			\$ -			\$ -			\$ -			\$ -	
Building repairs and maintenance			\$ -	\$ 1,000		\$ 1,000	\$ 1,500		\$ 1,500	\$ 1,538		\$ 1,538	\$ 4,038		\$ 4,038	
Cleaning			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Furniture, storage and other furnishings	\$ 4,000	\$ 2,000	\$ 6,000	\$ -		\$ -	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 6,000	\$ 2,000	\$ 8,000	
Insurance - general			\$ -			\$ -			\$ -			\$ -			\$ -	
Insurance - workers compensation			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
ICT equipment (computers, phones, etc.)	\$ 6,000		\$ 6,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,025		\$ 1,025	\$ 3,025		\$ 3,025	
ICT software			\$ -			\$ -			\$ -			\$ -			\$ -	
Learning support resources and equipment			\$ -			\$ -			\$ -			\$ -			\$ -	
Legal expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Licenses & permits			\$ -			\$ -			\$ -			\$ -			\$ -	
Maintenance - computer & equipment			\$ -			\$ -	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,013		\$ 1,013	
Marketing/Advertising/Promotion			\$ -	\$ 600		\$ 600	\$ 400		\$ 400	\$ 410		\$ 410	\$ -		\$ 1,410	
Office expenses			\$ -	\$ 600		\$ 600	\$ 800		\$ 800	\$ 820		\$ 820	\$ 2,220		\$ 2,220	
Printing, postage & stationery			\$ -	\$ 200		\$ 200	\$ 250		\$ 250	\$ 256		\$ 256	\$ 706		\$ 706	
Recruitment expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Rent expenses			\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,125	\$ 5,125	\$ -	\$ 5,253	\$ 5,253	\$ -	\$ 15,378	\$ 15,378	
Security			\$ -	\$ 300		\$ 300	\$ 307		\$ 307	\$ 315		\$ 316	\$ 922		\$ 923	
Internet, connectivity & computer support			\$ -	\$ 4,000		\$ 4,000	\$ 5,000		\$ 5,000	\$ 5,125		\$ 5,125	\$ 14,125		\$ 14,125	
Staff & student amenities			\$ -	\$ 375		\$ 375	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,888		\$ 1,888	
Staff expenses (training & development)*			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Subscriptions			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Telephone expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Travel expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Uniform expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Utilities (water/electricity)			\$ -	\$ 3,750		\$ 3,750	\$ 5,125		\$ 5,125	\$ 5,253		\$ 5,253	\$ 14,128		\$ 14,128	
Vehicle lease and running costs**			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - Hub Manager			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - Student Services Co-ordinator			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - on costs (Superannuation, LSL etc)			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Waste collection			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Website development/maintenance			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Contract Facility and Student Support			\$ -	\$ 3,750	\$ 5,000	\$ 8,750	\$ 5,125	\$ 5,125	\$ 10,250	\$ 5,253	\$ 5,253	\$ 10,506	\$ 14,128	\$ 15,378	\$ 29,506	
<b>Total Budget - Operational (GST excl.)</b>	\$ 10,000	\$ 2,000	\$ 12,000	\$ 15,575	\$ 10,000	\$ 25,575	\$ 21,507	\$ 10,250	\$ 31,757	\$ 22,020	\$ 10,507	\$ 32,527	\$ 63,102	\$ 32,757	\$ 95,859	
<b>Capital Costs (if applicable)</b>			0			0			0			0			0	
Floor coverings			0			0			0			0			0	
Painting			0			0			0			0			0	
Airconditioning			0			0			0			0			0	
Electrical works			0			0			0			0			0	
Plumbing works			0			0			0			0			0	
Security installation		12000	12000			0			0			0			12000	
Window furnishings			0			0			0			0			0	
Bathroom/s refurbishment			0			0			0			0			0	
Kitchen refurbishment			0			0			0			0			0	
Fire equipment			0			0			0			0			0	
Site planning and compliance works			0			0			0			0			0	
Design works			0			0			0			0			0	
Planning approval and certification costs			0			0			0			0			0	
Upgraded internet infrastructure		4500	4500			0			0			0			4500	
Signage		1000	1000			0			0			0			1000	
Installation or removal of partition walls			0			0			0			0			0	
Specialised teaching equipment (smart boards, etc.)			0			0			0			0			0	
Servers and IT storage			0			0			0			0			0	
Kitchen equipment (appliances, etc.)			0			0			0			0			0	
General office equipment (shredders, partitions, etc.)		700	700			0			0			0			700	
Consultant fees			0			0			0			0			0	
Insurance			0			0			0			0			0	
Contingencies			0			0			0			0			0	
Other (please describe)			0			0			0			0			0	
<b>Total Budget - Capital (GST excl.)</b>	18200	0	18200			0			0			0			18200	
<b>TOTALS</b>																
(auto-populated from above)																
<b>Total - Grant Funding (GST excl.)</b>	28200		28200	15575		15575	21507		21507	22019.675		22019.675	63101.675		63101.675	
<b>Total - Other Income (GST excl.)</b>	2000		2000	30000		30000	31920		31920	10507.125		10507.125	37757.125		37757.125	
<b>Total - All Sources (GST excl.)</b>	30200		30200	25575		25575	31757		31757	32526.8		32526.8	95858.8		95858.8	

Table 1: Budget Proposal

	2023-24			2024-25			2025-26			2026-27			TOTAL			Justificati
	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	Grant Funding	Other Sources	All Sources	
Operational Costs																
Accounting & auditing expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Affiliation fees			\$ -			\$ -			\$ -			\$ -			\$ -	
Bank fees and charges			\$ -			\$ -			\$ -			\$ -			\$ -	
Building repairs and maintenance			\$ -	\$ 1,000		\$ 1,000	\$ 1,500		\$ 1,500	\$ 1,538		\$ 1,538	\$ 4,038		\$ 4,038	
Cleaning			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Furniture, storage and other furnishings	\$ 4,000	\$ 2,000	\$ 6,000			\$ -	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 6,000	\$ 2,000	\$ 8,000	
Insurance - general			\$ -			\$ -			\$ -			\$ -			\$ -	
Insurance - workers compensation			\$ -			\$ -			\$ -			\$ -			\$ -	
ICT equipment (computers, phones, etc.)	\$ 6,000		\$ 6,000	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,025		\$ 1,025	\$ 3,025		\$ 3,025	
ICT software			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Learning support resources and equipment			\$ -			\$ -			\$ -			\$ -			\$ -	
Legal expenses			\$ -			\$ -			\$ -			\$ -			\$ -	
Licences & permits			\$ -			\$ -			\$ -			\$ -			\$ -	
Maintenance - computer & equipment			\$ -			\$ -	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,013		\$ 1,013	
Marketing/Advertising/Promotion			\$ -	\$ 600		\$ 600	\$ 400		\$ 400	\$ 410		\$ 410	\$ 1,410		\$ 1,410	
Office expenses			\$ -	\$ 600		\$ 600	\$ 800		\$ 800	\$ 820		\$ 820	\$ 2,220		\$ 2,220	
Printing, postage & stationery			\$ -	\$ 200		\$ 200	\$ 250		\$ 250	\$ 256		\$ 256	\$ 706		\$ 706	
Recruitment expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Rent expenses			\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,125	\$ 5,125	\$ -	\$ 5,253	\$ 5,253	\$ -	\$ 15,378	\$ 15,378	
Security			\$ -	\$ 300		\$ 300	\$ 307		\$ 307	\$ 315		\$ 315	\$ 922		\$ 922	
Internet, connectivity & computer support			\$ -	\$ 4,000		\$ 4,000	\$ 5,000		\$ 5,000	\$ 5,125		\$ 5,125	\$ 14,125		\$ 14,125	
Staff & student amenities			\$ -	\$ 375		\$ 375	\$ 500		\$ 500	\$ 513		\$ 513	\$ 1,388		\$ 1,388	
Staff expenses (training & development)*			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Subscriptions			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Telephone expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Travel expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Uniform expenses			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Utilities (water/electricity)			\$ -	\$ 3,750		\$ 3,750	\$ 5,125		\$ 5,125	\$ 5,253		\$ 5,253	\$ 14,128		\$ 14,128	
Vehicle lease and running costs**			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - Hub Manager			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - Student Services Co-ordinator			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Wages/Salaries - on costs (Superannuation, LSL etc)			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Waste collection			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Website development/maintenance			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	
Contract Facility and Student Support			\$ -	\$ 3,750	\$ 5,000	\$ 8,750	\$ 5,125	\$ 5,125	\$ 10,250	\$ 5,253	\$ 5,253	\$ 10,506	\$ 14,128	\$ 15,378	\$ 29,506	
Total Budget - Operational (GST excl.)	\$ 10,000	\$ 2,000	\$ 12,000	\$ 15,575	\$ 10,000	\$ 25,575	\$ 21,507	\$ 10,250	\$ 31,757	\$ 22,020	\$ 10,506	\$ 32,526	\$ 63,102	\$ 32,756	\$ 95,858	
<b>Capital Costs (if applicable)</b>																
Floor coverings			0			0			0			0			0	
Painting			0			0			0			0			0	
Airconditioning			0			0			0			0			0	
Electrical works			0			0			0			0			0	
Plumbing works			0			0			0			0			0	
Security installation	12000		12000												12000	
Window furnishings			0			0			0			0			0	
Bathroom/s refurbishment			0			0			0			0			0	
Kitchen refurbishment			0			0			0			0			0	
Fire equipment			0			0			0			0			0	
Site planning and compliance works			0			0			0			0			0	
Design works			0			0			0			0			0	
Planning approval and certification costs			0			0			0			0			0	
Upgraded internet infrastructure	4500		4500												4500	
Signage	1000		1000												1000	
Installation or removal of partition walls			0			0			0			0			0	
Specialised teaching equipment (smart boards, etc.)			0			0			0			0			0	
Servers and IT storage			0			0			0			0			0	
Kitchen equipment (appliances, etc.)			0			0			0			0			0	
General office equipment (shredders, parttions, et	700		700												700	
Consultant fees			0			0			0			0			0	
Insurance			0			0			0			0			0	
Contingencies			0			0			0			0			0	
Other (please describe)			0			0			0			0			0	
Total Budget - Capital (GST excl.)	18200	0	18200												18200	
TOTALS																
(auto-populated from above)																
	2023-24			2024-25			2025-26			2026-27			TOTAL			
Total - Grant Funding (GST excl.)	28200			15575			21507			22019.675			63101.675			
Total - Other Income (GST excl.)	2000			10000			10250			10506.125			32756.125			
Total - All Sources (GST excl.)	30200			25575			31757			32525.8			95857.8			

## RAPAD

Meeting date: NA  
Briefing Note: 8\_2024  
Subject heading: CUC RAPAD  
Author and Officer's Title: David Arnold - CEO  
Classification:(if confidential) **NOT CONFIDENTIAL**

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### Purpose

1. *To update RAPAD member councils that the application for a Regional University Study Hub (RUSH), proposed as CUC RAPAD, as a part of the Country University Centres (CUC) has been successful, and*
2. *To update what is now required of councils seeking specifically two outcomes:*
  - *That X council agrees to become a member of the proposed CUC RAPAD, and*
  - *That X council nominates X to act as director of the proposed CUC RAPAD.*

### Previous references

3. NA

### Summary

4. RAPAD has pursued the funding for and establishment of a RUSH, for and in the RAPAD region since late 2021.
5. In the 2023 RUSH grant round, called by the federal government, RAPAD applied, and was announced as successful in mid-March 2024. The name proposed was CUC RAPAD.
6. In that application, it was proposed that a new entity be established to operate and administer CUC RAPAD. IE the proposed CUC RAPAD is not a part of, or legally connected to RAPAD.
7. In that application, it was proposed that each RAPAD council will form the membership of the new entity.
8. In that application, it was proposed that each RAPAD council, if becoming members, would nominate a person to be their representative on the proposed CUC RAPAD.
9. In that application and following consultation by Duncan Taylor (Chair, CUC) with RAPAD directors and or council representatives, each director and or council representative nominated facilities to be the sites for the proposed CUC RAPAD.
10. RAPAD CEO has met with the federal department and the process now has commenced to progress the establishment of the proposed CUC RAPAD.
11. At the recent 5 April RAPAD board meeting, all 7 mayors present indicated their willingness to act as directors of the proposed CUC RAPAD.
12. **There are two required outcomes from this BN:**
  - **That X council agrees to become a member of the proposed CUC RAPAD, and**
  - **That X council nominates X to act as director of the proposed CUC RAPAD.**
13. Equally, if councils do not agree to be members, that advice is also needed as soon as possible.

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### **Background**

14. CUC RAPAD is an innovative model developed in conjunction with the seven local governments of Central Western Queensland (CWQ) operating under the organisation of the Remote Area Planning and Development Board (RAPAD), and the Country Universities Centre to provide educational support to a significantly large region of very remote, inland Australia. This proposal was concept designed to demonstrate how a remote, low population RUSH model might successfully and sustainably be established and operated in the CWQ area as a pilot which, if successful, can then be scaled into other large, very remote, and lowly populated regions of Australia.
15. As above, the application proposed a new entity. It is proposed that CUC RAPAD will incorporate as a company limited by guarantee and register as a charity with the ACNC and ATO using a template CUC constitution,
16. The initial directorship was proposed as the pre-election 7 RAPAD directors, and D.Taylor as CUC Chair although this will change with changes to mayors in some situations.
17. It was proposed that members of the CUC RAPAD are the 7 RAPAD local governments.
18. The proposal stated there will be a Centre Manager and that person will be responsible and accountable to the Board of Directors for all operational, financial, risk management and reporting processes and activities in the Centre,

19. CUC RAPAD will affiliate into the Country Universities Centre network by an Affiliation Agreement with the CUC Central organisation with defined accountabilities, and financial and operational reporting. Under this Agreement, the CUC Central organisation will provide comprehensive operational, risk management and financial support to CUC RAPAD.
20. CUC RAPAD will have eight facilities which were identified to provide spatial opportunities for students to have a dedicated learning space. Architectural concept plans have been prepared for the two heaviest capital refurbishments (budgeted in proposal) of Longreach and Blackall and in the smaller locations, fit for purpose council facilities have been identified hence as this progresses councils will be required to commit to their nominated locations.
21. Now that the announcement has been made by the Minister, his department is working with haste to support the establishment of CUC RAPAD, as well as other successful applicants.
22. Key dates are:
  - In April, early May, the department wants to sign a condition of grant (contract) with the successful entity, hence the new entity has to be established ASAP,
  - In May the department wants to pay the first milestone payment to the new entity,
  - That by 1 October 2024, the new entity is operational.
23. Incorporation costs are being borne by CUC central.

#### **Policy**

24. NA

#### **Link to Strategic Plan**

25. NA

#### **Consultation (internal/external)**

26. With councils now that the process of incorporation needs to commence.

#### **Policy Implications**

27. NA

#### **Risks**

28. A key risk question for councils may be, what is their liability to the proposed CUC RAPAD when they become members. It is my understanding that the model is similar to RAPAD where councils are members of RAPAD but bear no legal liability should RAPAD encounter financial difficulty for example, however councils should seek their own legal advice on all risks.
29. Incoming directors are responsible for their understanding of and application to all governance responsibilities of the new entity.

#### **Budget and Resource Implications**

30. The budget for the proposed CUC RAPAD is attached, however a key point is that it is not anticipated that councils bear costs to do with the ongoing implementation of CUC RAPAD in their council area, but those are matters that will be the responsibility of the new entity, not RAPAD.

#### **Attachments:**

- Proposed budget of CUC RAPAD,
- Proposed constitution of CUC RAPAD,
- Director consent form,
- Members consent form,
- Application (for background),
- Facilities proposed by director / council representatives.



Director, Officer, Member  
Consent Documentation

**CUC RAPAD Ltd**

**Directors, Members and Officers - Consent Form for Individuals**

In relation to CUC RAPAD Ltd (**Company**), I do, by this document, consent to:

(a) acting and being named in the following capacity:

- Director of Company                       Secretary of Company
- Public Officer of Company                       Member of Company

\* Please tick **all** boxes that apply. A Director may also be a Member and/or Secretary.

(b) the terms of the constitution of the Company, including the guarantee amount of \$1 for Members.

Surname    BRITTON .....

Given name(s)                                      ERIC CHARLES .....

Former name(s) (if any)                                      .....

Address    [REDACTED], BOULIA, QLD 4829 ...

Date of Birth    [REDACTED] .....

Place of birth    Town/City                                      .....

State, Country                                      .....

Phone numbers                                      [REDACTED] Mobile :0407 122 430 .....

Email address                                      mayor@boulia.qld.gov.au .....

Occupation                                      Mayor / Owner Goodwood Pastoral .....

Tax File Number                                      .....

I confirm I have applied for and received a Director ID Number

.....(Signature)

Dated this                                      day of                                      (month) 2024



## Members - Consent Form for Body Corporates

In relation to CUC RAPAD Ltd (**Company**), the body corporate specified below does, by this document, consent to:

- (a) be a member of the Company; and
- (b) the terms of the constitution of the Company, including the guarantee amount of \$1.

Body corporate name                      Boulia Shire Council .....

ACN/ARBN/ABN                              20 492 088 398 .....

Address                                        18 Herbert Street .....

    Boulia Qld 4829 .....

    .....

Phone numbers                              07 4746 3188 .....

Email address                                admin@boulia.qld.gov.au .....

Signed for and on behalf of Boulia Shire Council by:

.....

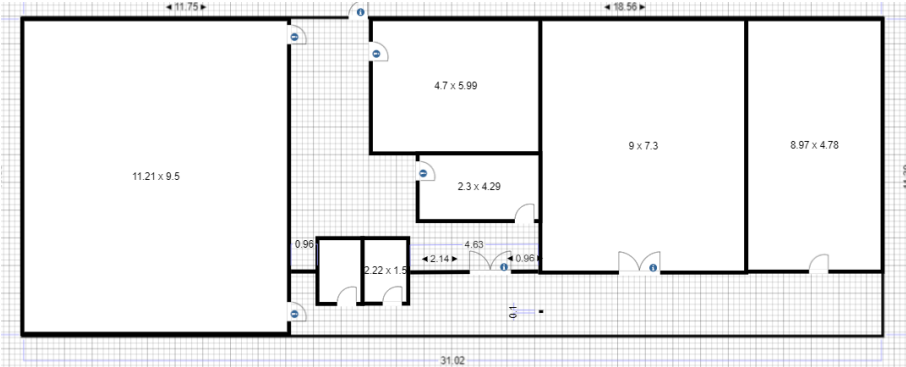
Mayor:

.....

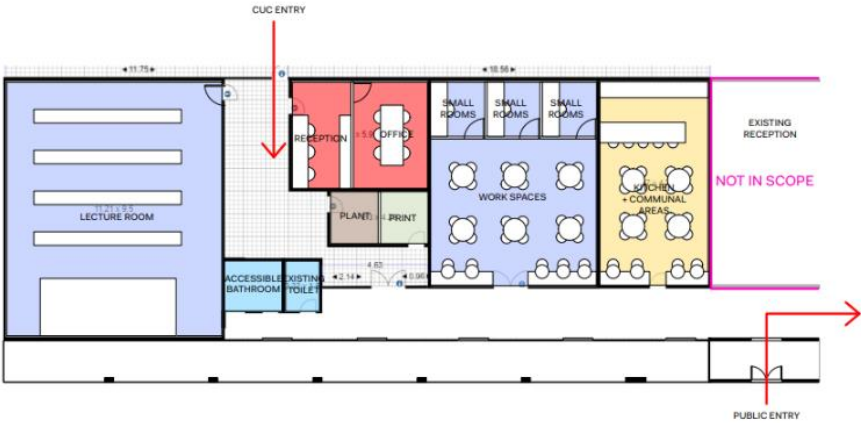
Name Eric Charles ( Rick) Britton

Dated this .....day of .....2024

# Longreach - Longreach Pastoral College



## Architectural Concept Plan for Centre



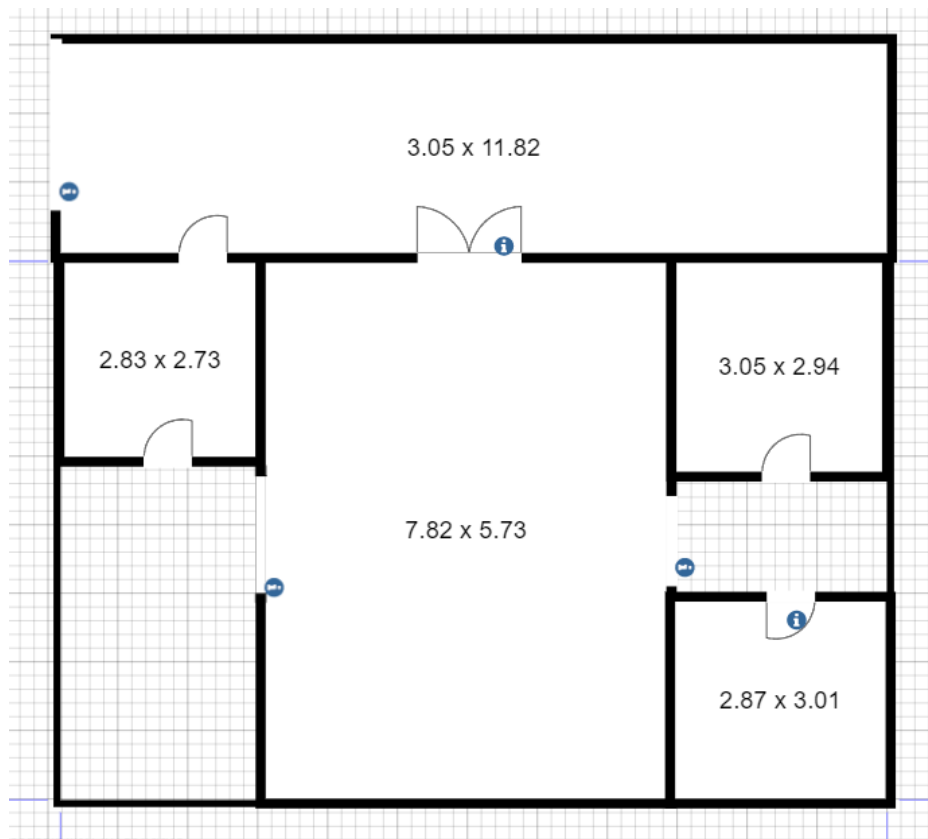
Wedge Tail Eagle Room

Major Mitchell Room

The Hub



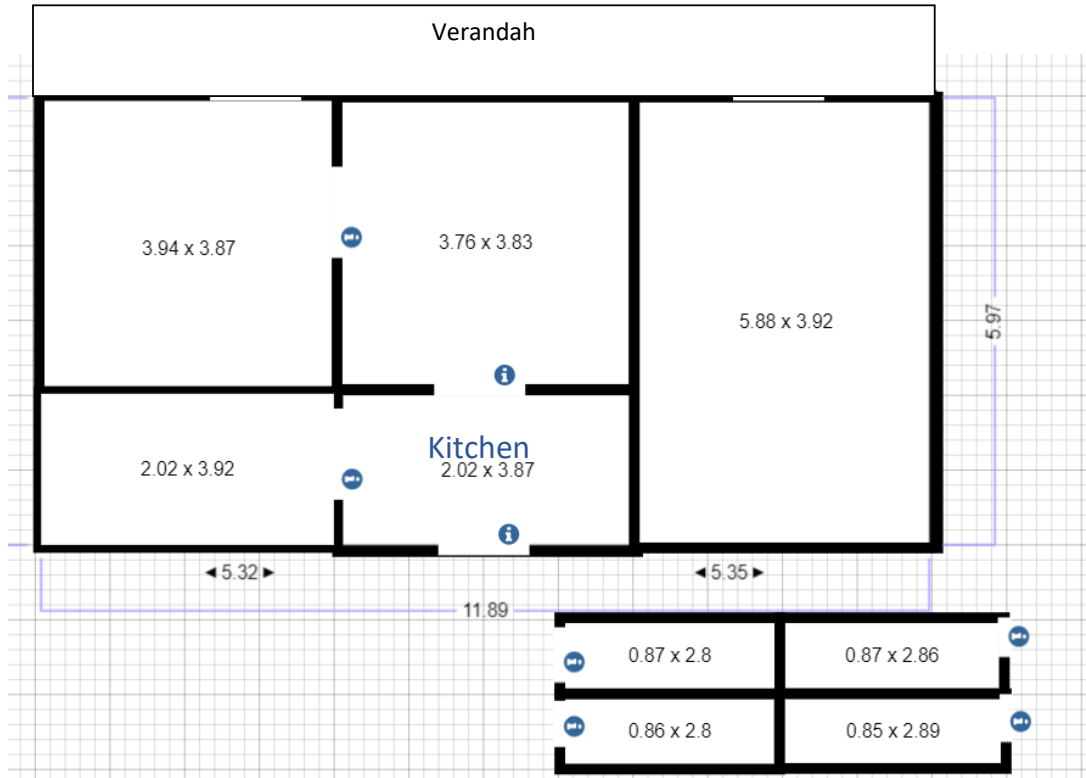
## Barcaldine – The Globe/Visitors Information Centre



Shared Toilets and kitchenette elsewhere in the building

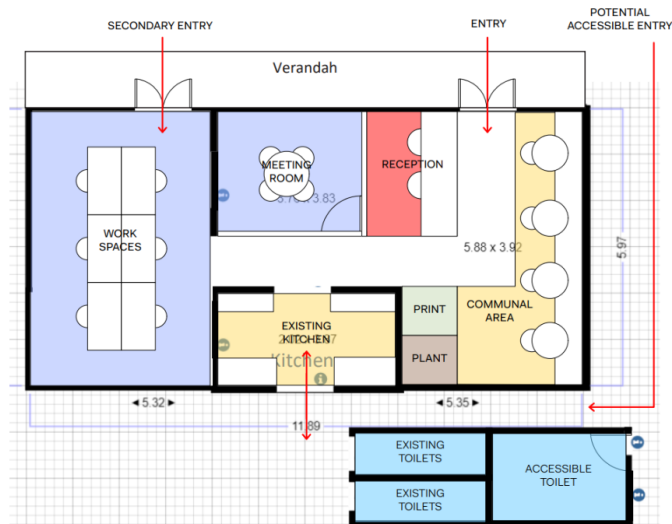


## Blackall – Old Hospital Admin Building



Toilets

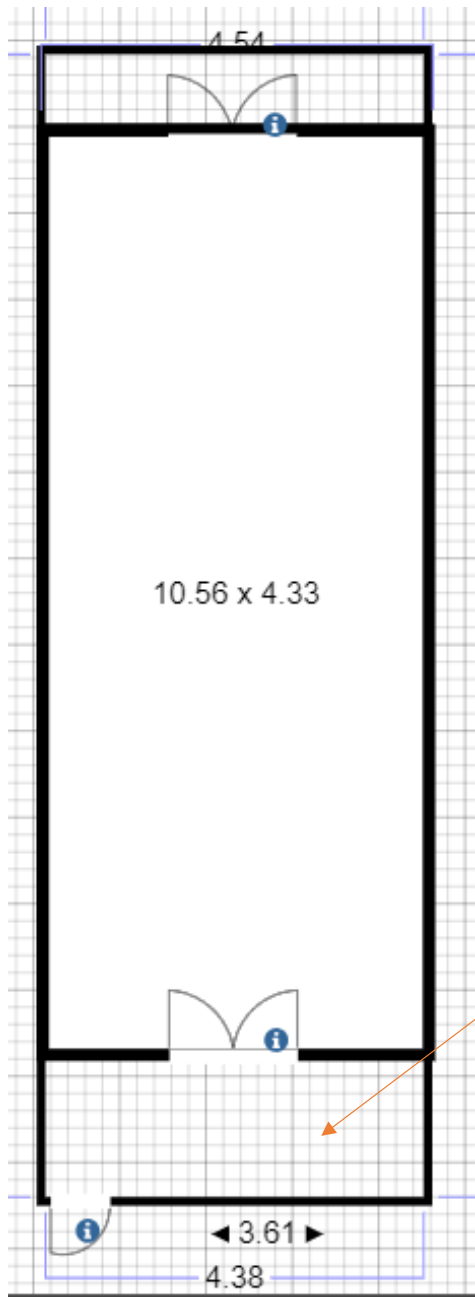
## Architectural Concept Plan for Centre



Attachment F – Facility Floorplans and photos



## Winton – 68a Elderslie Street

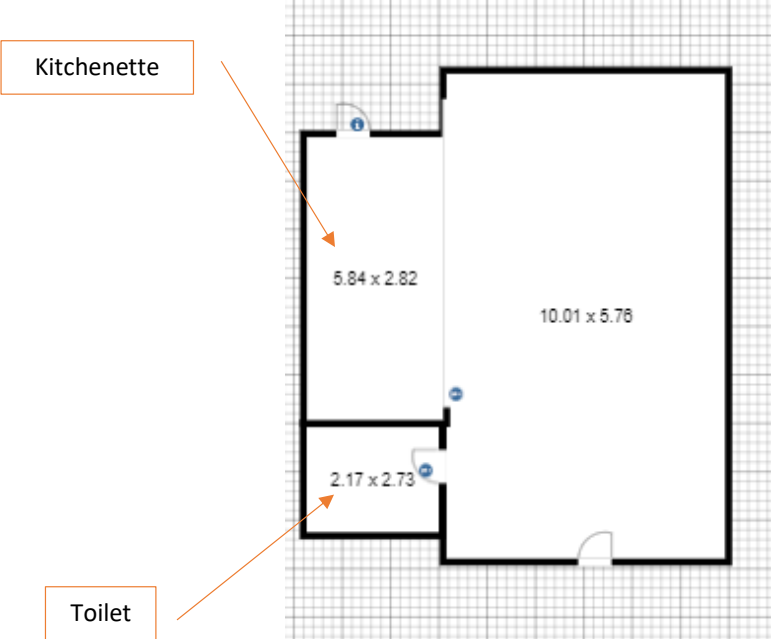


Back room (2.5m \* 4.33m) is plumbed for kitchenette.



*Toilets not shown – are in block out the back.*

### Boulia – Burke St Hall



## Bedourie – Council Building

External Door

1.19 4.38 4.97 x 3.05 4.97 x 3.05 3.78 x 3.05 3.8 x 3.05 6.28 Sink

Internal Doors

*Toilets elsewhere in building*

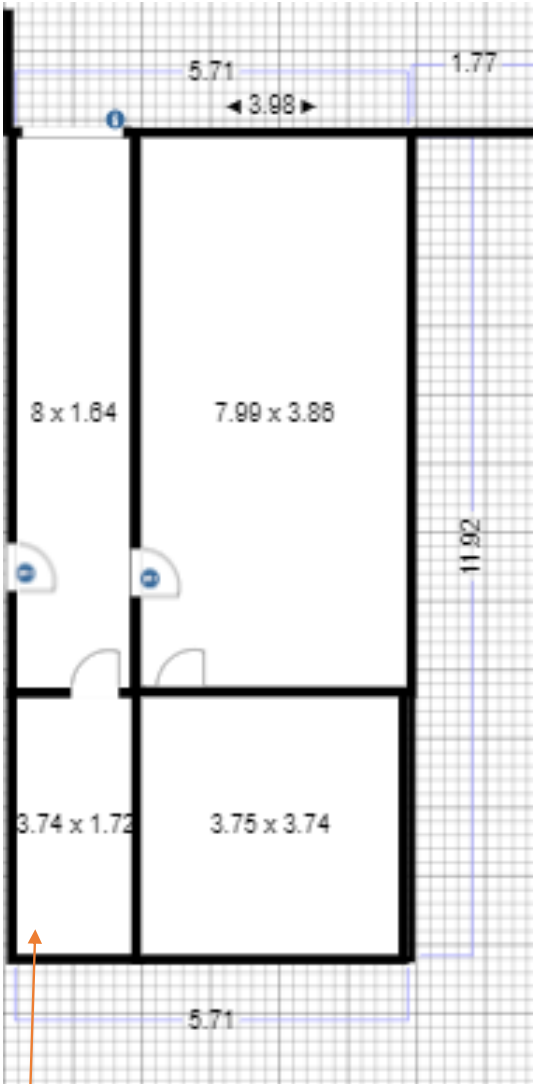


## Birdsville – Visitors Information Centre

Birdsville Visitors Information Centre is a co-located model within the existing building



# Jundah – Post Office/Visitors Information Centre/Library



Toilet





<b>TITLE:</b>	Proposed date change to August 2024 Ordinary Council Meeting	<b>DOC REF:</b> 11.2.5
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 8: Proactive and responsible leadership  
 8.1: Genuine community engagement  
 8.1.1: Develop and implement initiatives to encourage the community to become more informed and involved in issues that may affect them

Key Priority 8: Proactive and responsible leadership  
 8.2: Strong representation  
 8.2.1: To represent and collectively make decisions to benefit the entire community

**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 propose to Council a change to the date of the August 2024 Ordinary Meeting of Council.

**CONTENT:**

At the Post Election meeting of Council on the 28<sup>th</sup> March 2024, a schedule of dates for Ordinary Council meetings was adopted for the period April 2024 to December 2024. Ordinary Council meetings are held at the Boulia Shire Hall to enable accommodation of any members of the public that may wish to attend.

The Shire Hall is a key facility for events being held in the community and Council does its best to try and ensure that Ordinary Council meeting dates do not clash with events.

The Boulia Queensland Country Women’s Association (QCWA) was scheduled to hold their annual Spring Fair on the 7<sup>th</sup> September 2024 however due to unforeseen circumstances, need to bring forward the date of the fair to the 31<sup>st</sup> August. In the days leading up to the day the team of QCWA volunteers normally request use of the hall so that they can set up the area to showcase the talents of community members who have spent their time creating entries.

The scheduled Council meeting date for August is currently Friday 30<sup>th</sup> August 2024, which would clash with the preparation times for the new date of the Spring Fair. In order to assist the QCWA, it is proposed that Council bring forward the date of the Ordinary Meeting of Council to Friday 23<sup>rd</sup> August 2024.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Compliance with the *Local Government Regulation 2012*.

**RECOMMENDATION:**

That the date of the Ordinary Meeting of the Boulia Shire Council for August 2024 be changed from 31<sup>st</sup> August 2024 to 23<sup>rd</sup> August 2024 and that the change in meeting date be advertised on Council's website and all other approved distribution methods.

**ATTACHMENTS:** Nil

Chief Executive Officer
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Ms Lynn Moore
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<b>TITLE:</b>	Inkind Support - Over CEO Delegation	<b>DOC REF:</b> 11.2.6
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Minor (Consequence) and Rare (Likelihood) giving an overall assessment as **Low L-2**.

**PURPOSE:**

This report is generated from a request by a Community Group for Inkind Support which is outside of the CEO delegated authority under Policy 103 - Community Grants Policy.

**CONTENT:**

Each financial year Council will determine an appropriate budget to be allocated for the purpose of assisting community clubs or organisations. This can be either inkind assistance or by way of a concessional grants with an allocation which may be designated for each community club or organisation for which a limit for individual grants may be set.

In a perfect world on the 1st July each year, an organisation who runs an annual event should submit to Council their request for assistance and the estimated value of the assistance that is required. Council is able to provide prices for venue hire and/or equipment to enable an estimate to be calculated.

There is a time limit of 4 weeks prior to the event to submit the application for ad hoc or non-regular events. Inaugural or ad hoc requests will be reviewed as received and approval to be determined by funding available.

Councillors and staff may promote and encourage organisations to apply, however they should not indicate if an application is likely to succeed as per the confidentiality policy.

The CEO is authorised to manage the application assessment and approval process in accordance with budgetary guidelines. Should grants outside the scope of the budget be received or the CEO delegated limit, Council approval shall be sought.

**CONSULTATION:**

Request received by the Rodeo and Campdraft Committee without sufficient time for the Council to be advised. The CEO contacted the Mayor who gave approval to commit funds and have this ratified at the May Council meeting.

**GOVERNANCE IMPLICATIONS:**

Funding is within this years budget allocation and will not be an impost to Council.

**RECOMMENDATION:**

That Council ratify the inkind support request for Boulia Campdraft and Rodeo event to be held on 17<sup>th</sup> May to the value of \$41,127.20

**ATTACHMENTS:**

1. INKIND - INTERNAL Racecourse Reserve Rodeo Grounds Annual Event Inkind Assistance Request [**11.2.6.1** - 3 pages]

Chief Executive Officer	Ms Lynn Moore
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**Boulia Shire Council – Racecourse Reserve/Rodeo Grounds Annual Event Inkind Assistance Request for venue and equipment**

This sheet is only to be used for annual events (e.g. Camel Races, Easter Races, Rodeo and Campdraft weekend). The relevant venue hire forms, bus hire forms, key access forms etc. are still to be completed in addition to this form.



Please complete all areas and provide as much information as possible in order for Council to be able to process your request.

**Venue & Equipment Security Bond** - payment is maditory, can not be waived as InKind

Name of Event:	Bouliia Campdraft & Rodeo
Name of all Committees involved in the request:	Bouliia Rodeo Committee & Bouliia Campdraft Committee
Event Representative (Name):	Maryellen Blacket
Event Representative Contact Number:	0427 021 002
Event Representative Contact Email:	<a href="mailto:bouliiarodeo@gmail.com">bouliiarodeo@gmail.com</a>
Date of Submission:	10th of May - 24th May (17, 18, 19 Event Days)

Required? Y = Yes N = No	Item	Daily hire rate/hire rate per item	Notes	OFFICE USE ONLY		Additional Comments (if required)
				Days of Hire	Total Cost of Inkind Assistance	
Y	Full Use of Rodeo grounds and all facilities (pavilion, jockey's building, kitchen, bar, cold rooms, electrical mushrooms)	349.00	Please note not all keys within the set of Rodeo Grounds keys are electronic based. This means that some areas will only have one physical key available. Duplicates of physical keys will not be made therefore any physical keys signed out will be the responsibility of the person signing the key out.  Council allow only 3 hours cleaning (in total) as part of InKind for the Racecourse in its entirety, anything above this is an additional cost to the Hirer	14.00	4886	Cost incurred for replacement keys will be recouped from security bond
	Use of Pavilion, bar and cold room only	243.00				
	Use of Pavilion, kitchen and cold room only	159.00				
	Use of Bar and cold room only	53.00				
	Use of electrical mushroom – single phase	37.00				
	Use of electrical mushroom – 3 phase	58.00				
	Use of First Aid Room only	58.00				
	Use of Jockey's Room only	58.00				
	Clean Fee	\$75/hour				
				Sub total of inkind assistance	4886	

Required? Y = Yes N = No	Item	No. of days hire is required for	Estimated kms item will be used for each day	Notes	OFFICE USE ONLY					Additional Comments (if required)
					Daily hire rate	Total Daily cost	per km rate	Total per km cost	Total Cost of Inkind Assistance	
Y	Garbage Truck	4		Persons who are being nominated to operate any Council vehicle/machinery will need to present Council with a copy of their drivers licence/ticket prior to using any Council vehicle/machinery. They will also be required to complete Council's Workplace Health and Safety Induction.	762.08	3048.32	0	0.00	3048.32	
Y	Water Truck	4			762.08	3048.32	0	0.00	3048.32	
Y	8-wheeler tipper	4			1305.92	5223.68	0	0	5223.68	
	Council ute				326.48	0		0	0	
Y	Council Bus	3			1023.44	3070.32	0.40	0	3070.32	
Y	Small Tip Truck	4			762.08	3048.32	0	0	3048.32	
					Sub total of inkind assistance				17438.96	

Required? Y = Yes N = No	Item	No. of days hire is required for	Estimated hours item will be used for during the hire time	Notes	OFFICE USE ONLY					Additional Comments (if required)
					Daily hire rate	Total Daily cost	per hr rate	Total per hr cost	Total Cost of Inkind Assistance	
Y	Loader	4	10	Persons who are being nominated to operate any Council vehicle/machinery will need to present Council with a copy of their drivers licence/ticket prior to using any Council vehicle/machinery. They will also be required to complete Council's Workplace Health and Safety Induction.	3046.56	12186.24			12186.24	
Y	Tractor	4	10				272.25	2722.5	2722.5	
Y	Grader	4	10				299.2	2992	2992	
Y	Bobcat (Skid Steer)	4	10				63.8	638	638	
					Sub total of inkind assistance				18538.74	

Required? Y = Yes N = No	Item	No. of days hire is required for	Notes	OFFICE USE ONLY	Additional Comments (if required)
				Total Cost of Inkind Assistance	
N	EFTPOS Machine		Hiring party to collect and return the EFTPOS machine from the Council Administration Office & providing Council a reconciliation of all transactions made during the course of hire.	0	Damages/replacement will be covered by Hirer
Y	Grand Stands (6 available)	4		0	
Y	Use of PA System (located at grounds)	4		0	
				Sub total of inkind assistance	0

Required? Y = Yes N = No	Item	Amount required	No. of days hire is required for	Notes	OFFICE USE ONLY				Additional Comments (if required)	
					Daily hire rate/hire rate per item	Total cost per item	Total hire cost for all items	Total Cost of Inkind Assistance		
Y	Witches hats		4	To be collected and returned by the hirer.				0		
Y	Orange barricade fencing (generally available in 50m rolls (900mm high). Please list number of rolls required)		4	Council to drop off and collect from the grounds.				0		
	Lighting Towers (2 available)			Council to drop off and collect from the grounds.	21.20	0	0	0		
Y	Pin boards (8 available)		4	Available pinboards are those kept at the grounds. Pinboards from the Shire Hall are not to be relocated to the grounds.	5.30					
Y	Wheelie bins (90 available)		4	90 bins already kept out at the grounds.				0		
Y	Tables (17 folding tables/7 non folding available)		4		4.25	0	0	0	8 Tables are included in Hire cost	
Y	Chairs (205 chairs available)		4		2.15	0	0	0	50 Chairs are included in Hire cost	
Y	Portable panels (72 panels + 4 gates available)		n/a	Panels and gates kept at the grounds.	4.00	0	0	0		
Y	Marquee (9m x 6m) (one one available)	1	4		106.00			0		
Y	Marquee set up and dismantling		n/a	Council to drop off and collect from the grounds	529.00	0	0	0		
					Sub total of inkind assistance				0	

Required? Y = Yes N = No	Item		Notes	OFFICE USE ONLY		Additional Comments (if required)		
				Cost per item	Total Cost of Inkind Assistance			
Y	Printing and laminating	Estimated printing amount required:		All printing and laminating is to be done by the Library				
		A4	36				0.70	25.2
		A3					1.65	0
		Estimated laminating amount required:						
		A4	36				2.15	77.4
		A3					3.70	0
Y	Sand for eroded areas of arena			0	0			
Y	Grading/clearing of the area	4	hours of grading only included	436.26	0			
	Supply of additional toilet paper							
				Sub total of inkind assistance		102.6		

Required? Y = Yes N = No	Item	Daily hire rate/hire rate per item	No. of days hire is required for	Notes	OFFICE USE ONLY		Additional Comments (if required)
					Cost	Total Cost of Inkind Assistance	
N	Council Bus Cleaning	264.50		Bus must be cleaned & returned with full tank of fuel or charges will apply			
N	Community BBQ Trailer	N/A					
Y	Portable Microphone & Spreakers	37.00	3		111	111	

Other Assistance				OFFICE USE ONLY		Additional Comments (if required)	
Please list any other items not noted in the sections above in the following space. Please include as much detail as possible including the number of days/kms/ hours/volume etc (if applicable) that is being requested.				Cost per item	Total Cost of Inkind Assistance		
An Additional 10 x A4 printed and laminated smoking signs were requested				Printing	0.70	7.00	
				Laminating	2.15	21.50	
An additional 4 x A3 printed and laminated Sponsor posters were requested				Printing	1.65	6.60	
				Laminating	3.70	14.80	
					Sub total of inkind assistance		49.90
This has not been calculated in overall total							

**OFFICE USE ONLY - Overall total of inkind assistance** **41077.30**

NB: No security deposit fees are applicable

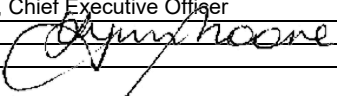
**Notes:**

**\$41,127.20 OVERALL TOTAL OF INKIND**

OFFICE USE ONLY

Request for Inkind assistance approved by: **To be ratified at the next council meeting - above CEO delegation.**

\*Including the additional printing that was requested after the original InKind was submitted

Council Officer Name	Lynn Moore , Chief Executive Officer
Council Officer Signature	
Date	9/5/2024

<b>TITLE:</b>	3rd Quarter Operational Plan Report Dec to March 2023-2024	<b>DOC REF:</b> 11.2.7
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<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 11/11/2021
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**CORPORATE PLAN REFERENCE:**

Key Priority 8: Proactive and responsible leadership  
 8.2: Strong representation  
 8.2.3: Council acts in a coordinated manner to implement this Plan

**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 the third quarter Operational Report for Dec to March 2024.

**CONTENT:**

The third quarter review of the Operational Plan from Dec to March 2024 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve.

**Local Government Regulation 2012**

**Division 4 Annual operational plan Section 173**

*(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.*

*(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.*

The report on the Operational Plan for 2023-2024 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:**

1. That Council receive for information the third quarter report from Dec to March 2024 in relation to the adopted Operational Plan 2023-2024.
2. That the report be displayed on the Council website.

**ATTACHMENTS:**

1. 3rd Quarterly Operational Review 2 [11.2.7.1 - 52 pages]

Chief Executive Officer	Ms Lynn Moore
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# Bouliā Shire Council

## Operational Plan 2023-2024

### 3<sup>rd</sup> Quarterly review



Not Progressing
Completed
Progressing
Not Due To Start

## 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 events and organisations**

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	List of projects supported through the application and coordination of RADF funding during the year to assist community groups. Acknowledgement in the Annual report for this funding stream.	All RADF funds expended and acquittals and returns completed.	RADF funding allocated for the 23-24 year is \$6000 from ARTS QLD. Council contribution \$600.  One comedy cabaret show booked for 2024.	
1.1.1.2	Number of not-for-profit community groups supported with grant information opportunities through Council's 'Grant finder' program.	All relevant grant information provided to groups via email.	Emails re funding/grants applicable to community only groups sent out to relevant committees. Grant funding information on Council website for community.	




### *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	Number of pieces of historical work researched, documented and saved electronically.	Documentary work completed with	This is an ongoing process by Heritage staff.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		maintenance action plan in place.		
1.2.1.2	Number of activities achieved to educate and promote the diverse historical nature of Boulia.		Activities planned during the year when funds are available.	

### 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	What activities have been delivered for the inclusion of the past history of Boulia both indigenous and non-indigenous through the media, and displayed at the Heritage Complex.	Heritage information days held.	Heritage Complex Indigenous staff researching and displaying varied Aboriginal local family and stories of interest. Heritage Indigenous staff give talks on history of Boulia to tourist groups at yarning area. Old stories put on social media often.	
1.2.2.2	How have we supported the 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.	Australia Day, NAIDOC, Queensland Day, ANZAC Day and Remembrance Day are all supported and hosted/assisted by Council. Qld Day funding has been sought for a community event for 2024.	
1.2.2.3	What progress has been made on the commencement on the four stages of the Reconciliation Action Plan - Stage 1 - Reflect, Stage 2 - Innovate, Stage 3 - Stretch, Stage 4 - Elevate.	Stage 1 Reflect - to be started by March 2023.		

### 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	What activities have been completed to advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Remote internet has now been delivered in Urandangi.	
1.3.1.2	What activities have been supported to encourage digital technology 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.	NBN upgrading to the town and now also including the Airport and Industrial Estate have been progressed.	

#### 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..	Formal recognition to be forthcoming at the 2024 Australia Day celebrations.	

**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	Number of inspections carried out on physical infrastructure in parks, toilets to ensure they are free from defects and meet WH&S standards. CapEx needs noted for budgets.	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	Number of events organised, hosted or assisted with in the delivery of community events.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted.	Australia Day, ANZAC Day, Biggest Morning Tea for cancer research, Queensland Day, Remembrance Day. Council assisted with community projects organised by Community Support Service. Domestic Violence Walk, Walk for Daniel and assisted with on-tour children's programs.	



## 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	Manage Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes.	Airport inspections completed and remedial actions completed within required timeframes.	
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.	QRA and DRFA projects are competed using the local contractors where possible and other expertise brought in for specialist roles such as culvert crossings.	
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.	Sealing of five kilometers of road was scheduled for October and will be completed within the budget and schedule timeframe. Work was delayed due to the Sales permit interpretation from Dept of Agriculture and Fisheries and the Futures Act. This has delayed the project in 2024.	
2.1.1.4	List of funding submission for TIDS, R2R and TMR completed in line with Council priorities.	Projects are completed within guidelines and pass audit requirements.	All funding submissions are scheduled in line with the most benefit for the community. Waverly Creek widening is scheduled to be submitted at the end of this year 2024/2025.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.5	Annual report on airport infrastructure and 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.	Airport review has been completed with notifications of potential resurfacing required within the next two years if not sooner if funding is available.	
2.1.1.6	Maintenance and renewal of FM transmission sites completed. Number of sites maintained this quarter.	All sites operational.	Only Reboot after power failure to go back on air.	



**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	Updated information for TMR, and R2R roadworks - number of KLMS completed.	Reports to Council are completed monthly with quarterly update to Council meeting on progress against plan.	Report to Council are completed monthly with quarterly update to Council meeting on progress against plan.	
2.1.2.2	RMPC road work data is recorded on REFLECT. Updated progress and outstanding items reported to Council monthly. Number of items remaining on list - and number of items completed this quarter.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	
2.1.2.3	Prioritisation of shire road network for maintenance programs allocated fairly across the shire. List of roads to be graded this	Plans developed ready for funding submissions.	Priority has been given to completing the work for the Donohue Highway (Shire Road) of which 8 kilometres are scheduled before June 2024.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	quarter and number of klms to be completed.			

## 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	Number of collections completed for residential and commercial waste. Evidence of waste depot maintenance - car bodies removed etc.	All collection dates are completed within timeframe and annual review completed.	All gardens are weed free and plantings have been done to peak during tourist season.	
2.2.1.2	Environmental Protection Agency guidelines are adhered to and actions are attended to within time frames. Number of issues raised. N= Number of issues rectified. N=	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns/reporting are submitted.	No issues have been raised this quarter.	

### 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. Total number	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections	Electrical contractor advised Testing and Tagging to be conducted by new Electrical Contractor commencing April 2024.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	of actions to complete. N=..... Percentage complete %	and report completed to CEO.		
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. Number of bookings this quarter.	Regular inspections conducted by supervisors meet level of service requirements.	Have started to progress with this, regular checks after events, process is in place and office staff are remembering to follow.	
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.	
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. Number of vacancies this quarter.	Housing stock is utilised for the best purpose with all applications progressing through Housing Committee.	Subsidised housing is for employees and when available housing is leased to other community applicants. No vacant houses/units available November 23 6 duplexes being built. 6 existing units being refurbished with new bathrooms and flooring.	
2.2.2.6	Library facilities and programs meet the needs of the community. Number and type of programs initiated.	Library facility is suitable for all patrons access and is clean and usable.	First Five Forever programs twice weekly still ongoing. Community events such as the Biggest Morning Tea and Qld Day, were held in 2023. Breast Cancer Awareness morning tea raised over \$400. Events and holiday activities in conjunction with Community Support Services.	
2.2.2.7	Bouliia Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter.	No dead trees, fencing is of good standard, watering system functions.	0 dead trees, fencing is of good standard, watering system functions.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing. Number of burials completed this quarter.	Regular inspections conducted by supervisors meet level of service requirements.	Regular inspections conducted by supervisors meet level of service requirements.	
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.	Bus is able to be used when required.	



### 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 reviewed annually in December.	All Asset Management Plans completed for all major asset classes.	Asset Management Plans have been completed and reviewed as changes are made to Assets as well as on a quarterly basis as part of the budget review process.	
2.3.1.2	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	This is a work to be commenced.	


### 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
2.3.2.1	Progress the development of the Residential Subdivision (Stage 1). Current activities?	Survey plans completed ready for implementation if funding becomes available.	Funding for the project to proceed is required.	
2.3.2.2	All identified future projects to have a shelf ready funding applications ready for funding opportunities. Number of applications?	All potential projects have shelf ready funding applications completed.	Several shelf ready projects on hold awaiting budget input. Gaol House project. Stonehouse restoration on walls. River walk.	


### 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 the use of recreational facilities after dark. Percentage operational.?	Audit on street lights conducted with reports to Ergon on faulty lights.	Audit on street lights conducted with reports to Ergon on faulty lights.	
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.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on Council land. Positive comments from visitors and community.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip	All gardens are weed free and plantings have been	All gardens are weed free and plantings have been done to peak during tourist season.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	shrubs trimmed and identify signage which needs to be repaired/replaced. signage to be replaced N=.....?	done to peak during tourist season.		
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new beam sections developed and allocated according to plan. Percentage complete?	All existing information loaded into the system and new additions recorded.	This has been delayed due to work issues (staff changes),	

**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	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.	Ongoing, discussions are had at ManEx meetings and at Council meetings to ensure no missed opportunities.	
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.	All projects are reviewed by Council during budget considerations.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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.	Council uses an external contractor to review applications who delivers timely advice to Council. A process chart has been developed to ensure these are handled in a timely manner with the correct fees charged.	

**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 Council annually and if amended approved by the Minister and adopted by Council.	Ongoing and review with each budget review quarterly.	

## 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.	Planning report has been completed which will be reviewed in 2024.	

#### 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. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets Council demands.	Six new duplexes due to be completed in Dec 2023/Jan 2024. Two older homes approved to be sold to current tenants.	




### 3.2: Advocate for the region through regional networks

#### 3.2.1: Advocate for the Donohue Highway (as part of the Outback Way) to be designated a State Road

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Actions taken this financial year to lobby State Government for the Donohue Highway forming part of the Outback Way be declared a State Rd.	Monthly teleconference updates to Outback Highway Development Corporation.	Reporting and completion of continual sealing will continue.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievements 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.	No significant changes have occurred in the area during this quarter.	
3.2.2.2	Achievements from working with RAPADWSA (Water Strategic Alliance).	Improved water infrastructure.	Reservoir cleaning and pipe cleaning will be undertaken during May/June 2024.	
3.2.2.3	Results for Boulia in attending the Remote Area Planning and Development Board (RAPAD) meetings.	Evidenced based outcomes resulting from the membership of the regional group.	Support received from RAPAD for the current Sales Permit issues. This was raised and escalated on our behalf.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.4	Achievements from the Central West Regional Pest Management Group (CWRPMG).	Group is functional and has had success in the development of a workable plan.	Have done some combined weed control with two other Councils and bio security officers. will be attending a face-to-face meeting in November.	
3.2.2.5	Updates from the Western Queensland Alliance of Councils.	Successful outcomes from motions developed by Council presented to WQLGA.	Local Housing Action plans completed (22), representation and advocacy to the State Government to relieve pressure on the rental market and housing availability. Initiatives to secure funding from State (HIF) and Federal (HAF). The independent review of the Commonwealth Disaster Funding Arrangements. Local government Remuneration Commission with a review of Councils categories and levels.	
3.2.2.6	Activities of the Local Disaster Management Group (LDMG) group. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. Reports to the LDMG are completed. Field and desk top exercises are completed.	Meetings occurred with the flood events of Jan to April 2024.	

### ***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	Opportunities identified to utilise 'green' energy where appropriate.		Solar panels for the provision of electricity has been progressed with Ergon taking up offer of land on Selwyn Rd.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.2	Activities which increase 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).	We have a number of projects underway to assist both Council and Community members with digital connectivity.	

### **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	Update on 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.	A new sign for the Pitta Pitta sacred scar tree has been installed on Bedourie Road in September 23.	
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities.	Upgrading of existing infrastructure completed with program review to be completed when funding available.	Yearly maintenance by Xzibit, touch screen showcasing regional and community attractions very successful. Touch screen to be renewed as Dangi Resort does not now exist.	
3.4.1.3	What activities have taken place to 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 staff attending events as occurring in 2024.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.4	Continued use of television and other media advertising of the shire including our website to support Council tourist attractions. Current activities are....	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Current television advert still airing to wider audiences. Magazine advertising in several magazines and social media.	

## 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	Reduction in the incidence of mosquitoes and sandflies after flood events. Was fogging completed? If so how many activities this quarter?	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests.	There has been no fogging required in the last quarter.	
4.1.1.2	Number of stray domestic animals within the township impounded and number housed.	Reports of stray domestic animals actioned within 4 hours.	There were a total of three dogs impounded with two being returned to their owners and one being destroyed. Street patrols are ongoing.	
4.1.1.3	Local laws are reviewed as required or annually.	Policies and Local Laws are up to date and relevant.	Ongoing process.	

#### 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
4.1.2.1	Cultural heritage clearances are sought during the planning process for construction activities. Number of cultural heritage inspections completed this quarter?	Number of projects which have cultural heritage clearances completed prior to any work done.	Two cultural heritage clearances have been required during this quarter but further clearances may be required during the completion of the new sales permits.	
4.1.2.2	Vacant available land recorded for future housing. New residential and rural residential blocks developed as funding permits.	Plan of all vacant land available on the Magic document management system.	Vacant land has been identified but the location of land is not high quality. Some blocks have been earmarked to go for review/sale. The residential estate will not progress unless we can secure funding to develop the land. Three blocks have been put forward for consideration for purchase by the Department for future social housing.	





#### 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
4.2.1.1	Local SES group is supported by Council. Compliance with the state requirements to have an State Emergency Service (SES) group. Number of meetings attended? Number of funding applications submitted?	SES Group is supported during and after events by the use of Council equipment and staff if required. SES Management Plans are up to date.	Training session attended by the local SES crew with visit from Mt Isa trainers and support officers.	


### 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 Bio-security Plan adopted by Council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO.	I attended a combined Council over in Barcaldine Shire where RLPOs from 3 Councils and 3 Bio-security officers did some jumping cholla cactus control. I have been doing RMPC Pest Weed control along the State roads in the Boulia Shire and have done two rounds of 1080 baiting.	
4.3.1.2	Noxious Pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council within budget and grant funding allocation.	Limited incursions with action taken for invasive species.	I have been carrying out pest weed control on Council road reserves and Council managed land when required.	
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. Numbers of scalps and snouts N=..... Percentage of budget paid YTD.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face.	There has been a drop off of the number of scalps being brought in this quarter and no cat tails having been brought in. The number of properties that have done 1080 baiting this quarter is down with a total of 1219kg of meat treated and 200 De-K9 manufactured dog baits been brought.	
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 completed this quarter?	Town Common Committee meets at least once per year. Stock which is not registered with a member will be impounded. Town	The stock baulk is working ok, there is one problem that is happening this is when someone goes out and turns off the motion seniors on one side of the baulk this seems to be an ongoing thing. I am keeping a close eye on this and so far, have only had 4	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Stock levels this quarter - as a percentage of carrying capacity.	Common muster is completed half yearly.	head go through which I put back on the right side of the baulk.	
4.3.1.5	Primary Stock route bores are maintained as per Council's instructions. If appropriate funding applied for as needed. Other bores are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=....	Stock route bores are maintained in accordance with funding received.	I have had one enquire about a travel permit, but nothing has come of it and I won't be issuing any in the near future as there is little to no feed on most of the stock routes in the shire and what there is has dried off and doesn't have any value as feed. All bores are in working order and with the hot weather for the next 4 months I will be doing inspections regularly.	
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 attended to review progress.	I have been attending meetings, there have been no field days due to everyone being busy with stock work.	
4.3.1.7	Review Council buildings and facilities to improve sustainability/ reduction in greenhouse emissions or reduction on reliability of traditional power sources. Identification of potential opportunities which may need capital expenditure for the future budgets.	When new products are required to be purchased we are looking at the options which are sustainable to the environment.	Constantly looking at ways to improve Council's sustainability and looking for opportunities to progress further.	

#### 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	Visitation and audit by Environmental Health Officer to review all of	All licences have been applied for and paid up to date.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Qld Health standards and Licence renewal is achieved.	Council operated facilities and business operating in Boulia.		
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.	Both of the leases still have some good feed on them but could use some rain as we are heading into the hotter months.	

#### 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 Council's parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	Watering through drought periods is scheduled.	
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.	Testing of water meters is currently being finalised for Council depot and all Council town bores. Next step will be to put meters at Commercial premises.	

## 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.	Policies are reviewed regularly prior to expiry, updates are then tabled at Council meetings.	
5.1.1.2	Provide elected members with training and professional development opportunities. Identify opportunities which will become available in the next quarter.	Policies are reviewed and made available to staff.	Councillors have been provided with training by QTC and also financial sustainability training.	



### 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.	Council's system is up to date with current upgrades and staff are trained in the use of the system.	Had a set back with current Records Officer resigning but the new officer working remotely is working well.	

### 5.1.3: Adopt an integrated risk management approach

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. Date meeting held with Audit Committee.	Risk Management framework is reviewed and developed further.	This is ongoing, only put to Audit and Risk Management Committee once the Financial Statements for the prior year have been signed.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. Number of reports completed this quarter?	Reports completed as required.	Documents to officer and HR and Finance for travel for further doctor exams.  No workers Comp claims this quarter.	



**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 can be conducted on-line and face-to-face. Record of inductions 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 necessary qualifications for re-reinstatement.	All items checked at Start Up and ongoing spot checks occurring.	







**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
5.1.5.1	WH&S responsibilities for CEO: • Provides support and sufficient resources for safety as required. What support has been provided this quarter?	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support to the WH&S to enable the role to be completed.	Council is continuing to provide all necessary requirements to provide staff with a safe environment. Training on emotional health is planned once we have a full complement of senior staff to support the initiative. This will occur after June 2024.	
5.1.5.2	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.	Discussions are held every Office ManEx meeting which are held weekly and as a Management group we have a united voice to assist and advise Staff.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	<ul style="list-style-type: none"> <li>Establishes health and safety objectives aimed at continuous and sustainable improvement.</li> </ul> What support has been provided?	Regular reports to Council on activities and safety results for Council staff and contractors.		
5.1.5.3	WH&S responsibilities: <ul style="list-style-type: none"> <li>Investigates all incidents, accidents and near misses at the workplace N=?</li> <li>Monitors safe work practices and mentor relevant stakeholders.</li> <li>Coordinates management action processes.</li> <li>Regularly monitors management action processes within Council's electronic Work Health and Safety management system.</li> <li>Develops and communicates key statistics in accordance with reporting timeframes</li> </ul>	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.	All incidents have been recorded and investigated. Staff training to be completed to ensure ALL incidents are reported.	
5.1.5.4	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools. Number of SOP and policies reviewed this 1/4. N=.....	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	Have started reviewing - Uniform Policy has been completed. DAMP Policy for Boulia Airport complete.	
5.1.5.5	Upload all reviewed documents under appropriate element numbers onto the Council's safety management system (including Magic)	All endorsed documents are correctly loaded in Boulia Safe and hyperlinks are active and working.	Documents are to be reviewed by the new WH&S Officer this quarter.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	* endorsed documents with changes are notified to staff via toolbox/email.			
5.1.5.6	All training identified, completed and recorded for staff and contractors including verification of competency training. Number (N) of staff training programs completed. N=.....	A system is in place and is being used to effectively assist with the tracking of training and competencies.	Training Matrix up and running. Reviewed at start up to ensure all qualifications and tickets are current and any training needed is identified.  Traffic Management and Stop Go Certification to be completed on April 15 and 16 2024.	
5.1.5.7	Review all emergency evacuation signage is in place for all areas. Advise of total number of signs absent/damaged/replaced this quarter.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of Council.	Evacuation signage for all required areas is in place. No signs have been replaced or damaged this quarter.  Evacuation signage for all required areas is in place. No signs have been replaced or damaged this quarter. (Jan-March 2024).	
5.1.5.8	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.	This will be reviewed during the next quarter. Review conducted - Will from JLT coming in for a review after Easter 2024.	
5.1.5.9	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress. List tasks undertaken this quarter.	All reviews are completed within agreed time-frames.	Documentation is complete and toolbox talks are being conducted and recorded.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.10	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch. List number of folders reviewed this quarter.	All areas of Council have been checked and none are out of date.	SDS being checked and in hand.	
5.1.5.11	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. List number of training sessions completed.	Training has been completed for all relevant staff.	Training to be completed before June 2024.	
5.1.5.12	Update WH&S Strategic Plan for July 2024 to June 2026.	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.	Time to be made to sit with CEO to review strategic plan.	
5.1.5.13	Annual reporting of lost time injury claims which should be less than 55% of all claims. Number (N) of claims this quarter. N =.....	Reporting to senior staff on progress or issues which will prevent this from occurring.	No lost time injury reported during the quarter from July to Sep. No lost time injury from Sept '23 - March '24.	
5.1.5.14	Annual reporting of injuries - No increase in recorded injuries from the previous year. Number (N) of injuries this quarter? N=.....	No increase from previous year.	No increase in reported injuries from July to Sep. No increase in reported injuries from Sept '23 to March '24.	
5.1.5.15	100% Completion of all Incident Report including investigations and implementation of any actions	All incident reports are recorded in I-Auditor and	All incidents since Oct 3 investigated and reported. 5 Property Damage, 1 Personal injury - submitted to WorkCover (ongoing medical issue).	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	identified in the Investigation Report. (Include personal, members of the general public and plant incident reports) Number( /N) of reports N=.....	staff are competent in using the system	Nil injuries or property damage this quarter (Jan - March 2024).	
5.1.5.16	To achieve 80% Compliance with the National Audit tool for Self-Insurers. Ongoing work completed to ensure continuous improvement. Actions completed this quarter?	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually.	Initial reporting has been received and improvements will be scheduled in toolbox talks to improve score for next year. This year was 72%.	
5.1.5.17	Continual improvement of the hazard risk register through identification of new hazards/risk and control measures. Number of reviews completed this quarter? N=.....	Number of improvements made to the register.	Approximately one third of the risk register has been reviewed for changes.	
5.1.5.18	Support training and monitoring of use of Council's WH&S and I-Auditor programs. Complete ongoing audit of all Council work sites and new staff. Number of staff reviewed this quarter? N=.....	No breaches of WHS regulatory requirements.  Hearing assessments for employees working in noisy environments completed.  At least 80% compliance with the National audit tool.	I-Auditor review is being conducted for effectiveness and support provided.	
5.1.5.19	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice.	Reports provided to Council and ManEx in	WHS Officer completed and passed Drug and Alcohol Training - is now able to conduct testing. Drug and Alcohol Training session scheduled for Start Up in	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Record of testing completed and results to be reported to Council. Number of tests conducted: outside workers/contractors/office staff/ Councillors. N=-.....	relation to the testing conducted.	Jan 2024 for all staff, and notification at same time that random testing will kick off now WHS Officer is qualified to do so. This includes Senior staff and Councillors.	
5.1.5.20	Support supervisors to be able to integrate mental health and wellbeing activities into worksites. Number of initiatives completed this quarter. N=.....	This is to be supported through weekly toolbox articles.	Mental health initiative was undertaken during start up 2024. Mental Health Trainer - Work/Life Balance booked, and Zoom meeting conducted to cover off all subjects being discussed in the training session.  Mental Health/Substance counselors visiting and conducting a breakfast at the Depot on April 17 2024.	
5.1.5.21	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. Awards to be presented at the Council meetings each quarter.	Team Safety award to be created and implemented.	Initiatives undertaken to keep staff safe. Award will be discussed at start up.	
5.1.5.22	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks. Sections reviewed this quarter?	Toolbox talks to include contractors and the framework and risks are reviewed as required.	Risk management framework to be reviewed during the third quarter.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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




**5.2: It is clearly evident in how Council does business**

**5.2.1: Council’s financial activities are monitored and managed well**

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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


5.2.1.1	Monitoring of Council’s financial activities will be done via: *Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by Council on current and future projects *Surepact project solutions which will provide current income and expenditure and progress on Council’s projects and contracts. *NextGen: Council’s transparent procurement model for quotes/ tenders etc. Reporting to be	Long Term Financial Plan developed in line with QTC format - reviewed.	Long Term Financial Plan completed and forwarded to QTC for review.	
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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	completed along with the quarterly budget reviews.			
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.	Updates and improvements are being made to both the system and Council processes to achieve best practice.	
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.	Reported each month to Council via Council report.	
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.	Reported each month via Council report.	
5.2.1.6	The budget reviews, income and expenditure trends are to be completed quarterly and reported to the Council through SynergySoft and Surepact.	Operational Plan (including Budget) adopted by 30 June each year.	All reviews have been completed. Surepact is in the last stages prior to implementation.	
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually	Executive Assistant is currently assisting with keeping the Records email folder, archiving the hard copies which were backlogged are now being processed by the new Records Officer.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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

### 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. Report delivered to Council xx/xx/xxxx	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Audit and Risk Meeting are run as required, in this quarter we have held 2 meetings, 3rd October 2023 the meeting Minutes were presented to Council at the October 2023 Ordinary Meeting of Council. 17th November 2023 was our second meeting, Minutes were presented to Council at the December 2023 Ordinary Meeting of Council.	
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.	Updates are done to Pulse as we receive audit reports, this register is then tabled at Audit and Risk Management meetings.	
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan are progressed and reported to Council. Report done xx/xx/xxxx	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year.	Internal Audit Action Plan is tabled to Council with the Minutes of Audit and Risk Management Committee meetings.	

### 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.	Capital projects are reviewed during budget process and whole of life costings are completed.	
5.2.3.2	New projects undertaken are completed through Surepact.		95% of all projects and contracts have now been entered into Surepact and we will commence using the system as soon as it is linked to finance system.	
5.2.3.3	Procurement through Local Buy, Vendor panel and Next Gen to be reported for local content purchase 1/4ly to Council (using ARC Blue system).		Data is available for review through the ARC Blue system with the DCS providing the updated material each quarter.	



### 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 - changes reported by exception.	Provision of budget information to staff.	Budget reviews are completed through ManEx and reported to Council on a quarterly basis.	
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	Annual report prepared with input from all senior managers and submitted to Council within time frames.	Annual report printed and was presented at the January meeting with printed copies being sent to the properties.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	the year. Action to be within one month after signing of Annual Financial Statements. Completed xx / xx / xxx			
5.2.4.3	Discharge Council's statutory financial reporting obligations by using the financial checklist provided by the Local Government Department.	Unqualified audit report. Statements submitted to the Office of Local Government by 31 October each year.	This is monitored and actions completed within timeframes.	




### ***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 to Council.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	New types of merchandise constantly being sourced. Many new products raised the sales income for 2023-2024.	
5.3.1.2	Depot workshop - percentage of 'downtime' for Council plant and equipment - report submitted to the Plant Committee for review each quarter which includes the revenue and expense plant reports.	Limited downtime and minimal lost productivity.	Plant Committee deferred due to new DWO/WM onboard. This process will be reviewed in detail during the budget process.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
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

### 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.	All cameras are functional and accessible by Council. The ongoing review is being completed by the contractor to ensure they are operational. Only one access has been requested this quarter by the police.	
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.	Ongoing progress, currently replacing old computers and updating licence details.	
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services. Actions which have been completed this quarter - reviews/cancellations N=.....	Accounts paid, nil outages and plans are cost effective for Council.	Accounts reviewed form completeness and relevance.	

### 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 before the 30th June.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by Council.	Work to commence on the 2024-2025 budget in January 2024 with the first workshop due at the end of March - early April.	
5.3.3.2	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.	Reports issued within timeframes and reviewed by Councillors. To be completed in April 2024.	

### 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 turnover, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the Council.	The Plant Committee will review all the plant with the new DWO during 2024/2025 budget deliberations.	
5.3.4.2	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits. Maintenance	Management and maintenance manuals completed by consultant.	Min Min Encounter and Heritage Complex gathering more visitation each year, good reviews of both centres on social media. Biggest sales revenue yet for 2023 at the Min Min Encounter. Maintenance visit scheduled for 15th January 2024.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	contracts are current. Existing contract to expire xx/xx/xxxx			

## 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.	Healthy Outback Communities discussion to continue for the support of the local community.	
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 to Council in 1/4ly budget.	Urandangi clinic - Council hall was decimated in the 2023 floods. Insurance quote to repair was over \$600,000. Now to determine what needs to happen to the building.	

#### 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. Number of events supported this quarter?	Council supports 'free to attend' functions where possible.	Council supports free to attend art activities through the RADF program and assists whenever possible with other organisations events, through in-kind support, cash input or volunteer labour. 3 childrens on-tour productions in 2023.	



**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	Boulia Aquatic Centre (pool and sports centre) are operational and provide a benefit to the community. Number of activities held this 1/4.	Facilities are open and usable for the public at least 95% of the year.	Swimming pool is leased to outside contractor. Weekly hours are allocated to Council staff for doing children's activities and cleaning. New staff member started in November, will be coordinating school holiday activities.	
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by Council. Number of trained staff available including external relief. Number of days closed this 1/4.	Australia Post facility is operational with trained staff who are available.	Services are ongoing, in the last quarter, total closure times equaled to approximately 3.5 days. Relief Officers were in place when available to cover Permanent Officers leave.	




## 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.	Start up meetings will include WH&S Officer to ensure safety and hazards are identified.	
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.	Still utilising SynergySoft Payroll system, payroll being delivered in timely and accurate manner. Executive Assistance receiving payroll training as a backup.	
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.	Electronic storage of HR/Payroll documentation actioned and operating. Electronic storage in Magiq made priority. No paper file retained for HR, only Payroll.	
7.1.1.4	Recruitment and selection processes are transparent. Number of new recruits this	The recruitment process is completed in a smooth and professional manner	All vacant positions (other than director roles) advertised locally with priority placed on local candidates when suitably	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	quarter. Number of local employed. Number of 'outsourced' staff.	with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	qualified. Recruitment decisions are made by CEO/DWO/DCS.	
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 the Corporate Plan and the Annual Operational Plan for progress.  Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.	Yearly report on CEO to be completed after the election and before June.	
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 will be completed as they are due and recorded against the personnel file.	
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	Actions completed for all relevant staff.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance.	Reviews completed on anniversary.	As required performance reviews are done.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary.	Completing 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.	Staff encouraged to utilise platform on an ongoing basis. Beneficial courses are assigned by direction of management.	
7.1.2.2	Post Office training is up to date with compliance modules completed for all relevant staff.		Full time Staff have completed all the training. Casual Staff still to complete some modules, HR is dealing with this.	
7.1.2.3	All compliance training is completed annually - Public Sector Ethics, Code of Conduct, Deed of Confidentiality and protected information disclosure (PID).		All staff members complete the training when they start at Council and then yearly it is covered with Pre-Start training in January for all staff, both full time and casuals. Should any issues arise, a special training session is completed with the Officer.	

## 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	Certified Agreement 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.	Staff committees are defined by previous EBA - 1 indoor, 2 outdoor, 1 community. Staff interested in partaking in these negotiations but have limited direction as to how.	
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2023-2026.	Regular reviews of conditions being paid to staff.	Assistance engaged after prior engagement withdrew availability, all unions informed & strategy session/first meeting scheduled November 2023. All staff consulted on suggestions of entitlements, information collated.	
7.2.1.3	Actively provide information to staff on issues which may affect them. Topics this quarter. N=?	Information delivered via email, payslip notice or meetings.	7th September 2023 a meeting was held with all Staff to discuss the work being done on the new EBA. Comments and feedback were asked for. A meeting was held in November to meet with the Unions and also April 2024.	

### 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. N=... ideas/complaints/suggestions this 1/4	Records of suggestions/complaints/issues to be kept. PID training to be part of training regime.	Staff aware of formal procedure outside of speaking with their direct supervisor/CEO.	
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan	Workforce Plan developed in conjunction with all staff.	Ongoing staff turn over has been detrimental to development of strategy.	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	including training, attraction and retention.			




### 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. Report on number of requests provided to Council.	Quarterly reports on access to services received (no personal details) only the volume of access.	Ongoing in delivery of support of communications for PHC/RFDS. Availability of EAP communicated to all staff regularly.	

### 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.	Signage is correct and current for projects currently underway. Signage ordered for Dump. Signage for Dump installed - ongoing inspections of all roadworks/parks & gardens signs being used and installed correctly.	
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.	Noise testing is completed on all machines once per year.	
7.2.4.3	Monitor heat/humidity working conditions on road works when extreme weather is here.	Fleet management system is used to monitor the productivity of the Council's fleet which is	Heat bulb monitoring equipment is available for use by work crews and WH&S Officers when required. Testing conducted during periods of extreme heat.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	Number of tests and dates completed.	reported to the plant committee and ManEx.		
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 Boullia shire such as licences and tickets.	PowerPoint presentation completed. Looking for Cultural Heritage Training presenter. Training Matrix located - 2 years old, needs updating - form created to get workers to fill in with Training Quals, Tickets etc. Mental Health Speaker Booked, Due Diligence Trainer Booked, Fire Warden Training Booked. Videos for training for Drug & Alcohol and Hearing sourced and saved.	
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.	These are pre-recorded into the I-Auditor system. Conducted on a quarterly basis.	
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.	To be completed before opening each September. Engineer to inspect/Audit Swimming Pool in April this year – booked.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor/Magiq.	Reporting of of incidents through I-Auditor is documented through ManEx via the WH&S Officer.	WHS Advisor responsible for this process. Current claims are sent through to HR for filing on employee record.	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers. action completed xx/xx/xxxx	Annual training and demonstrations have been completed.	Online RTO identified, requested list of current Fire Wardens, awaiting reply. Fire Warden Training Booked, 10 staff from various Council buildings to undergo training, during start up in Jan 2024.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
			Fire Extinguisher training to be conducted during start up - Jan 2024. Fire Extinguisher Training undertaken by all staff. Warden Training undertaken by nominated staff in all Council buildings.	
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.	Updating of SWMS has commenced. Ongoing.	
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	Lighting infrastructure reviewed. Plant reviewed - pre starts being conducted daily.	
7.2.4.11	75% of actions assigned to relevant stakeholders to be addressed by allocated timeframe.	No outstanding actions from employees or contractors.	I-Auditor actions reviewed and reported back to ManEx for outstanding issues.	

### 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.	Have been assigned Thursday & Friday afternoon to test the CS in the Play environment.	
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions	External audit obtains an above 70% pass mark.	All activities are completed within the safety parameters.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	to achieve a safe workplace and TMR accreditation.			

#### 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. Training opportunities this quarter.	All trainee positions offered and filled.	LGAQ funding has been made available for training, concrete training has been identified as a priority. Availability needs to be allocated in 2024 by DWO for this to be scheduled. Currently advertising for finance trainee - training delivery being investigated through TAFE. Parks & Gardens employee expressed interest in undertaking traineeship.	
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.	Successful in application for First Start program for 1 trainee for 2023-2024. Identifying candidate & appropriate supervisor for sign up with Australian Apprenticeship Support Network (AASN). Ongoing engagement for outdoor staff in upskilling/qualifying with AASN.	

## 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 Finance Manager.	Meeting held within 3 months after the final results are released.	Community meeting to be held in mid May - once budget has been finalised.	
8.1.1.2	Regular information is released through Facebook, Channel Country Chatter and the website, email blast, monthly hot spot. Number this quarter?	Verbal feedback, monitored visits through Facebook.	Weekly posts are put on the social media pages for the Council and the tourism centre. Media Officer focuses solely on social media with clips, videos, images etc. Monthly Council newsletter done by Library staff and uploaded to Council website.	
8.1.1.3	Council meeting dates listed on the website and in the Channel Country Chatter.	Council meeting dates notified and Business agenda and minutes loaded onto website.	2024 Ordinary Council Meeting dates confirmed and posted to Council website. Requested Library Officer to include in CCC on 12 Dec 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 2 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.	Agenda release is made within timelines.	
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 time-frames.	Contact information is up to date and on the website. Agenda information is available on the Bigtincan.	
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.	This is recorded in each Council 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.	Meetings for 2024 scheduled.	
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives - Camel Races, School, Boulia Community Support, Rodeo, Campdraft etc.	Reports received from attendees at the meetings presented to Council for information.	Support is provided by various Council members and staff for all local events. In kind support is granted when requested.	

<b>TITLE:</b>	Policy Review - Equal Employment Opportunity Policy	<b>DOC REF:</b> 11.2.8
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

Regular review of Council policies ensures that Council maintains an up-to-date guide for staff to refer to in the day-to-day management of the Council. This report deals with the review of policy 149 – Equal Employment Opportunity Policy.

**CONTENT:**

Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council’s objectives. Policy 149 *Equal Employment Opportunity Policy (includes Workplace discrimination and bullying)* is due for review following its last update in 2021 (three-year review period).

The structure of the policy as it was, focussed more on workplace bullying and harassment and had minimal content regarding Equal Employment Opportunity (EEO) (in regard to recruitment, promotion and training opportunities) despite the title of the policy being ‘Equal Employment Opportunity’. Psychosocial hazard legislation was also introduced in 2023 which was not yet included in the policy. Taking this into account, it was felt that a complete refresh of the policy was needed and to better reflect Council’s commitment to EEO, a separate EEO statement could be issued.

Attached to this report is the revised policy with a suggested title change to ‘Respect in the Workplace Policy (Bullying and Harassment)’ and also the proposed Equal Employment Opportunity Statement. It is recommended that the policy and statement as presented, be adopted.

**CONSULTATION:** Human Resources Officer, WSHA Officer

**GOVERNANCE IMPLICATIONS:**

Policies must be consistent with any relevant guidelines and legislation as issued.

**RECOMMENDATION:**

1. That the title of policy 149 be updated to ‘Respect in the Workplace Policy (Bullying and Harassment)’ and a copy of the policy (as presented in the ‘Policy Review - Equal Employment Opportunity Policy’ report) be adopted.
2. That the Equal Employment Opportunity Statement (as presented in the ‘Policy Review - Equal Employment Opportunity Policy’ report) be adopted.

**ATTACHMENTS:**

1. Draft Respect in the Workplace Policy - Policy 149 [11.2.8.1 - 9 pages]
2. Equal Employment Opportunity Statement [11.2.8.2 - 1 page]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Respect in the Workplace Policy (Bullying and Harassment)

Category:	Policy
Policy Number:	149
Document Version:	2
Obsolete Version:	22 <sup>nd</sup> May 2019 – Equal Employment Opportunity Policy
Keyword Classification:	Workplace discrimination, harassment, bullying, psychosocial hazard
Summary:	This policy outlines Council's stance on workplace discrimination, harassment and bullying
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	<p>Equal Employment Opportunity Statement</p> <p>Boulia Shire Council Enterprise Bargaining Agreement</p> <p>Policy 116 Workplace Health, Safety, Environment and Quality</p> <p>Policy 121 Confidentiality (Use of Information) Procedure Policy</p> <p>Policy 127 Complaints Management Policy and Process</p> <p>Policy 129 Councillor Code of Conduct</p> <p>Policy 137 Employee Assistance Program Policy</p> <p>Policy 140 Statement of Business Ethics</p> <p>Policy 146 Code of Conduct</p>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	<p>Anti-discrimination Act 1991</p> <p>Australian Human Rights Commission Act 1986</p> <p>Information Privacy Act 2009</p> <p>Public Interest Disclosure Act 2010</p> <p>Industrial Relations Act 2016</p> <p>Work Health and Safety Act 2011</p> <p>WHS (Psychosocial Hazard) Legislation 2023</p>

## **AIMS**

Boulia Shire Council (Council) is committed to providing a safe, flexible and respectful environment for staff and clients free from all forms of discrimination, bullying, sexual harassment and psychosocial hazards in the workplace.

All Boulia Shire Council staff and contractors are required to treat others with dignity, courtesy and respect. We seek to employ and engage a workforce that values the individual contribution of people irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin and creed. We promote a work environment that is socially inclusive, which values diversity and allows employees to realise their full potential without fear of discrimination or harassment.

By effectively implementing this policy we will retain talented staff and create a positive environment for staff.

## **SCOPE**

This policy applies to anyone who carries out work in any form or capacity for Council including but not limited to all staff (full-time, part-time or casual, temporary or placement staff), contractors, sub-contractors and volunteers.

It concerns staff treatment of other staff, of clients and of other members of the public encountered in the course of their Boulia Shire Council duties and applies wherever and whenever staff may be as a result of their Boulia Shire Council duties (e.g. on-site, off-site or after-hours work; work-related social functions; conferences).

## **STAFF RIGHTS AND RESPONSIBILITIES**

All staff members:

- Are entitled to a work environment free from discrimination, bullying and sexual harassment.
- have the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- are entitled to reasonable flexibility in working arrangements especially where needed to accommodate their family responsibilities, disability, religious beliefs or culture.

Staff must:

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

In addition, Managers and supervisors must also:

- model appropriate standards of behaviour.
- take steps to educate and make staff aware of their obligations under this policy and the law/various Acts and legislation.



- intervene quickly and appropriately when they become aware of inappropriate behaviour.
- act fairly to resolve issues and enforce workplace behavioural standards, making sure relevant parties are heard.
- help staff resolve complaints informally.
- refer formal complaints about breaches of this policy to the appropriate complaint handling officer for investigation.
- ensure staff who raise an issue or make a complaint are not victimised.
- seriously consider requests for flexible work arrangements where the request does not hinder the delivery of core business and meets Work Health and Safety Regulations.

## UNACCEPTABLE WORKPLACE CONDUCT

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

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

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

### Discrimination

Discrimination is treating, or proposing to treat, someone differently because of an attribute protected by the law such as:

- a disability, disease or injury, including work-related injury
- parental status or status as a carer, for example, because they are responsible for caring for children or other family members
- race, colour, descent, national origin, or ethnic background
- age, whether young or old, or because of age in general
- industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union
- religion
- pregnancy and breastfeeding
- sexuality or gender identity
- marital status
- political opinion
- social origin
- medical record
- an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

Discrimination can occur:

- Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below). For example, a worker is bullied and humiliated because of their race or a worker is refused promotion because they are 'too old'.

- Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below). For example, redundancy is decided based on people who have had a worker's compensation claim rather than on merit.

It is also against the law to treat someone less favourably because you assume they have an attribute or may have it at some time in the future.

## **Bullying**

This policy defines workplace bullying as behaviour by a worker that intimidates, offends, degrades or humiliates another worker, possibly in front of co-workers, clients or customers. Bullying behaviour can be direct or indirect and is a behaviour that creates a risk to the health and safety of the employee.

This section does not apply to reasonable management action carried out in a reasonable manner.

Behaviours that may constitute bullying include:

- sarcasm and other forms of demeaning language
- aggressive behaviours eg threats, abuse or shouting
- coercion
- isolation
- inappropriate blaming
- ganging up
- constant unconstructive criticism
- unreasonable work demands
- deliberately withholding information or equipment that a person needs to do their job or access their entitlements
- unreasonable refusal of requests for leave, training or other workplace benefits.

Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices. If someone is being bullied because of a personal characteristic protected by equal opportunity law, it is a form of discrimination. Under Federal law, this behaviour does not have to be repeated to be discrimination – it may be a one-off event.

Bullying is unacceptable in Bouliia Shire Council and may also be against occupational health and safety law. Any incidents of bullying will be treated seriously by Council and may be grounds for disciplinary action including dismissal. Where bullying involves assault or threat of assault it may become a police matter.

Bullying can sometimes be difficult to define and to prove. To support the allegation of bullying, a worker is recommended to keep a diary detailing any bullying as well as any witnesses to the incidents. Refer also to 'Resolving Issues at Bouliia Shire Council' below.

## **Sexual harassment**

Sexual harassment is a specific and serious form of bullying. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or

intimidated. Sexual harassment can be physical, spoken or written. It can include:

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

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

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

All staff and volunteers have the same rights and responsibilities in relation to sexual harassment. All incidents of sexual harassment – no matter how large or small or who is involved – require employers and managers to respond quickly and appropriately.

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

Sexual harassment can sometimes be difficult to define and to prove. To support the allegation of sexual harassment, it is recommended the worker keep a diary detailing any incidents as well as any witnesses to the incidents. Refer also to 'Resolving Issues at Boulia Shire Council' below.

## **Victimisation**

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

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

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

Boulia Shire Council has a zero-tolerance approach to victimisation. Any person who victimises another person will be subjected to disciplinary action, including possible termination of employment. In addition, they may be liable for criminal proceedings under the relevant legislation.

## **Psychosocial Hazard**

Psychosocial hazards are anything in the design or management of work that increases the risk of psychological or physical harm (e.g. harm someone's mental health). Council endeavours to apply general principles to aid in the prevention and management of psychosocial hazards in the workplace. Specific areas include:

- High and/or low job demands - A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
- Low job control - A job can involve a combination of high and/or low physical, mental and emotional demands, which can create risks to the health and safety of workers.
- Poor support - Poor support refers to tasks or jobs where workers have inadequate emotional and/or practical support from their supervisors and/or co-workers, inadequate training or information to support their work performance, or inadequate tools, equipment or resources to do their job.
- Low role clarity - Low role clarity refers to jobs where there is uncertainty about, or frequent changes to tasks and work standards; where important task information is not available to workers; or where there are conflicting job roles, responsibilities or expectations.
- Poor organisational change management – Poor organisational change management refers to organisational change management that is poorly planned, communicated, supported or managed.
- Low reward and recognition – Low reward and recognition refers to work where there is an imbalance between workers' efforts and recognition or rewards they receive in return – both formal and informal.
- Poor organisational justice – Poor organisational justice refers to work where there is a lack of procedural fairness (fair processes to reach decisions), informational fairness (keeping relevant people informed) or interpersonal fairness (treating people with dignity and respect).
- Poor workplace relationships including interpersonal conflict - Poor workplace relationships or interpersonal conflict can occur between managers, supervisors, co-workers or others with whom workers are required to interact. It can appear as frequent or excessive disagreements, or rude comments - either from one person to another or between multiple people.
- Remote or isolated work – Remote work refers to work that is isolated from the assistance of other people because of location, time, or the nature of the work. It can involve working in locations where there is difficulty in immediate rescue or attendance of emergency services (where required).
- Poor environmental conditions – Poor environmental conditions are those

where workers are exposed to unpleasant, poor quality, or hazardous physical environments or conditions that create a stress response.

- Traumatic events – Workers may be exposed to this hazard at work through investigating, witnessing or being directly exposed to traumatic events or situations. This may include reading, hearing or seeing accounts of traumatic events. A person is more likely to experience an event as traumatic when it is unexpected or is perceived as uncontrollable, where there is a threat to life or safety, or where it is the result of intentional cruelty.
- Violence and aggression – Violence or aggression at work refers to any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes abuse, threats or assaults by workers, clients, patients, visitors or others.
- Bullying and Harassment including sexual harassment – as covered within this policy.
- Fatigue - Fatigue is more than feeling tired and drowsy. At work, fatigue is a state of mental and/or physical exhaustion that reduces your ability to work safely and effectively.

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

All workplace participants are required to comply with this policy, at all times. If an employee breaches this policy, they may be subject to disciplinary action. Some forms of severe harassment (e.g. sexual assault, stalking, indecent exposure, obscene phone calls) may constitute criminal conduct.

Boulia Shire Council strongly encourages any staff member who believes they have been discriminated against, bullied, sexually harassed, victimised or other, to take appropriate action by speaking to their immediate supervisor or if they are part of the problem, then refer to the Human Resources Officer or the Chief Executive Officer. Staff who do not feel safe or confident to take such action may seek assistance from Council's Employee Assistance provider for advice and support or action their behalf.

Where required, formal complaints may also be taken to the Queensland Human Rights Commission or the Industrial Relation Commission for resolution.

All investigations of complaints/allegations will be conducted in a confidential and impartial manner. Employees and contractors will not be disadvantaged in their employment conditions or opportunities as a result of raising an issue or supporting another employee raising an issue. All parties involved in a complaint must maintain confidentiality. While it may be necessary to speak with other workers in order to conduct an investigation, breaching the confidentiality of a formal complaint investigation or inappropriately disclosing personal information obtained in a professional role (for example, as a manager) is a serious breach of this policy and the Confidentiality Agreement signed by employees with their acceptance of any employment contract and may lead to formal discipline. Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a workplace participant employed or engaged by Council).

The Council undertakes to investigate and attempt to resolve complaints in a manner

that does not generate further discrimination or victimisation of individuals involved in making, supporting or resolving the complaint.

All information generated as a result of this policy will be safeguarded according to the normal requirements for confidential Human Resource information. The information will only be provided to those people in the Council who have a legitimate need to know to ensure safety, health or performance. No information relating to this policy and identifying a particular individual will be released to any third party except with the individual's written consent or to obtain professional or legal advice if required by law.

Where a manager judges that the issue involves an allegation of unlawful behaviour, they must:

- Reinforce the employee's right to be free from harassment and victimisation, and confirm the Council's commitment to the principles within this policy; and
- Advise the employee of their rights under the relevant legislation, including the right without prejudice, to contact the relevant statutory body for more information, advice or assistance.

Regardless of whether the employee wishes to have the matter pursued internally or externally, the Human Resources Officer must be notified of all issues pertaining to this policy. The employee must be advised that this will occur. Any action resulting from this advice should be handled in such a way as to best maintain the confidentiality of the employee.

While the Council is committed to treating most harassment complaints within the organisation, criminal behaviour is not suited to internal resolution and should be referred to the criminal justice system. In relation to alleged criminal offences the matter should be referred to an external counsellor. Employees will then be advised of their option of police support or intervention. It is not the obligation of the Council to report such matters to the police on behalf of the complainant.

If a complaint/allegation is not upheld, the complaint will be dismissed and the parties to the complaint will be advised of that outcome in writing. If the allegation is upheld, the action will depend on the severity of the case and may include one or more of the following:

- an apology
- a formal warning
- counselling
- transfer to another area of operations
- suspension from the workplace
- demotion
- dismissal
- another form of disciplinary action deemed necessary.

Complaints made in bad faith or as a practical joke to create problems for a work colleague will not be tolerated. If false accusations are found to have occurred disciplinary action may be taken against the perpetrator(s).

Employees who believe they have been subjected to any form of inappropriate behaviour covered by this policy are encouraged to make use of the professional

counselling services available through the Employee Assistance Program (EAP).

### **Employee Assistance Program (EAP)**

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

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

Further information about the EAP can be found in the Employee Assistance Program Policy.

### **RESPONSIBILITY AND AUTHORITY**

Human Resources will monitor the day to day compliance of this policy and provide guidance to the CEO, who holds ultimate responsibility and authority relating to matters within this policy.

Questions or comments regarding this policy can be made by contacting the Human Resources Officer.



Council is an equal opportunities employer. Equal Employment Opportunity (EEO) is the practice that everyone can have equal access to employment opportunities regardless of attributes not justifiably relevant to the opportunity. In all cases, selection and assessment is based on the basis of performance and competence, and without fear of discrimination or harassment.

Attribute, for the purposes of this statement, refers to gender identity, marital status, pregnancy, parental status, breastfeeding, age, race, ethnicity, impairment, disability, religion, political belief or activity, trade union activity and lawful sexual activity.

Boulia Shire Council (Council) aims to pursue these ideals and will provide equality in employment for all people employed or seeking employment. This applies to all aspects of employment, recruitment and selection, conditions and benefits (remuneration), training and promotion, task allocation and workload, hours and leave arrangements and resources supplied.

Council recognises that EEO is a matter of employment obligation, social justice and legal responsibility and aims to ensure that when employment related decisions are made, that they are made in an ethical, fair and transparent way and operate in conjunction with legislation governing the provision of equal rights and opportunities to employees and potential employees of Council.

The Merit principle will be utilised by Council to provide a structured, transparent method of upholding the EEO principle. The Merit principle explicitly disregards attributes such as those listed above, but rather determines the suitability of a person relative to an opportunity by assessing the person's demonstrated skills, abilities, qualifications, knowledge, experience, work performance, conduct and behavioural attitude against the inherent requirements of the position. This ensures that Council selects the most appropriate person to capitalise on the opportunity offered (i.e. "the best person for the job").

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

It is important to note that characteristics such as a person's demonstrated work ethic are valid considerations for employment-related decisions and are not discriminatory. For instance, a person who appears to be a hard worker will be offered employment over a person who appears less willing to work (all other considerations being equal). Legislation also allows for particular employment-related decisions to be based on a person's attribute (e.g. gender, age), for instance where there is a genuine occupational need for a certain attribute, or where an employee will be working in accommodation or residential childcare provision. Decisions and actions that are taken in order to protect workplace health and safety are also considered legitimate.

Unlawful consideration of attributes mentioned in this statement is discrimination. Anyone has the right to lodge a grievance where they believe that inappropriate or unreasonable action has been initiated by Council in response to suspected discrimination. All allegations of discrimination will be treated seriously and investigated promptly and impartially with reference to the appropriate legislation.

The Chief Executive Officer has overall responsibility for the effective implementation of the EEO principle and is supported in this by the Human Resources Officer, Managers and Supervisors.

Ms Lynn Moore  
Chief Executive Officer



<b>TITLE:</b>	Outdoor Billboard Gallery - proposal to sell artwork to Council	<b>DOC REF:</b> 11.2.9
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment  
 1.2: Respecting our culture and heritage, past, present and future  
 1.2.3: To promote the heritage, arts and cultures of our communities

Key Priority 3: Economic Development - A sustainable local economy  
 3.4: Promote Bouliā Shire and the RAPAD region as a region for tourism and development opportunities  
 3.4.1: All opportunities used to increase the shires exposure to the tourism market  
 3.4.4: Promote Bouliā Shire and the RAPAD Region as a region for tourism and development opportunities

**RISK MANAGEMENT:**

The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Unlikely (Likelihood) giving an overall assessment as **Low L-2**.

**PURPOSE:**

To present to Council a proposal from the Outdoor Billboard Gallery to purchase three artworks.

**CONTENT:**

The Outdoor Billboard Gallery (Outdoor Gallery Outback Way) features 28 works of art on fourteen billboards over a 111 km stretch of the Plenty Highway in the Northern Territory. The artwork displayed is from various remote and regional artists from the Northern Territory, Queensland and Western Australia. The Gallery is managed by the Outdoor Billboard Gallery Inc., which is a Not for Profit Incorporated Association. All artists whose work has been involved in the gallery have received an artist fee and % of prints and originals sold in alignment with guidelines set by the National Association for the Visual Arts (NAVA).

Council has received correspondence from Gallery Manager Mel Forbes proposing an opportunity for Council to possibly buy three of the artworks currently on display. The letter is attached to this report for Council’s review. The artwork available for purchase is:

- Karen Stephens: ‘Noogooraville’
- Karen Stephens: ‘Green Mulla Mulla’s’
- Ann Britton: ‘Outback Cockies and Moon’

The artworks are each composed of three panels on 1.5mm thick, aluminium sheeting, each measuring in total 2.4 x 3.6 meters. The artworks are available to purchase at \$5000 per artwork, with an additional \$1200 allocated for packaging and freight costs, resulting in a total of \$16,200 plus GST for the collection.

With the artwork being printed on aluminium sheeting, this lends itself well to outdoor display and this purchase may provide Council with an opportunity to create additional tourist attractions within the shire. One suggestion would be to consider installing the signs along the Donohue Highway.

It is to be noted, that should Council wish to pursue with installation of the signs along the Donohue Highway or anywhere else outdoors, additional costs of purchasing display poles and labour installation fees would also apply.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Any potential purchase would need to be accounted for in the Budget.

**RECOMMENDATION:**

That Council consider the proposal to purchase the artwork from the Outdoor Billboard Gallery.

**ATTACHMENTS:**

1. Letter from Outdoor Gallery [**11.2.9.1** - 1 page]

Chief Executive Officer	Ms Lynn Moore
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Web: [outbackway.gallery](http://outbackway.gallery)  
FB: [outbackwayoutdoorgallery](https://www.facebook.com/outbackwayoutdoorgallery)  
Insta: [outbackwayarts](https://www.instagram.com/outbackwayarts)  
Email: [info@outbackway.gallery](mailto:info@outbackway.gallery)



19 March 2024

TO: Mayor Rick Britton and Lynn Moore CEO

Boulia Shire Council

18 Herbert St,

Boulia. Q 4829

Dear Rick and Lynn,

I hope this letter finds you well. I am writing to bring to your attention to an opportunity regarding the Outdoor Billboard Gallery and the possible acquisition of three artworks currently on display in the inaugural exhibition of the Outdoor Gallery, Outback Way.

Since its inception in 2021, the Outdoor Billboard Gallery has served as a dynamic platform for showcasing local outback talent along the Outback Way. Over the years, it has attracted a significant number of viewers, with estimations of over 36,000 individuals having had the pleasure of experiencing the exhibition firsthand.

Considering this, I am eager to propose a change in the exhibition, one that would introduce fresh perspectives and further elevate the cultural richness of our region.

To this end, I bring to your attention three artworks by local Winton and Boulia based artists:

Karen Stephens: 'Noogooraville' this painting won the 2016 Flying Arts Regional Qld Award

Karen Stephens: 'Green Mulla Mulla's'

Ann Britton: 'Outback Cockies and Moon'

These artworks, each composed of three panels on 1.5mm thick, aluminium sheeting, each measuring in total 2.4 x 3.6 meters.

These works are available at \$5000 per artwork, with an additional \$1200 allocated for packaging and freight costs, resulting in a total of \$16200 plus GST for the collection.

I believe that the acquisition of these artworks would not only enrich the public art display in and around Boulia, as these pieces could be installed again, in an inside or outside setting. The works are a positive reflection of the cultural richness in Winton and Boulia and will also contribute to the promotion of local cultural identity.

I kindly request the Boulia Shire Council consider this proposal to acquire these artworks. Your support in this endeavour would be greatly appreciated.

Should you require any further information or assistance, please do not hesitate to contact me at your earliest convenience.

Yours sincerely,

Mel Forbes

Gallery Manager

<b>TITLE:</b>	2025 Shitbox Rally - Request for Council Support	<b>DOC REF:</b> 11.2.10
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 29/05/2024

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate

Key Priority 1: A strong supportive community environment

1.3: Bouliá Shire to have active inclusive communities

1.3.2: Recognise the outstanding work done by volunteers by partnering with relevant groups to support volunteering services 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:**

To advise Council of a request for support for the 2025 Shitbox Rally.

**CONTENT:**

Council has received a request for support from the organisers of the Shitbox Rally, Box Rallies, ahead of their planned 2025 run.

The Shitbox Rally is a challenge where participants drive cars worth \$1500 across Australia raising funds for cancer research. Over the last 14 years, Box Rallies have been able to raise over \$45 million.

In 2025, they are looking to recreate their 2016 route, which means making Bouliá an official stopover again. At this stage, the visit here would be on 7<sup>th</sup> and 8<sup>th</sup> May, with 500 people in 250 cars participating.

Support from Council would be required in the form of providing a suitable venue for the participants to overnight at. As was the case on their previous visit, this would best be suited to the Racecourse Reserve as it has adequate camping area, access to toilet and shower facilities and capabilities for catering for a large number of people, which would be another form of support needing to be provided. In addition, Council would also be able to provide access to the Jockey Room to enable the Rally Operations Team access to a lockable room with power etc.

An expression of interest has been sent out to the local community groups to gauge interest in providing dinner with dessert, breakfast and a takeaway lunch. To date, there could be some interest in taking this up from the P&C Association, however this is yet to be confirmed, and responses from other community groups have not yet been received either.

**CONSULTATION:** Mayor

**GOVERNANCE IMPLICATIONS:** Support to be provided as in kind and noted in Council's Contributions Register.

**RECOMMENDATION:**

That Council confirm support of the May 2025 Shitbox Rally stay in Boulia by providing full use of the Boulia Racecourse Reserve with all fees associated with the hire of the venue being waived.

**ATTACHMENTS:** Nil

Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	WHS Report for April 2024	<b>DOC REF:</b> 11.2.11
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<b>REPORT BY:</b>	David Parker WHS Advisor	<b>DATE:</b> 23/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 7: Valuing our greatest asset – people

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focused workforce

7.1.3: Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

Key Priority 7: Valuing our greatest asset – people

7.2: A great place to work

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

**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"> <li>• Sustainability work being done on the ongoing audit upkeep will now be reported here in line with the Audit Rectification Plan.</li> </ul>
Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>• Toolbox talks/presentations to Council staff</li> <li>• Office staff - 23 May – Cuts and Bleeding</li> <li>• Depot staff - 20 May – Cuts and Bleeding</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>• Present WHS actions/issues/iAuditor/Audit Rectification Plan to ManEx meetings weekly.- <ul style="list-style-type: none"> <li>◦ May – nil issues.</li> </ul> </li> <li>• On-going review of existing WHS documentation <ul style="list-style-type: none"> <li>◦ Procedures reviewed - xx</li> <li>◦ Inspection schedules reviewed - xx</li> </ul> </li> <li>• Face-to-face Inductions: 2 Online Inductions: 5</li> </ul>
Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> <li>• CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor.</li> <li>• Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers).</li> </ul>

Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazards – 0</li> <li>• Damage – 0</li> <li>• Incidents – 0</li> </ul>		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	Nil		
Works in Progress	<ul style="list-style-type: none"> <li>• Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>• Regularly monitor the Boullia Shire Council Hazard Risk Register.</li> <li>• 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)</li> <li>• Qualification/Licensing Register being updated to 2024</li> <li>• MindRazr digital health and wellbeing platform being rolled out to all Council staff.</li> </ul>		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• LGW - to review the Rectification Plan.</li> </ul>		
Training Required	<ul style="list-style-type: none"> <li>• RAPAD will be conducting an on-site visit to work with trainees.</li> <li>• Review opportunities where E-Learning and face-to-face courses are offered to the shire.</li> <li>• Consult with Supervisors if competencies or extra training may be required and future toolbox topics.</li> </ul>		

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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## **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services April 2024 Report	<b>DOC REF:</b> 11.3.1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 29/05/2024
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Insurance Claims**

##### **1. Lightning Storm Damage 27<sup>th</sup> January 2022 PRO034450**

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

#### **Insurance 2024/2025**

Submitted all Asset Schedules with questionnaires to LGMS for the yearly review and issuing of new Certificates of Currency.

#### **Budget 2024/2025**

Work has started on the next Budget for 2024/2025 financial year. Operational budgets will shortly be under review whilst the Capital budget is being put together. Reviews are underway by the Executive in preparation for the Councillor workshop. 19<sup>th</sup> April 2024 was the initial Councillor workshop. 17<sup>th</sup> May 2024 will be our next Councillor workshop on the budget including Fees and Charges review.



### **2023/2024 End of Financial Year**

Work has been completed on the skeleton financial statements for our external auditor to review.

Planning and timelines are being put in place both internally and externally with the Draft External Audit Plan being worked on by PKF Auditors. The Draft EAP from the External Auditors was presented at the recent Risk and Audit Management Meeting.

9<sup>th</sup> April 2024 Tropical training was held in Longreach, both the Finance Manager and I attended and received updates from the Department of Local Government & QAO.

### **Interim External Audit**

There has been a change in External Auditor lead person, we are now working with Frederick (Erick) Manikan from PKF. The contract with QAO and the External Auditor was extended therefore PKF thought it was a suitable time to change to another Lead Auditor which are in Brisbane.

The Interim audit is due to start beginning of May 2024, this audit will be done remotely.

### **External Audit – Recoverable Works and Job Costing**

This Audit is to start beginning of May 2024. The audit will be covering contracts with Department of Transport and Main Roads, Queensland Reconstruction Authority as well as other smaller private works quotes and contracts to ensure effective job costing is being followed so when claims are processed, they are accurate.

### **Meetings**

I have attended the following meetings during April:

- Department of Infrastructure - Housing Support Program Stream Meeting
- Pre-Start meeting - Donohue Culverts - GBA
- SurePact – Georgie Craft – management meetings x 2
- Total Uniform Supplies – New Uniform/colour palette
- LGFP – Committee Meeting, teams
- Peak Services – Jodi Cannon, face to face
- ReadyTech (was IT Vision),
  - Angelo Nardi, Account Manager, management meeting
- SurePact – PDAG Meeting, teams
- ISO 20022 Immersion – CBA webinar
- LGMA Senior Executive Connect
- PKF David Lloyd External Auditor Draft EAP
- CUC RAPAD discussion
- QTC/Department of Local Government Councillors & Executive training day

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

### **RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Audit & Risk Management Committee Update May 2024 Report	<b>DOC REF:</b> 11.3.2
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To present Council with the Audit and Risk Management Meeting Minutes held on 10<sup>th</sup> May 2024.

**CONTENT:**

The Committee Chair Peter O’Regan was an apology, Mayor Eric Britton ran the meeting, items covered were:

- Confirmation of minutes of the previous meeting 17<sup>th</sup> November 2023
- Review Shell Financial Statements 2023-24
- Draft External Audit Plan
- Revaluation of Assets – Buildings & Structures + Water & Sewerage Infrastructure
- Internal Audit Report – Purchasing Payments Creditors 8/12/2023 Audit
- Internal Audit Plan – May 2024 Audit – Recoverable Works & Job Costing
- Queensland Audit Office update

Further detailed information can be found in the attached minutes of the meeting and associated agenda reports.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Director of Corporate & Financial Services Audit and Risk Management Report for May 2024 be received for information.

**ATTACHMENTS:**

1. Audit Risk Management Committee meeting minutes 10-05-2024 [**11.3.2.1** - 1 page]
2. CONFIDENTIAL REDACTED - Agenda Audit and Risk Management Meeting Boulia Shire Council [**11.3.2.2** - 107 pages]

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

**MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

**MEETING HELD ON 10<sup>th</sup> May 2024**

**Bouli Shire Council's Administration Building, CEO's Office & via Teams Meeting**

**ATTENDEES:**

Eric (Rick) Britton – Council representative  
Jack Neilson – Council representative  
Liam Murphy – PKF – External Auditor (By Teams)  
David Lloyd - PKF – External Auditor (By Teams)  
Erick Manikan – External Auditor (By Teams)  
Michael Claydon – Qld Audit Office Representative (By Teams)  
Rachel Stevens – Qld Audit Office Representative (By Teams)  
Tony Walsh – Walsh Accounting – Internal Auditor (By Teams)  
Lynn Moore CEO (Observer)  
Graeme Gillam – Finance Manager (Observer)  
Kaylene Sloman – Director of Corporate & Financial Services (Minute taker Observer)

**APOLOGIES:**

Peter O'Regan – Independent Financial expert – Chairperson

**Opened: 8.35 am**

**1. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

The minutes of the Audit and Risk Management Committee meeting held 17th November 2023 taken as read and be accepted.

*Moved Eric Britton, Seconded no other voting Member present* **CARRIED**

**2. Review of Shell Financial Statements 2023/24**

Noted.

**3. Draft External Audit Plan**

Presented by Liam Murphy. Noting a change in the Audit Team lead to be Erick Manikan.

**4. Revaluation of Assets – Buildings & Structures \_ Water & Sewerage Infrastructure**

Kaylene Sloman addressed the meeting, general discussion.

**5. Internal Audit Report – Purchasing Payments Creditors 8/12/2023 Audit**

Tony Walsh addressed the meeting.

**6. Internal Audit Plan – May 2024 Audit Recoverable Works & Job Costing**

Tony Walsh addressed the meeting.

**7. QAO Update**

Presented by Michael Claydon.

**8. General Business**

Nil

**Meeting Closed 9.30am**

<b>TITLE:</b>	Financial Report for April 2024	<b>DOC REF:</b> 11.3.3
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<b>REPORT BY:</b>	Graeme Gillam Finance Manager	<b>DATE:</b> 29/05/2024
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

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 30 April 2024.

**CONTENT:**

**Cash Position:**

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

	30-Apr-24	31-Mar-24
Cash at Hand	16,541,829	21,366,276
Net Cash Equivalent (Debtors-Creditors)	296,923	144,069
<b>Total</b>	<b>\$16,838,752</b>	<b>\$21,510,345</b>

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

**Income**

Total revenues to 30 April 2024 were \$14,627,861. This equates to approximately 91% of this year's budget.

**Expenditure**

Operating expenses to 30 April 2024 were \$13,519,750. This equates to approximately 66% of this year's budget.

**Liquidity**

CBA		\$171,353
Floats		\$1,150
Investments		
CBA At Call	4.35%	\$4,641,077
QTC	4.84%	\$11,728,250
		<b>Total</b>
		<b>\$16,541,829</b>

**Additional Information on Cash Position:**

Cash Balances as at 30 April 2024		16,541,829
The following items need to be backed by cash		
Reserves 30th June		2,328,551
Funded Depreciation		5,275,610
Less Depreciation accrued		(4,109,794)
Funded		
Funded Employee Entitlements (Current and Non-Current)		1,361,295
Grant Funding (paid in Advance)		1,183,605
Working Capital Cash		1,500,000
Capital Grants		7,135,273
Operating Result for 2023/2024		1,990,793
Less Capital Expenditure 2023/2024		(10,051,366)
<b>Backed by Cash</b>		<b>6,613,967</b>
<b>Cash unallocated as at 30 April 2024</b>		<b>9,927,862</b>

## Aged Debtors 30 April 2024

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	\$8,769	\$3,670	\$93	\$2,292,573	\$0	\$2,305,106

**90+ Days Outstanding**

For this month, amounts greater than 90+ days total \$8,769, which comprises 0% of total debtors. Payment arrangements are in place.

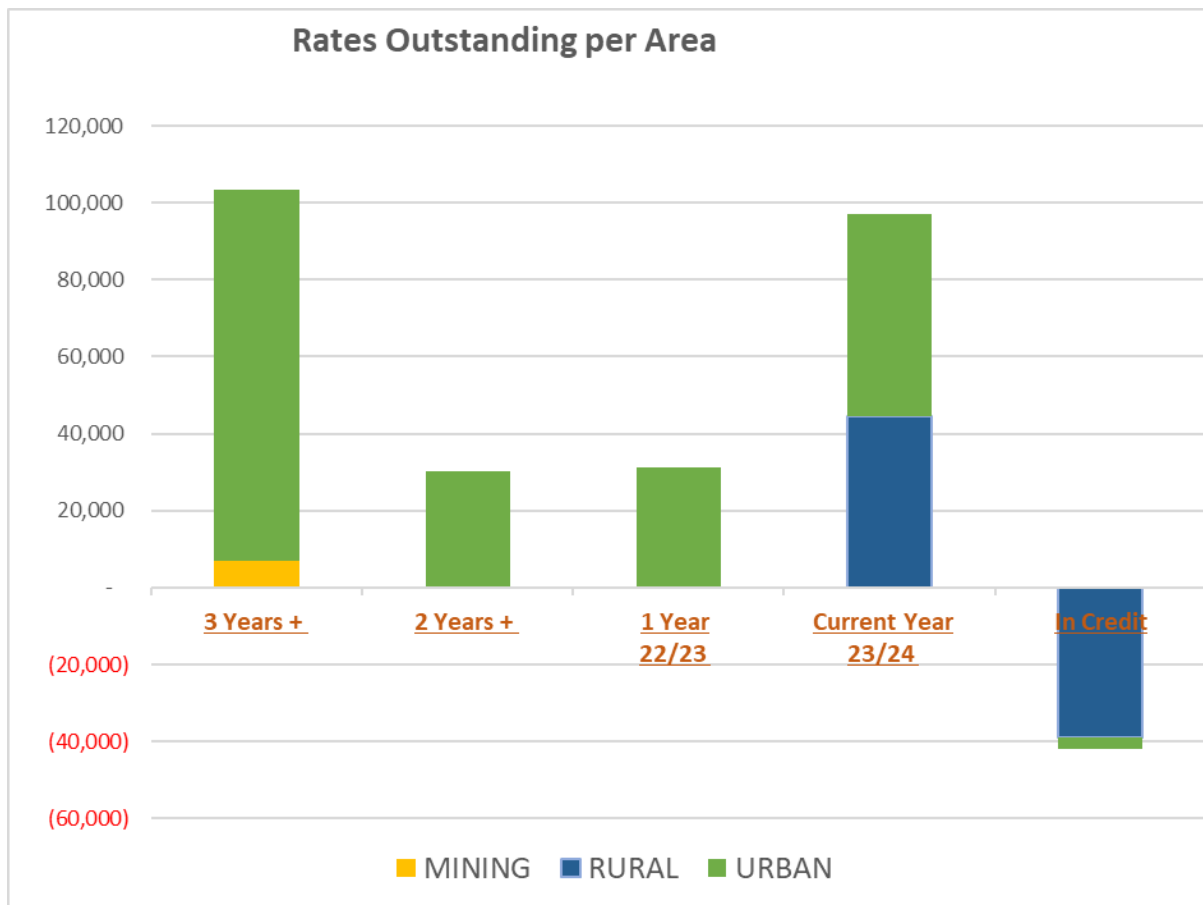
**Creditors 30 April 2024**

The total amount waiting for payment, not yet due is \$0.

**Rates 30 April 2024**

Total Outstanding is \$219,829.

RATES	3 Years +	2 Years +	1 Year 22/23	Current Year 23/24	In Credit	Total Outstanding
URBAN	\$96,621	\$30,229	\$31,041	\$52,578	\$(3,056)	\$207,414
RURAL	-	-	-	\$44,478	\$(38,908)	\$5,570
MINING	\$6,831	-	-	\$14	-	\$6,845
<b>ALL</b>	<b>\$103,453</b>	<b>\$30,229</b>	<b>\$31,041</b>	<b>\$97,070</b>	<b>\$(41,965)</b>	<b>\$219,829</b>



**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

*recommendation-end*

**ATTACHMENTS:**

1. FS Income Statement ME Apr-24 [**11.3.3.1** - 1 page]
2. FS Balance Sheet as at ME Apr-24 [**11.3.3.2** - 1 page]
3. FS Cash Flow Statement ME Apr-24 [**11.3.3.3** - 1 page]
4. CONFIDENTIAL REDACTED - CONFIDENTIAL - Revenue and Expenses ME Apr-24 [**11.3.3.4** - 2 pages]
5. CONFIDENTIAL REDACTED - CONFIDENTIAL - CAPITAL BUDGET 23-24 to ME Apr-24 [**11.3.3.5** - 2 pages]
6. CONFIDENTIAL REDACTED - CONFIDENTIAL - LRCI #2 Progress ME Apr-24 [**11.3.3.6** - 1 page]
7. CONFIDENTIAL REDACTED - CONFIDENTIAL - LRCI #3 Progress ME Apr-24 [**11.3.3.7** - 1 page]
8. CONFIDENTIAL REDACTED - CONFIDENTIAL - LRCI #4 Progress ME Apr-24 [**11.3.3.8** - 1 page]
9. CONFIDENTIAL REDACTED - CONFIDENTIAL OW #7 Progress ME Apr-24 [**11.3.3.9** - 1 page]
10. CONFIDENTIAL REDACTED - CONFIDENTIAL - W 4 Q Progress ME Apr-24 [**11.3.3.10** - 3 pages]

11. CONFIDENTIAL REDACTED - CONFIDENTIAL LGGSP Progress ME Apr-24  
[11.3.3.11 - 1 page]

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

**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 30 April 2024**

	<i>2023/2024</i>	<i>2023/2024</i>
	<i>Actual</i>	<i>Budget</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	1,839,363	1,782,240
Fees and charges	389,174	504,900
Rental income	238,610	248,700
Interest received	705,610	301,900
Sales - contract and recoverable works	1,398,593	1,796,990
Other Income	300,901	304,500
Grants, subsidies, contributions and donations	2,546,914	7,212,550
<b>Total Recurrent Revenue</b>	<u>7,419,164</u>	<u>12,151,780</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	7,135,273	10,416,324
Sale of property, plant and equipment	-	-
<b>Total Capital Revenue</b>	<u>7,135,273</u>	<u>10,416,324</u>
<b>Total Revenue</b>	<u>14,554,437</u>	<u>22,568,104</u>
<b>Total Income</b>	<u>14,554,437</u>	<u>22,568,104</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(3,551,115)	(8,668,070)
Materials & Services	(5,833,082)	(2,687,580)
Finance Costs	(25,760)	(45,100)
Depreciation	(4,109,794)	(5,275,610)
<b>Total Recurrent Expenses</b>	<u>(13,519,750)</u>	<u>(16,676,360)</u>
<b>Capital Expenses</b>	-	-
Sale of property, plant and equipment	73,424	-
<b>Total Expenses</b>	<u>(13,446,326)</u>	<u>(16,676,360)</u>
<b>Net Result Attributable to Council</b>	<u><u>1,108,111</u></u>	<u><u>5,891,744</u></u>



**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**as at 30 April 2024**

*2023/2024 Actuals*

**Current Assets**

Cash and cash equivalents	16,541,829
Trade and other receivables	476,448
Inventories	452,579

<b>Total Current Assets</b>	17,470,856
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**Non-current Assets**

Property, plant and equipment	199,158,660
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<b>Total Non-current Assets</b>	199,158,660
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<b>TOTAL ASSETS</b>	216,629,516
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**Current Liabilities**

Trade and other payables	(179,525)
Borrowings	(47,330)
Provisions	(1,272,531)
Contract Liabilities	(1,598,473)

<b>Total Current Liabilities</b>	(3,097,859)
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**Non-current Liabilities**

Borrowings	(1,196,587)
Provisions	(103,917)

<b>Total Non-current Liabilities</b>	(1,300,504)
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<b>TOTAL LIABILITIES</b>	(4,398,363)
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<b>NET COMMUNITY ASSETS</b>	212,231,153
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**Community Equity**

Asset revaluation reserve	97,863,455
Other reserves	2,328,551
Retained surplus	112,039,147

<b>TOTAL COMMUNITY EQUITY</b>	212,231,153
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**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 30 April 2024**

	<i>2023/2024</i> <i>Actuals</i>	<i>Adopted Budget</i> <i>2023-24</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	5,250,541	5,726,000
Payments to suppliers and employees	<b>(9,788,214)</b>	<b>(11,832,000)</b>
	<b>(4,537,674)</b>	<b>(6,106,000)</b>
Interest received	705,610	715,000
Rental income	238,609.98	357,000
Non-capital grants and contributions	2,546,914	5,766,000
Borrowing costs	<b>(25,760)</b>	<b>(36,000)</b>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<b>(1,072,301)</b>	696,000
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	<b>(10,051,366)</b>	<b>(45,968,000)</b>
Proceeds from sale of property, plant and equipment		
Grants, subsidies, contributions and donations	7,135,273	40,829,000
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<b>(2,916,093)</b>	<b>(5,139,000)</b>
<b>Cash Flows from Financing activities</b>		
Proceeds from borrowings		2,000,000
Repayment of borrowings	<b>(45,455)</b>	<b>(631,000)</b>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<b>(45,455)</b>	1,369,000
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	<b>(4,033,848)</b>	<b>(3,074,000)</b>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	20,575,678	20,575,678
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 16,541,829</b>	<b>\$ 17,501,678</b>

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report April 2024	<b>DOC REF:</b> 11.4.1
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<b>REPORT BY:</b>	Rebecka Britton Assisting in Community Services Manager Role	<b>DATE:</b> 24/05/2024
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

3.4: Promote Bouliá 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 Bouliá 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:

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

### **Housing update:**

- Prioritising works according to Asset Management Plan, budget & inspection data

- Last units being refurbished – 5/26 Pituri Street
- 40 Hamilton Street (Priority upgrades for staff tenancies)
- Inspections were 95% complete in April – re-allocation of maintenance works has been undertaken with prioritisation of identified properties
- Natarsha Shaw supporting housing role

**Tourism:**

- Tourism Officer sourcing new merchandise for MME
- Tourism Officer painting mural on concrete at Heritage Complex
- Upcoming Outback Masters evening event @ MME

**Grants:**

- Current submissions (JW):
  - Qld Day 2024 – Pineapple Day (June 24)
  - Building Bush Tourism – Upgrade jail cells in park
    - Have received comms that still under consideration

Current submissions (RJB)

- LG Sun Safety Program – Trees for community project (SUCCESSFUL)
- First Nations Sport & Rec program – Resources

**Community**

**Sports Centre:**

Pool patron numbers: **April: 44** (by Dave Karel)

Casual employee has been engaged at Sports Centre for 25 hours per fortnight. Monday, Wednesday & Friday 2:45pm to 5:45pm – active recreational programs targeted at youth in aspects of team building, gross motor development and primary focus of structured fun.

Active Afternoons numbers: **April 78** (by Rachel Evans)

Activity types and times changed according to survey results. (Yoga, Walking/jogging, Speed/Agility/Circuits, Racquet Sports, Active recreation)

**Library report by Tarsha Shaw:**

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

This month we have held the ANZAC Day service, which I have received a lot of positive feedback from the community about.

We held 2 RAFS visits this month and have just been running our normal First 5 Forever Sessions.

Library patron numbers for **April: 162 | Wifi Users: 20 | New Members (local): 2**

	Ja	Fe	Ma	Apr	Ma	Ju	Jul	Au	Se	Oct	No	De
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129	88	131	197	275	182	205	152
2024	101	140	237	162								

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

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

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer Ms Lynn Moore

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

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

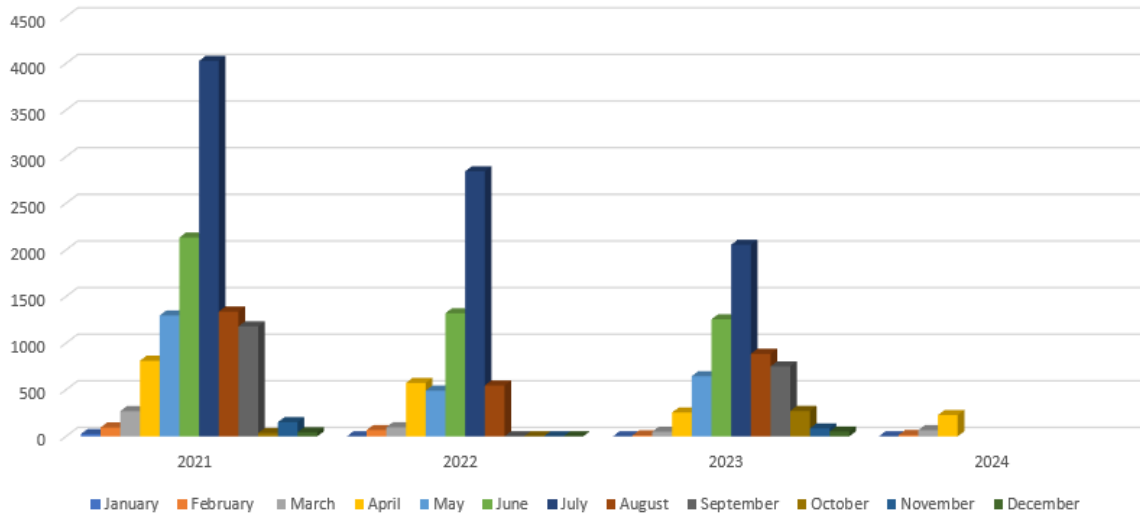
To report on the day-to-day operations of the Min Min Encounter and to promote tourism in the Shire and surrounding region.

**CONTENT:**

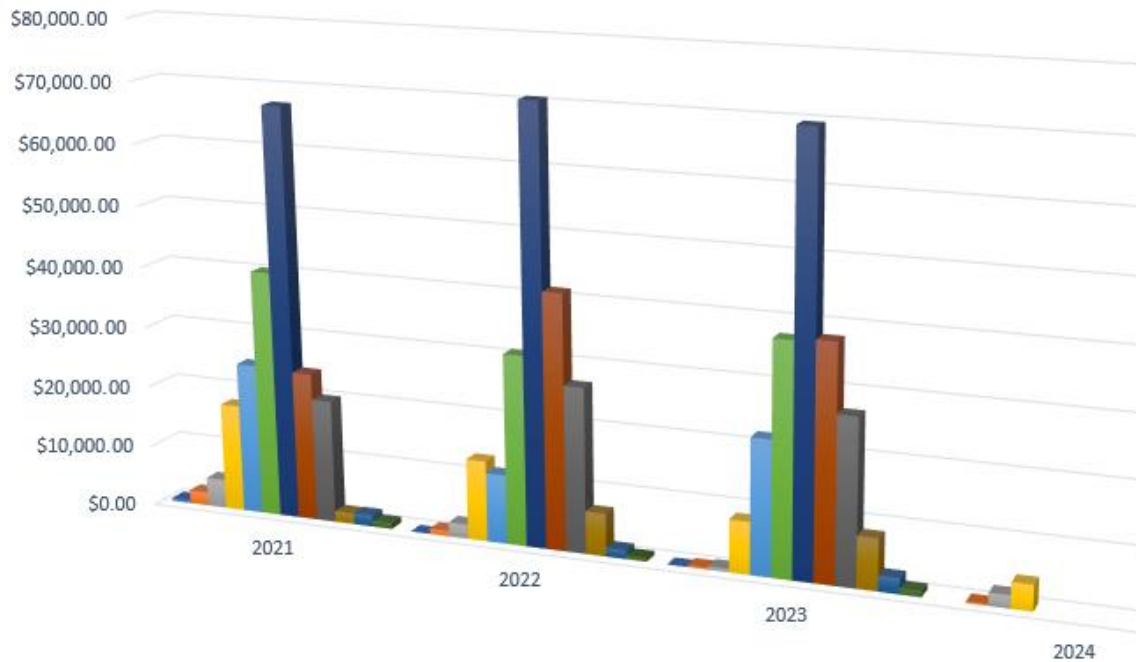
**Monthly Activity Statistics: April 2024**

Sales – tickets/merchandise	\$4188.90
MME total Visitor Stats	229
MME Tickets	39
BHC Tickets	6
COMBO Tickets	12
Rezdy Online Bookings during the month (no payment taken)	1

### MME & Heritage Complex Visitor Information



### MME & BHC YTD INCOME



### Social Media Statistics: April 2024

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	296 profile views, 95 interactions 22 website visits from the profile 6 Five-star reviews

### REPORT ON ACTIVITIES HELD FOR APRIL

Visitor Statistic Reporting:

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

Visitor numbers are down on previous years, hopefully due to various rain events. Surrounding shires are all reporting the same so hopefully will pick up over the next few months. Generally speaking fuel prices and general rise in the cost of living seem to be also having an effect as many visitors were reluctant to pay for entry into attractions. Grey nomads in particular frequently stating that they are on a tight budget! This is the first time I have heard this as a frequent issue. The Min Min Encounter is now open 9-5pm at weekends.

**Group Bookings:** no group bookings this month.

**Social Media:** Facebook posts reached 3.5K people this month with 606 engaging in posts.

**Explore Queensland Network:** n/a

**Merchandise:** Merchandise continues to be popular. New lines are selling well and leftover stock from last years Camel Races is now being displayed.

**Bouliá Heritage Centre:**

The Heritage Complex continues to be popular especially as a combination ticket with the Min Min Encounter. Heritage Complex is now open 10-2pm weekends and remains a popular venue with our tourists.

**General:**

Telephone enquiries remain high for travel during June and July so hoping for an increase in numbers over that period.

I have applied for a "Best of Queensland Experiences" badge (at the end of last year) and I am awaiting notification of the outcome. Initially it looked unlikely, but it would seem the committee were unable to see and mark our reviews, this is being investigated now and I am hoping for a positive outcome.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Min Min Encounter & Bouliá Heritage Centre Report April 2024 be received for information.

**ATTACHMENTS:** Nil

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



## **12 Late Reports**

Nil

## **13 Closed Session**

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

- a) the appointment, discipline or dismissal of the chief executive officer;
- b) industrial matters affecting employees;
- c) the local government's budget;
- d) rating concessions;
- e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
- f) matters that may directly affect the health and safety of an individual or a group of individuals;
- g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
- h) negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*;
- i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- j) an investigation report given to the local government under chapter 5A, part 3, division 5 of the *Local Government Act 2009*.

## **14 General Business**

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