

Boulia Shire Council



General Meeting

Monday 18th November 2019



This page has intentionally been left blank



BOULIA SHIRE COUNCIL

12th November 2019

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Monday 18th November 2019** at the **Boulia Airport Terminal** commencing at **10 am** for the transaction of the following business.

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

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

ENGINEERS REPORT – GBA CONSULTING

Item E1 Engineering Services Report – News brief Pg.9

DIRECTOR OF WORKS AND OPERATIONS

Item DWO1 Grants Work Status Summary Pg.12
Item DWO2 Boulia Works Program 2018/21 Pg.15

INFORMATION REPORTS

Item A NDRRA Flood Damage Works Department Pg.16
Item B Foreman, Road Maintenance and Utility Services Pg.17
Item C Foreman, Roads Maintenance and Construction Pg.20
Item D Rural Lands Protection Officer Pg.21
Item E Work Camp Report Pg.25

CHIEF EXECUTIVE OFFICER

Item CEO1 CEO Briefing for October 2019 Pg.26
Item CEO2 Action List Pg.28
Item CEO3 1st Quarter Operational Plan Report 2019-2020 Pg.32
Item CEO4 1080 Supply and Training requirements Pg.33
Item CEO5 See Closed Session



BOULIA SHIRE COUNCIL

MANAGER CORPORATE & FINANCIAL SERVICES

Item FM1	Manager Corporate & Financial Services Report	Pg.36
Item FM2	Budget Review September 2019	Pg.41
Item FM3	Policy Review – 101 Purchasing and Acquisition Policy	Pg.42
Item FM4	Policy Review – 118 Asset Management and Services Policy, 145 Community Facilities Hire	Pg.53

COMMUNITY SERVICES MANAGER

Item CSM1	Community Services Report	Pg.69
Item CSM2	New Look 'CCC'	Pg.73
Item CSM3	See Closed Session	
Item CSM4	Hospital and Heritage Machinery Signage	Pg.80

INFORMATION REPORTS

Item F	Min Min Encounter	Pg.89
Item G	Boulia Heritage Complex	Pg.91
Item H	Boulia Sports and Aquatic Centre	Pg.94
Item I	Library	Pg.96

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

- Item CEO5 Provision of Design Consultancy (Architect Services) for
Regional Community Hub
- Item CSM3 Online Booking for Tourism Services Report

Ms Lynn Moore
Chief Executive Officer

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

Local Government Regulation - 275 Closed meetings

- (1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -
 - (a) the appointment, dismissal or discipline of employees; or
 - (b) industrial matters affecting employees; or
 - (c) the local government's budget; or
 - (d) rating concessions; or
 - (e) contracts proposed to be made by it; or
 - (f) starting or defending legal proceedings involving the local government; or
 - (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
 - (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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



TELEPHONE: (07) 4746 3188
FACSIMILE: (07) 4746 3136

EMAIL:
admin@boulia.qld.gov.au
ABN: 20 492 088 398

BOULIA SHIRE COUNCIL

- (2) A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.
- (3) A local government or committee must not make a resolution (other than a procedural resolution) in a closed meeting.

DECLARATION OF INTERESTS

Conflict of Interest A Councillor has a conflict of interest if their decisions are, or may be seen to be, influenced by their personal interests.

Material Personal Interest A Councillor has a material personal interest in a matter if a decision or action taken by a Councillor, or any of its committees, on that matter may result in a direct or indirect benefit or loss to themselves or people they are connected with.

Councillors must declare if they have a Conflict of Interest or Material Personal Interest on a matter to be discussed prior to the meeting.

COMMONLY USED ACRONYMS

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



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Conflict of Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

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

Signed

Date

This page has intentionally been left blank



COUNCILLOR DECLARATION OF INTEREST
Declaration of a Material Personal Interest Form

Councillor: _____

Council meeting date: _____

Agenda Item Number: _____

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

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

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

Signed

Date

This page has intentionally been left blank



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON MONDAY 21ST OCTOBER 2019
COMMENCING AT 10 AM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 9.55 am

Mr Harin Karra entered the meeting at 9.55 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2019/10.1 MINUTES OF THE SEPTEMBER 2019 ORDINARY MEETING

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Beauchamp
That the Minutes of the General Meeting held on 16 th September 2019 be accepted.	
<u>Carried</u>	

**2019/10.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS –
OCTOBER 2019 ORDINARY MEETING OF COUNCIL**

Moved: Councillor Beck Britton Seconded: Councillor McGlinchey

Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the October 2019 Ordinary Meeting of Council and resolved to handle the declaration as follows:

Councillor	Agenda Item Number	Type of Declaration	How the interest will be handled
Rick Britton	Item CEO3 CWA – Pensioner Cottage	Conflict of Interest	Councillor Rick Britton has a perceived conflict of interest in the matter and, notwithstanding the conflict, may participate in the matter, discuss and vote upon it.

Carried

Mr Ronnie Callope entered the meeting at 9.59 am.

2019/10.3 ENGINEERING SERVICES REPORT – NEWSBRIEF FOR SEPTEMBER 2019

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Rick Britton

That the Engineering Services Report – News Brief for September 2019 be noted.

Carried

2019/10.4 GRANTS WORK STATUS SUMMARY

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Beck Britton

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

Carried

Mr Karra presented to Council the Boulia Works Program for information only.

**2019/10.5 NDRRA FLOOD DAMAGE WORKS DEPARTMENT SEPTEMBER 2019
REPORT**

PURPOSE:

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

Moved: Councillor McGlinchey Seconded: Councillor Neilson

That the NDRRA Flood Damage Works Department September 2019 report be received for information.

Carried

2019/10.6 FOREMAN, ROAD MAINTENANCE AND UTILITY SERVICES SEPTEMBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Beck Britton Seconded: Councillor McGlinchey

That Council receive the Foreman, Road Maintenance and Utility Services September 2019 report for information.

Carried

Mr Callope left the meeting at 10.54 am.

2019/10.7 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION SEPTEMBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Rick Britton

That Council receive the Foreman Roads Maintenance and Construction September 2019 Report for information.

Carried

2019/10.8 RURAL LANDS PROTECTION OFFICER SEPTEMBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Rick Britton Seconded: Councillor Beck Britton

That the Rural Lands Protection Officer September 2019 report be received for information.

Carried

2019/10.9 BOULIA WORK CAMP SEPTEMBER 2019 REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 11th to 18th September.

Moved: Councillor Beck Britton Seconded: Councillor McGlinchey

That the Boulia Work Camp September 2019 report is received for information.

Carried

2019/10.10 CLOSED MEETING AT 11.04 AM

Moved: Councillor Neilson Seconded: Councillor Rick Britton

Closed Session

Local Government Regulation 275

(e) contracts proposed to be made by it;

(h) other business for which a public discussion would be likely to prejudice the interests of the local government. Or someone else, or enable a person to gain a financial advantage

Carried

2019/10.11 OUT OF CLOSED SESSION AT 11.22 AM

Moved: Councillor Beck Britton Seconded: Councillor Rick Britton

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

Carried

The following recommendations were resolved from the closed session: 2019/10.12, 2019/10.13, 2019/10.14 and 2019/10.15.

2019/10.12 ASSESSMENT OF CONCRETE TENDER - T2019/20-1 OUTBACK WAY CONCRETE WORKS

PURPOSE:

To provide a summary and a recommendation for the award of T2019/20-1 Outback Way Concrete Works tender.

Moved: Councillor Neilson Seconded: Councillor Beauchamp

That Donohue Highway works under tender T2019/20-1 Outback Way Concrete Works be awarded to Central Hire and Contracting Pty Ltd and that Alternative A (insitu footings) is selected as the desired delivery method for this portion of the project at a value of \$540,514.70 excluding GST.

Carried

2019/10.13 BITUMEN TENDER ASSESSMENT AND RECOMMENDATION T2019/20-2 'ALL SERVICES' SUPPLY AND INSTALL BITUMINOUS PRODUCTS

PURPOSE:

The purpose of this report is to provide a summary and recommendation for the supply of Bituminous Products under tender T2019/20-2 'All Services' Supply and Install Bituminous Products. The works include all the DTMR reseals, Donohue Highway and Town Streets.

Moved: Councillor Beck Britton Seconded: Councillor McGlinchey

That for tender T2019/20-2 'All Services' Supply and Install Bituminous Products, Council accept the tender from Boral Resources (QLD) Pty Ltd at a value of \$1,626,024.10 excluding GST.

Carried

2019/10.14 ASSESSMENT OF COVER AGGREGATE TENDER - T2019/20-3 SUPPLY AND DELIVERY OF PRECOATED COVER AGGREGATE

PURPOSE:

To provide a summary and a recommendation for the award of T2019/20-3 Supply and Delivery of Precoated Cover Aggregate tender.

Moved: Councillor McGlinchey Seconded: Councillor Neilson

That for tender T2019/20-3 Supply and Delivery of Precoated Cover Aggregate, the tender from PE & GC Harris Road Contractors be accepted with a value of \$551,165.50 excluding GST.

Carried

2019/10.15 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN BOULIA SHIRE COUNCIL AND ENERDRILL

PURPOSE:

To review the proposal to enter into a short term lease for vacant land on Lot 55 B2672 Herbert Street Boulia which is currently leased by Central Petroleum. The current lease is to be surrendered in December and Enerdrill are interested in leasing the vacant land.

Moved: Councillor Rick Britton Seconded: Councillor Beck Britton

1. That Council approve the request for Enerdrill to commence using Lot 55 on B2672.
2. That an MOU agreement be drawn up for one (1) year with the rental on the land for the initial year @ \$1250 per month.
3. That Council invoice Enerdrill for the amount of \$500 per month for electricity usage unless the cost is exceeded by more than 10% of which Enerdrill will pay the balance.
4. That all alterations to the land are to be at the expense of the tenant.

Carried

Mr Karra left the meeting at 11.27 am.

2019/10.16 CEO BRIEFING FOR SEPTEMBER 2019

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor McGlinchey

That the CEO Briefing for September 2019 is received for information

Carried

2019/10.17 ACTION LIST

PURPOSE:

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

Moved: Councillor Rick Britton Seconded: Councillor Beck Britton

That the updated Action List report be received for information.

Carried

Councillor Rick Britton declared a Conflict of Interest in the report Item CEO3 CWA – Pensioner Cottage due to being related to an Executive Member of the Boulia CWA Branch. In accordance with the resolution made under 2019/10.2, Councillor Rick Britton was able to participate in the matter, discuss and vote upon it.

2019/10.18 CWA – PENSIONER COTTAGE

PURPOSE:

To consider a request for the extension of the Memorandum of Understanding (MOU) for the Country Women's Association (CWA) to continue the use of the Pensioner Cottage.

Moved: Councillor Beck Britton Seconded: Councillor McGlinchey

1. That the Council continue to support the good work done by the Country Women's Association by waiving the \$410 per month rental fee.
2. That Council endorse the Memorandum of Understanding between the Country Women's Association and Boulia Shire Council for a term of 3 years and advise the Country Women's Association President, Mrs Ann Britton.

Carried

2019/10.19 SPELLING OF URANDANGI

PURPOSE:

To provide Council with an update regarding the spelling of Urandangi.

Moved: Councillor Neilson Seconded: Councillor Beck Britton

That Council receive the Spelling of Urandangi report for information.

Carried

It was noted that Item CEO6 1st Quarter Operational Plan Report 2019-2020 was to be deferred until the November Ordinary Meeting of Council.

2019/10.20 COMMUNITY SERVICES SEPTEMBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Neilson Seconded: Councillor Beauchamp

That the Community Services September 2019 Report is received for information.

Carried

Item CSM2 Information Board for Racecourse Reserve was presented to Council for consideration. No resolution was approved for this matter as further development on the project is required.

2019/10.21 MIN MIN ENCOUNTER SEPTEMBER 2019 REPORT

PURPOSE:

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

Moved: Councillor Beck Britton Seconded: Councillor Rick Britton

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

Carried

2019/10.22 BOULIA HERITAGE COMPLEX SEPTEMBER 2019 REPORT

PURPOSE:

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

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

That the Boulia Heritage Complex September 2019 Report is received for information.

Carried

2019/10.23 BOULIA SPORTS AND AQUATIC CENTRE SEPTEMBER 2019 REPORT

PURPOSE:

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

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

That Council receive the Boulia Sports and Aquatic Centre September 2019 Report for information.

Carried

2019/10.24 LIBRARY SEPTEMBER 2019 REPORT

PURPOSE:

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

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

That Council receive the Library September 2019 report for information.

Carried

Meeting adjourned for lunch at 12.07 pm.

Meeting resumed at 12.41 pm.

Mrs Kaylene Sloman entered the meeting at 12.41 pm.

2019/10.25 MANAGER CORPORATE & FINANCIAL SERVICES SEPTEMBER 2019 REPORT

PURPOSE:

Financial Summary as at 30th September 2019.

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

That the Manager of Corporate & Financial Services September 2019 Report be received for information.

Carried

Mrs Sloman left the meeting at 12.58 pm.

General Business

Councillor Meeting attendance – Councillor Beauchamp, Councillor Beck Britton and Councillor Rick Britton provided a brief of their meeting attendances during September and October.

Aged Care Residence – The CEO provided Council with information regarding an Aged Care Residence idea from a Community Member. The idea has been noted for future planning.

Meeting Closure

The Mayor closed the meeting at 1.35 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

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

UNCONFIRMED MINUTES

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Engineering Services Report – News brief for October 2019	DOC REF: Item E1
---------------	---	----------------------------

REPORT BY:	STUART BOURNE GBA - SENIOR CIVIL ENGINEER	DATE: 06/11/2019
-------------------	--	----------------------------

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

2.2: Well serviced

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

21 – 23 October

Completion Pickup, Seal/Reseal preparation – Matt

2. Flood Damage Works

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

The March 2018 flood event (North and North West Queensland Low and Associated Rainfall and Flooding 24th February – 8th March 2018). March REPA submission (BoSC 23.18) has been approved by QRA, value of \$3.99 million. Works to be completed by June 2020. Works have commenced on this program.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19th September for the REPA works. Submission has been lodged to QRA with submission value of \$14,706,416.51. Pending second assessment and approval.

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-116.5 (Georgina Approaches)	5.16	\$2.18m	\$1.744m	\$0.436m	19/20	Design Complete, works commenced
2	206.5 – 213.5 (Kellys Ck end)	7	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Design Complete
3	213.5-220.59 (Emergency Airstrip end)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete
4	233-238,6 (Ridges)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Design Complete
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Work has commenced on Stage 6 (Package 2) Chainage 111.1-116.5. Completion on CH 111.1 – Georgina Bridge, Dec 2019. Seals on this section to commence late November.

Two Tanks and Stage 7 Survey is complete. Design has been commenced.

Request for Tender for Concrete Works (Concrete Culverts and Grids), All Services Bitumen (Vendor Panel) and Cover Aggregate were released in early September. All Tenders closed on 27th September and 4th of October (Concrete). Tenders awarded to Central Hire and Contracting Pty Ltd (Concrete), Boral Resources (QLD) Pty Ltd (All Services Bitumen) and PE & GC Harris (Aggregate).

Reseals on Outback Way CH 36-46 and Urandangi North Rd CH 0-9.1 and CH 86.95 – 93.0 to be completed late November - Early December. Truck pads will also be resealed.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News brief for October 2019 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (06/11/2019)

QRA Event Code	Activation	Type	Submitted Value (Inc PM, Esc and Cont)	Approved Submission Value (Inc PM, Esc and Cont)	Total Expenditure to Date	Status	Comments
BoSC.19.16	Sept. 2016	REPA	\$ 1,626,724.35	\$ 1,625,911.76	\$ 1,940,739.95	Approved	Acquittal Docs submitted to QRA
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 1,592,210.84	Approved	Works Commenced
BoSC.0003.1819E.EWK	Jan/Feb .2019	Emergency Works	\$ 237,341.09		\$ 237,341.09	Pending Approval	Acquittal Docs submitted to QRA
BoSC.0004.1819G.EWK	Mar. 2019	Emergency Works	\$ 1,131,952.82	\$ 1,050,377.03	\$ 1,131,952.82	Approved	Acquittal Docs submitted to QRA
BoSC.0006.1819G.REC	Mar. 2019	REPA	\$ 14,706,416.51			Lodged	Lodged, Awaiting assessment and approval

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	GRANTS WORK STATUS SUMMARY	DOC REF: Item DWO1
---------------	----------------------------	------------------------------

REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 06/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program (Dept of Infrastructure and Regional Development – Federal funding)

BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)

NDRP - 2017-18 Natural Disaster Resilience Program (State of Queensland acting through the Queensland Reconstruction Authority)

GGPS - Get Playing Places & Spaces – Project not yet commenced

CONSULTATION:

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

GOVERNANCE IMPLICATIONS:

- All programs have been included in the budget for 2018-19 and 2019-20.

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at November 8, 2019

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1	Urandangie clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -		\$50,000	30/06/2019	Working progress project. Fixed a leak.
2	Well Being Centre	House - 3 Dialysis Rooms	DCP-Drought \$572,900		\$7,200	\$580,100	30/12/2019	Skirting to be installed on entrance side with the landscaping. Awaiting on approval. November 20 will be official opening of the building.
3	Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will commence March 2020.
4	Floodway Upgrade - Springvale Road	Upgrade Floodway	NDRP	\$ 147,210	\$147,210	\$294,420	30-Jun-20	Completed.
5	Tennis Courts - 2 Synthetic grass courts to support Tennis & Basketball	Refurbish Tennis courts	Get Playing Places & Spaces	\$ 89,800	\$ 23,000	\$ 112,800	30-Jun-20	Project Completed.
6	Boulia Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	\$ 994,800		\$ 994,800	13-Jul-20	Earthworks will commenced and hold until next year due to issue raised with vegetation management issue. Design sent to DTMR for their comments. Submitted application to Ergon for electrical design.
7	Urandangi Water Tanks Relining & Hydrosmart Installation	Urandangi Water Tanks Relining and Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ 253,000.00	30-Jun-21	Draft tender documents completed. Quote received for Hydrosmart.
8	Security Cameras & Installation	Upgrade the security systems at Library, Sports Centre, Administration Office. New system installation at Heritage Complex and Dump.	LGGSP	\$ 77,467	\$ -	\$ 77,467.00	30-Jun-21	Yet to commence.
	Boulia Town Infrastructure Upgrade	W4QR301 2019-21	W4Q R3	\$ 520,000	-	\$ 520,000.00	30-Jun-21	
9	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$ 100,000				Yet to commence.
10	Cement Shed and fencing @ Industrial Precinct	Install new cement shed and fencing at the new industrial yard.		\$ 100,000				Yet to commence.
11	Shade Shelter & Seating @ Water Park	Install new shade shelter and wheel chair accessible seating.		\$ 20,000				Yet to commence.
12	Amenities Refurbishment (Sports Centre)	Male and Female Toilets Refurbishment		\$ 170,000				Yet to commence.
13	Depot upgrade	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 60,000				Design commenced.

Boulia Shire Council Projects / Grants Update Register

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
14	Double Garages	Install new Garages at 56 Moonah St and 35 Wills St		\$ 60,000				Order has been placed. Received the sheds.
15	Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$ 10,000				Jail house will be moved next week.
Boulia Town Water Infrastructure Upgrade		W4QR302 2019-21	W4Q R3	\$ 180,000	-	\$ 180,000.00	30-Jun-21	
16	Hydrosmart @ SES Bore	Install water softener to the water main.		\$ 30,000				Quoted received from Hydrosmart.
17	Water Meter	Install new smart water meters for the businesses.		\$ 30,000				Working through RAPADWSA.
18	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, drainage system, cover the pump for the water splashing, electronic key system to use.		\$ 120,000				Yet to commence.
Urاندangi Town Infrastructure Upgrade		W4QR303 2019-21	W4Q R3	\$ 130,000	-	\$ 130,000.00	30-Jun-21	
19	Urاندangi Park Upgrade	Install new play equipment.		\$ 50,000				Yet to commence.
20	Fuel setup for Urاندangi	New self bunded fuel storage and fuel management system. Current setup not comply with WHS and EPA standards.		\$ 80,000				In-progress.
Boulia Shire Road Network Upgrade Signage & Weed Control		W4QR304 2019-21	W4Q R3	\$ 200,000	-	\$ 200,000.00	30-Jun-21	
21	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$ 100,000				Signage audit commenced.
22	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding.		\$ 100,000				Waiting on information and pricing from DCQ.

Bouliia Works Program 2018/21

ID	Task Name	Duration	Start	Finish	Timeline																											
					4 May '18	30 Jul '18	15 Oct '18	31 Dec '18	18 Mar '19	3 Jun '19	19 Aug '19	4 Nov '19	20 Jan '20	6 Apr '20	22 Jun '20	7 Sep '20	23 Nov '20	8 Feb '21														
1	Bouliia Works Programme	953 days	Mon 2/07/18	Thu 7/04/22																												
2	RMPC Crew	491 days?	Mon 2/07/18	Tue 30/06/20																												
3	General RMPC	261 days?	Tue 2/07/19	Tue 30/06/20																												
4	Edge Repair (Mechanical)	261 days?	Tue 2/07/19	Tue 30/06/20																												
5	Pothole Patching	261 days?	Tue 2/07/19	Tue 30/06/20																												
6	Other Roadside Works	261 days?	Tue 2/07/19	Tue 30/06/20																												
7	Install New Signs (excluding guide signs)	261 days?	Tue 2/07/19	Tue 30/06/20																												
8	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19																												
9	Bouliia Street Sweeping	4 days	Wed 8/05/19	Mon 13/05/19																												
10	Reseal Prep Work	60 days	Mon 2/07/18	Fri 21/09/18																												
11	Other Roadside Works	223 days?	Mon 2/07/18	Thu 20/06/19																												
12	Install New Signs	223 days?	Mon 2/07/18	Thu 20/06/19																												
13	Repair or Replace Guide Markers	223 days?	Mon 2/07/18	Thu 20/06/19																												
14	Jims Crew	808 days?	Wed 28/06/17	Tue 8/09/20																												
15	Donohue Package 2	808 days?	Wed 28/06/17	Tue 8/09/20																												
16	Chainage 111.1-114.46 (3.36km)	30 days	Tue 10/07/18	Mon 20/08/18																												
18	Prime and two coat Seal	5 days	Mon 25/11/19	Fri 29/11/19																												
19	Chainage 114.46 - 116.5 (1.8km)	80 days	Wed 21/08/19	Tue 10/12/19																												
20	Chainage 223 - 238.6 (5.6km)	100 days	Wed 2/10/19	Tue 18/02/20																												
21	Chainage 206 - 213.5 (7km)	125 days	Wed 3/04/19	Tue 10/03/20																												
22	Chainage 213.5 - 220.59 (7.09km)	130 days	Wed 11/03/20	Tue 8/09/20																												

Date: Mon 11/11/19

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



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	NDRRA Flood Damage Works Department October 2019 Report	DOC REF: Item A
---------------	--	---------------------------

REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 04/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

PURPOSE:

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

CONTENT:

Projects Recently Completed:

(1) Pathungra Rd, (2) Springvale Rd, (3) Elrose Rd

Future Works:

Slashers Creek Rd (Harris), Coorabulka Rd (Mixed Crew).

The March 18 Event effected 18 of our Shire Roads, we have completed 13, working on two with three minor projects for 2020. This result shows that good workmanship and planning is not a relic of the past.

CONSULTATION: GBA as project officers on NDRRA flood damage work.

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

RECOMMENDATION:

That the NDRRA Flood Damage Works Department October 2019 report be received for information.

ATTACHMENTS: Nil

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Foreman, Road Maintenance and Utility Services October 2019 report	DOC REF: Item B
---------------	---	---------------------------

REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 07/11/2019
-------------------	--	----------------------------

<p>CORPORATE PLAN REFERENCE: Key Priority 1: A strong supportive community environment 1.1: Promotion of community events, services and facilities 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>

<p>PURPOSE: To inform Council of the current utilisation and activities of the Town Department.</p>

<p>CONTENT:</p>	
<p>Race Course:</p>	
Arena and grounds	At this stage we have no upcoming booking for the Racecourse facilities. General maintenance of the grounds will be kept going as per usual.
<p>Town water testing and Depot maintenance:</p>	
Chlorine level testing	Issues have been resolved with the new system and we are now back to dosing via the chlorine gas system.
<p>Parks and Gardens:</p>	
Council, Min Min, ANZAC and Airport gardens	All garden areas are being worked on (watering, weeding etc.) to ensure they are kept in good order.
Signage	RMPC signage is still an ongoing project.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout October: <ul style="list-style-type: none"> • 1st October – Post Office & Robinson Park • 2nd October – Stonehouse • 4th October – Oval • 8th October – School Safe Park, Min Min Encounter • 9th October – Robinson Park • 10th October – Medium Strips & Sports Centre • 15th October – Pensioner Units • 16th October – Airport • 17th October – Robinson Park • 21st October – Post Office • 25th October – Medium Strips • 28th October – Stonehouse • 29th October – Melrose Place Units • 30th October – Sports Centre • 31st October – Robinson Park

Town entrances:

Boulia–Bedourie–Winton roads intersection	The moon rocks project is ongoing; we are still waiting on rocks from Lucknow to add to the project. We have reused the Burke River solar lights to light the area up at night for visitors to see.
Three Mile Campground	The area has been maintained with general whipper snipping and slashing – ongoing.

RMPC/Works crew:

RMPC budget	<p>In total we still currently have 1221 defects noted on all our RMPC listed roads. Currently working towards completing outstanding defects.</p> <p>RMPC crew has been tied up with the ongoing kerb work being carried out in town at the moment along with town and depot clean ups and will recommence RMPC defects work once finished.</p>
-------------	--

Urandangie:

Urandangie	Regular Council services continued over the month of October (mowing, whipper snipping, rubbish collection etc.)
------------	--

Water and Sewerage:

Boulia Township

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

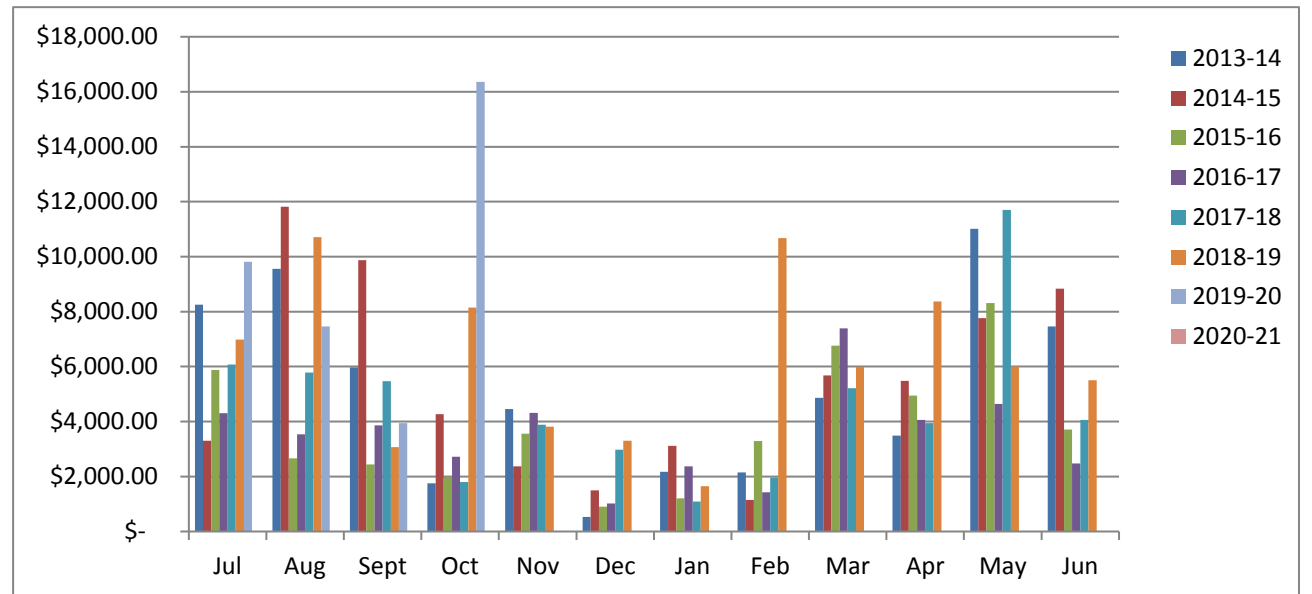
Urandangie Township

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

Boulia Airport activity:

Number of call outs: RFDS	Nil (that required Council assistance).
Fuel re-supply	<p>21 in total, 5 of which were call-outs.</p> <p><i>Note: Highest takings + 22 Drums refuelled (See below chart)</i></p>

Boulia Aiport Fuel Sales



Boulia Feral Animal Bounty Claims:

Feral Pigs	6
Feral Dogs	1
Feral Cats	Nil

Boulia Road Count Data:

(Information will be tabled at time of meeting)

Concrete Works:

(Information will be tabled at time of meeting)

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services October 2019 report for information.

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Foreman Roads Maintenance and Construction October 2019 Report	DOC REF: Item C
---------------	---	---------------------------

REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 08/11/2019
-------------------	---	----------------------------

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

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

CONTENT: Current and Upcoming Projects are as follows: <ul style="list-style-type: none">• The crew will go onto continue pave and seal on the Donohue Highway – Stage 6 Chainage 111.1km to 114km and 114.7km to 116.5km – Side-track is completed. Lots 5 is now complete. Carting base course early November.• Completed carting base course Lots 1 through to Lot 8. Mixed and laid out Lots 8 and Lot 4 base, these were tested early October and passed.• Lots 1 to 8 base course completed. Bitumen seal will be mid-November.• Applications for Multi-skilled MC Truck Driver had 1 successful applicant however they decided to decline. We are again currently looking to fill the position.• Final Trim Grader Operator finished employment with Council at the end of October. At this stage we have had to do a shuffle in the crew - our Truck Driver is now on the Grader and we have a contractor driving the truck to be able to continue on the job. We will be advertising now for a Final Trim Grader Operator.• Water supply in the Georgina River is receding very quickly. We have spoken with the manager of Glenormiston Station and they have given us access to a bore for water supply. This is only just enough water but we will continue to source another supply.

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

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

RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction October 2019 Report for information.
--

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Rural Lands Protection Officer October 2019 Report	DOC REF: Item D
---------------	--	---------------------------

REPORT BY:	GRAHAM SMERDON Rural Lands Protection Officer	DATE: 04/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

PURPOSE:

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

CONTENT:**RLPO:**

This month was spent doing 1080 baiting and RMPC weed control.

TOWN COMMON:

The feed on the Town Common is holding up well at this stage and should not be a problem with the number of stock that is currently being run on the common. Numbers may need to be adjusted if there is no good falls of rain in the next 3 to 6 months.

DOMESTIC ANIMAL CONTROL:

There was one stray dog caught, the owner paid all fees to get their dog back.

CWRPM (TECHGROUP)

I have not heard of any more news to do with the proposed combined Councils spraying of the emerging pest weed Sticky Florestina.

WEED SPRAYING SHIRE ROADS:

I am hoping that we get some rain soon so I can spray the road edges.

RMPC:

I have been putting Graslan pellets in the burrow pits to control the Parkinsonia Bushes growing in them along the Boulia to Mt Isa Rd starting at the Ardmere boundary near the South Urandangi Rd turn off. See attached sheet for Chainage and GPS readings of the pits that were treated. I have also included two maps of where the work was carried out.

GRAVEL/BURROW PITS:

I will still be putting the Graslan pellets out in borrow pits.

STOCK ROUTE:

An application for a Travel Permit was received from a drover who was driving cattle from over near Isisford and when she got to the Diamantina Lakes wanted a Travel Permit to come up in to the Boulia Shire then head back to the Winton Shire to go back to Isisford. I refused her application and her boss appealed my decision. It was then up to DNRME to check why I refused them a Travel Permit and if they found that my reasons weren't valid they then could overturn my decision and issue her with a Travel Permit. Once they did their investigations they informed the owner of the stock and the drover that I was right and they would not be issuing them with a Travel Permit either.

1080 BAITING:

In the second round of 1080 baiting there were 5 properties that baited with a total of 1950kg of meat treated with pig strength 1080 poison.

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

That the Rural Lands Protection Officer October 2019 report be received for information

Reviewed by Director of Works and Operations

Mr Harin Karra

Approved by Chief Executive Officer

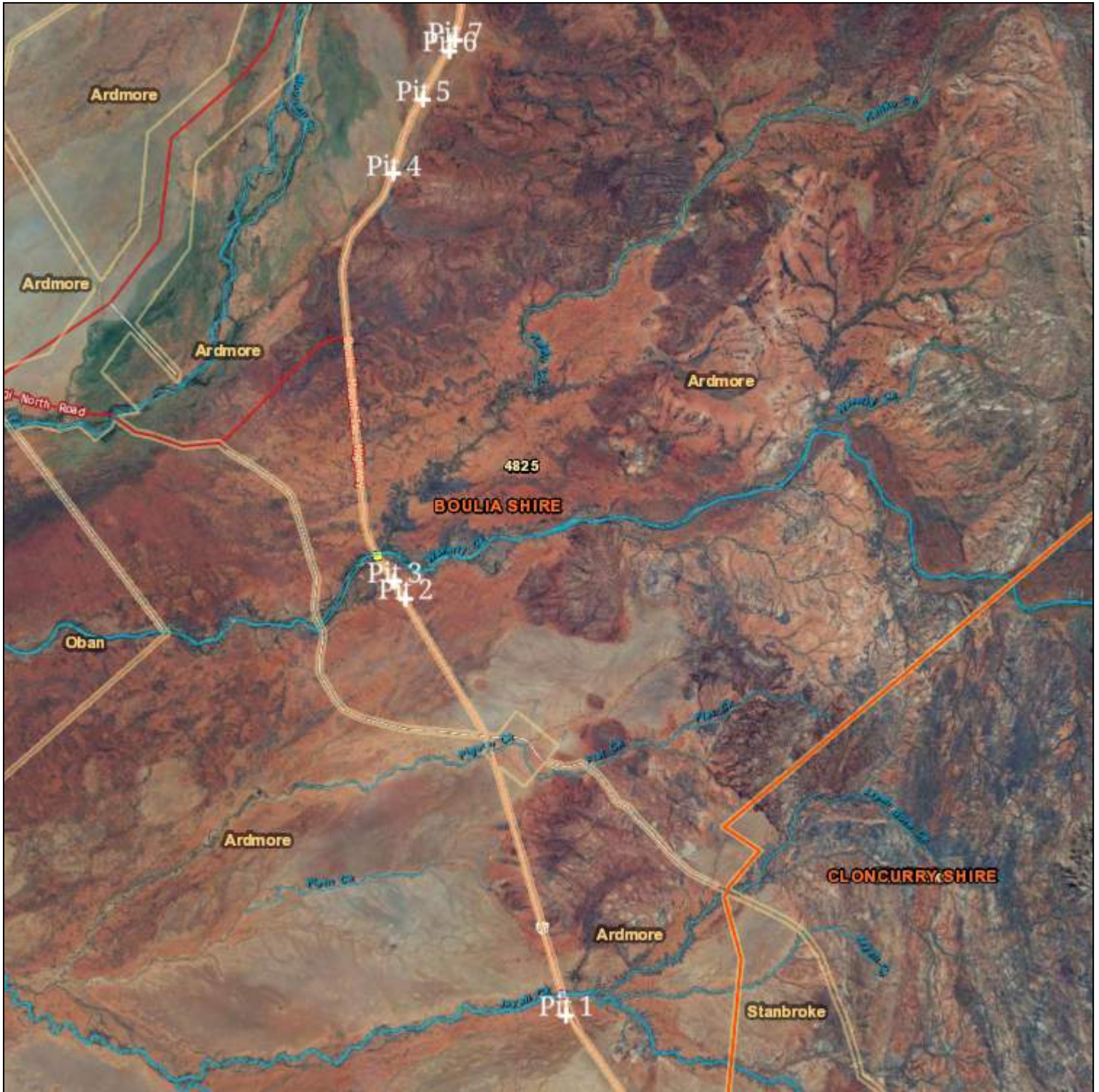
Ms Lynn Moore

GPS AND CHAINAGE OF BURROW PIT TREATED WITH GRASLAN PELLETS ON BOULIA TO MT ISA RD.

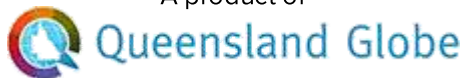
- Pit 1 chainage 8.3k GPS Lat: 21.55732 Long: 139.18755.
- Pit 2 chainage 22.9k GPS Lat: 21.43589 Long: 139.13745.
- Pit 3 chainage 27.7k GPS Lat: 21.43101 Long: 139.13387.
- Pit 4 chainage 37.5k GPS Lat: 21.31246 Long: 139.13356.
- Pit 5 chainage 40.1k GPS Lat: 21.29085 long: 139.14232.
- Pit 6 chainage 41.9k GPS Lat: 21.27682 Long: 139.15068.
- Pit 7 chainage 42.2k GPS Lat: 21.27386 Long: 139.15230.
- Pit 8 chainage 68.3k GPS Lat: 21.10699 Long: 139.30452.
- Pit 9 chainage 68.8k GPS Lat: 21.10478 Long: 139.30876.
- Pit 10 chainage 69.2k GPS Lat: 21.10472 Long: 139.31079.
- Pit 11 chainage 69.3k GPS Lat: 21.10334 Long: 139.31195.
- Pit 12 chainage 69.3k GPS Lat: 21.10396 Long: 139.31258.
- Pit 13 chainage 69.9k GPS Lat: 21.10153 Long: 139.31503.

The number of Parkinsonia Bushes growing in the pits went from as few as 5 up to over the hundreds ranging in sizes from 150mm up to 3+ metres in height.

The pits with the smaller numbers are pits that have been sprayed before but the bushes were that thick I was unable to get in to the middle of the patch to treat them, I was only able to treat them now as the outer bushes have died and made it possible for me to get to them now.



A product of



Legend located on next page



Scale: 1:190868

Printed at: A4
Print date: 4/11/2019

Datum: Geocentric Datum of Australia 1994
Projection: Web Mercator EPSG 102100

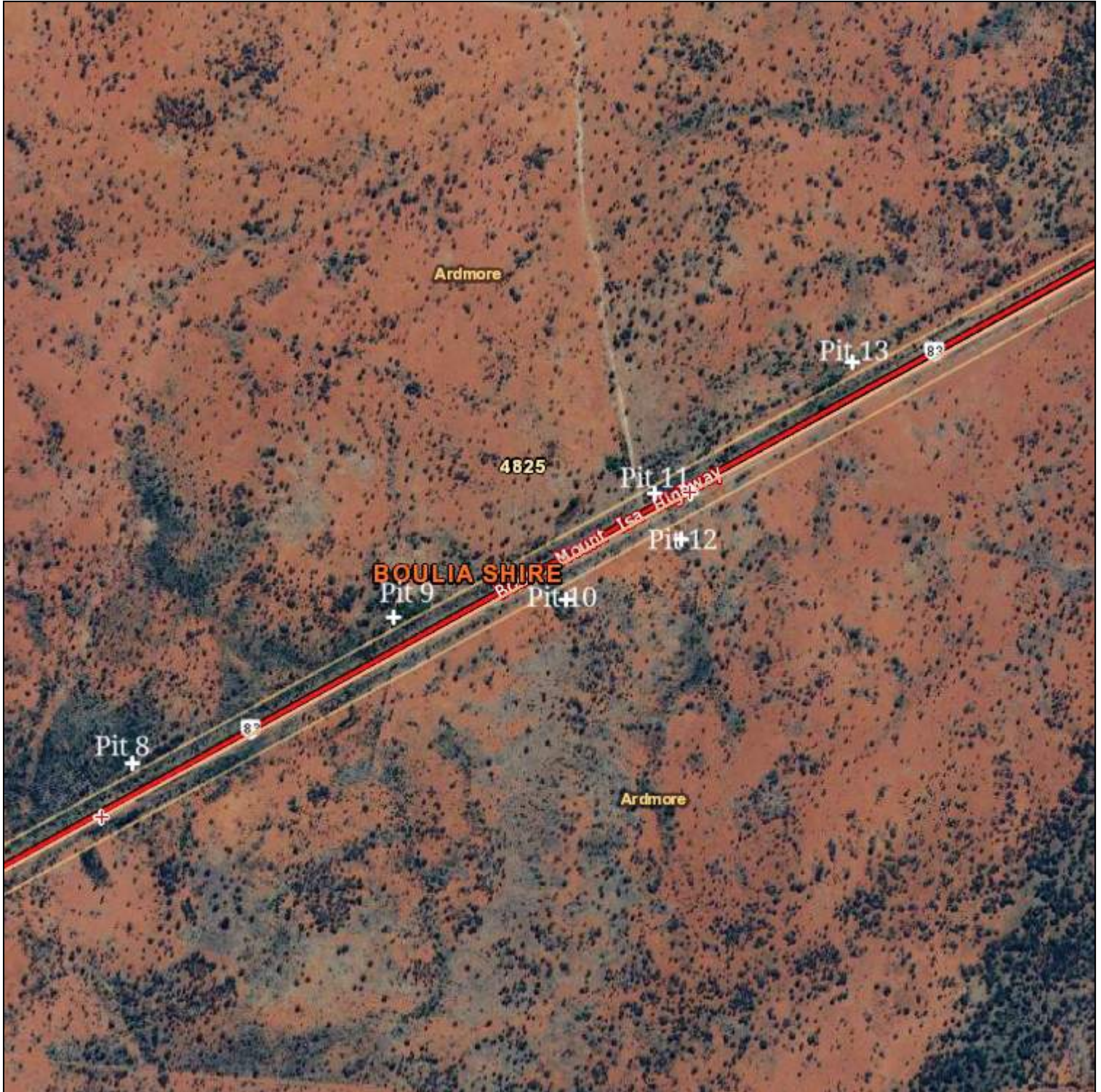
For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



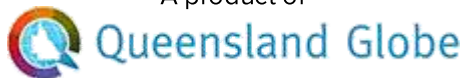
Department of Natural Resources, Mines and Energy

Includes material © State of Queensland 2019. You are responsible for ensuring that the map is suitable for your purposes. The State of Queensland makes no representation or warranties in relation to the map contents and disclaims all liability.

Imagery includes material © CNES reproduced under license from Airbus DS, all rights reserved © 21AT © Earth-i, all rights reserved, 2019



A product of



Legend located on next page



Scale: 1:8905

Printed at: A4
Print date: 4/11/2019

Datum: Geocentric Datum of Australia 1994
Projection: Web Mercator EPSG 102100

For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



Department of Natural Resources, Mines and Energy

Includes material © State of Queensland 2019. You are responsible for ensuring that the map is suitable for your purposes. The State of Queensland makes no representation or warranties in relation to the map contents and disclaims all liability.

Imagery includes material © CNES reproduced under license from Airbus DS, all rights reserved © 21AT © Earth-i, all rights reserved, 2019

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Boulia Work Camp October 2019 Report	DOC REF: Item E
---------------	--------------------------------------	---------------------------

REPORT BY:	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	DATE: 19/10/2019
-------------------	--	----------------------------

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

PURPOSE:

To advise of the activities of the Boulia Work Camp from 9th to 18th October.

CONTENT:

During this period the below community work was conducted:

- Mow and whipper snip town yards as per approved list
- Boulia Golf Club – mow fairways
- Mow sports area and town verges
- Stonehouse Museum – prepare old movie projector for painting
- Tractor slash side of road (Racecourse Complex)
- Tractor slash side of road (Winton Road)
- Tractor slash side of road to six mile (Bedourie Road)
- Assist Council in cleaning Council yard
- Remove some rubbish from fence line at Town Tip
- Boulia Rodeo Association – assist with setting up, removing rubbish and clean area after event.
- Assist Council with removal of cement and blocks from old tank site in Council yard.

RECOMMENDATION:

That the Boulia Work Camp October 2019 report is received for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	CEO Briefing for October 2019	DOC REF: Item CEO1
---------------	----------------------------------	------------------------------

REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 06/11/2019
-------------------	---------------------------------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Regional Community Precinct (Hub)

The first stage of this feasibility study, pre-design and consultation, has now been completed and Council is now in the second stage of the study which includes schematic design and development. This second stage of the project requires the skills of an architectural service provider and accordingly, a call for Expression of Interest (EOI) - Provision of Design Consultancy (Architect Services), resulted in a shortlist of two prospective Architectural Service providers.

Council have assessed the EOI applications received and it has become clear that an element of the Architectural Services that must be taken into consideration within the scheme design and development stage is the need for necessary consultants to undertake surveyor works on the potential site of the building to take into account potential flood events and therefore be able to accurately provide designs for future consideration. These extra considerations have resulted in higher hydrological engineering costs for this stage of the project and therefore Council has requested consideration from the funding provider for a variation to the project.

Enterprise Bargaining

The long awaited Boulia Shire Council Certified Agreement was voted upon by the staff on Wednesday 6th November. All staff were provided with the final version of the new Boulia Shire Certified Agreement, memo from the CEO including a summary version of the new agreement and an individual wage impact statement. Some staff voted prior to the voting day as they were out of town in camps. Of the 46 employees who were eligible to vote (Contract staff not included), 33 voted. The vote was 30 in favour, 3 not in favour. This information will now be submitted to the Commission for ratification at which stage I will need to attend in person in Brisbane as the representative of Council. The process will be to register the Certified Agreement which will be in effect for three years.

Councillor Remuneration

Mayor Rick Britton attended the LGAQ Conference during the week of the 14th Oct and had a meeting with the Tribunal to discuss the suggestion put forward by the Council regarding remuneration. No definitive solution was able to be reached. We will proceed as per our original resolution.

Internal Audit - Walsh Accounting

The scheduled visit by our Internal Auditor was conducted with a minimum of interruption to normal work procedures. They were able to have access to our new financial system which has resulted in a decrease of the workload for these types of activities. The focus on this scheduled visit was on procurement and while our processes are sound and operational they have made a couple of suggestions specifically due to the size of Boulia which will protect Boulia even further in light of the recent Belcarra issues. The Auditor conducted an exit interview with the CEO and Senior Staff outlining the result which was very positive and his report will be issued shortly.

External Audit – PKF Hacketts

Despite having our pre-plan audit completed well before June there has been a delay in PKF Hacketts delivery of the required financial review for Council. This is largely contributed to by the Council moving from PCS Financial system to SynergySoft and the extra work he has undertaken to 'prove' all is reconciled in both systems. To this end we have been advised to write to the Minister to seek an extension of time and have been advised other Councils are in a similar position. This has been completed with the expected end date of 31st December agreed upon.

Marmanya (Rates) – decision by Public Trustee and Office of Fair Trading

An expression of interest has now been received from an interested party and both the Public Trustee and the Office of Fair Trading are progressing this. They were given until 24th October to submit their proposal and as yet they have not done so. The Public Trustee have been made aware of the process being dragged on with Council seeking a resolution. The Public Trustee will follow up on this during the week of 12th Nov.

Hamilton Channels Woody Weed Program (Stage 2)

This project is now gaining traction with Bouliia Shire Council and Desert Channels joining forces to work collaboratively in seeing a Memorandum of Understanding being drawn up to identify each party's responsibilities. The initial investigation and identification of infestation has been plotted and a program will commence with the landholders to be contacted for their engagement and support. There will be issues as some of the properties affected have absentee landlords and this is something which will be worked on.

Town Planning Scheme

The Department of State Development, Manufacturing, Infrastructure and Planning have advised they are aiming to provide us with the draft planning scheme and package of supporting material (to support public consultation) by 15th Nov. They would then like to arrange a Skype/Zoom conference to discuss the draft package and any additional suggested changes prior to providing the formal final package for Council endorsement to proceed to State Interest Review and public consultation by the end of the year.

Given the upcoming local government elections and caretaker mode (likely from mid-February), Council may wish to delay the formal public consultation (minimum 40 business days) until after local government elections. Would you like to provide input on this?

CEO MEETINGS

DATE	CONTACT	PURPOSE
1/10	Dr Steven Huntsman	Longreach Mental Health - now in Bouliia
1/10	ManEx	Weekly Catch-up
2/10	Jim Blacket group meeting	Bouliia PHC regular meeting
4/10	Joshua Ferreira (Immigration)	Sponsorship – Assist Engineer
8/10	ManEx	Weekly Catch-up
8/10	George Hacon	Cooridgee Reserve fencing
9/10	Grant Samson (CAT)	Handover of new Roller on Donohue
9/10	Jim Blacket group meeting	Bouliia PHC regular meeting
10/10	Pitta Pitta	NAIDOC next year
10/10	Eliana Concalves	Meeting for temp employment
14-17/10	Lynn on leave	
18/10	Don Mears	Australian Skies movie premier
22/10	ManEx	Weekly Catch-up
22/10	John Eagan	JLTA - WH&S review and staff training
22/10	John Eagan	JLTA - Snr staff/Mgr due diligence training
23/10	Jim Smith	Post Office
24/10	Kale – LGMS Insurance	Review of all insurances and assets listed. Update on what they are able to offer as adjunct services.
24/10	Vicki Punch	Proposed gathering next year
25/1	Internal Auditor	Exit interview - report to issue shortly
28/10	1 st Architect	Regional Community Precinct project
29/10	ManEx	Weekly Catch-up
29/10	Luke – Ruswin Locksmith	Training on Salto system
29/10	Vitali Belokoskov (Ergon)	Renewable and Strategy Engineer
28/10	2 nd Architect	Regional Community Precinct project
30/10	Erwin Chlanda (A/Springs News)	Donohue sealing costs (again)
31/10	Gavin Williams (new RLO) and Gavin Mellor (Director, Regional Liaison) QRA	Introductory meeting – new position. Review of future work and betterment. Attended by CEO, Harin and Kaylene.

ATTACHMENTS: Nil

RECOMMENDATION:

That the CEO Briefing for October 2019 is received for information.

Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Action List				
DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Monday 8th July 2013				
8/07/2013		EBA with unions - Modern Award	CEO and Mayor	<p>06/11/2019 Vote held today. CEO report details outcome.</p> <p>11/10/2019 Final discussion held 26/8 with Unions. Full staff meeting held 26/9. Further details in Item CEO1 October Council meeting report.</p> <p>6/9/2019 – All Unions except QSU have agreed the EBA document can go for a vote. It is expected by the end of the month this will be finalised.</p> <p>9/8/2019 – Next planned meeting to discuss the final draft of the EBA prior to going to the staff will be on 15th August.</p> <p>31/5/2019 First Union meeting held with AWU. Second held in Longreach with AWU on 27th May. 11th June meeting to be held in Brisbane with QSU.</p>
WEDNESDAY 23RD AUGUST 2017				
23/08/2017		Rodeo Grounds – Honour Board in Bar Area and compilation of historical records. See what funding is available in the future	CSM	<p>01/11/19 This project has gone back to the drawing board.</p> <p>04/10/2019 A draft for a sign has been done, will go ahead if approved.</p> <p>9/8/2019 – This project is not able to be completed as requested – further possible suggestion to be submitted for the history of the reserve.</p>
WEDNESDAY, 21ST MARCH 2018				
21/03/2018		Advertising profile of Boulia Heritage Complex's marine fossil exhibit	CSM/CEO	<p>01/11/19 Further consultation will now occur when staff are available.</p> <p>6/9/2019 Discussion to occur after 16th September.</p> <p>9/8/2019 Discussion on advertising to occur August 12th.</p> <p>31/5/2019 Waiting for feedback from Media agency – ads drafts sent to Councillors.</p> <p>23/4/2019 Have talked to an ad agency re these ads.</p>
WEDNESDAY, 18TH APRIL 2018				
22/8/2018		Clr Beauchamp: Consider heritage signage at the Boulia clinic.	CSM	01/11/19 Staff finalising some signage for our heritage walk for the hospital.

Item CEO2

				9/8/2019 Signs to be installed at the finalisation of project. 31/5/2019 As stated this is stage two with other signs and depends on budget.
Friday 26th October 2018				
26/10/2018	2018/10.27	- That the Boulia Sports and Aquatic Centre 24hour Member access be controlled by Policy 147 Boulia Sports and Aquatic Centre Members Policy.	WHS/DWO	06/11/2019 – New padlock arrived. It will be installed next week. 04/10/2019 Awaiting second quotation. 3/9/2019 – Quotation received from Ruswin - \$11k; obtaining second quote from Shaine Hunter. 15/7/2019 Await installation. 10/6/2019 One more Salto key to be installed to the pool gate.
13/05/2014	2014/5.2	That Council investigate options for the development of the Council Offices and that Council develop a project plan in readiness for future funding opportunities – Project: Regional Development (precinct)Hub	CEO	06/11/2019 Identification of further funding to get to schematic design. Application to funding bodies submitted. 11/10/2019 EOI has closed and submissions being assessed. 06/09/2019 Organisation of EOI advertising in progress. 9/8/2019 Contact made with Qld Police to gauge interest in complex. Design concept put out for public review. EOI for the preparation of specifications, construction and cost documentation. 24/07/2019 Final designs from Griffith University tabled at the July Ordinary Meeting of Council.
Monday 18th February 2019				
18/02/2019	2019/2.13	- That Council authorise the CEO to commence liaising with the Office of Fair Trading and the Public Trustee to resolve the ongoing issue of the outstanding rates on the account of Marmanya Development Association Inc	CEO	06/11/2019 Office of Fair Trading to chase new applicant in Nov. 11/10/2019 In progress - further details in Item CEO1 October Council meeting report. 6/9/2019 Still waiting for Public Trustee 9/8/2019 Letter to be received from the Public Trustee on suggested process to finalise this. 09/07/2019 No Expressions of Interest received. Teleconference to be held on 24 th July with Public Trustee and Office of Fair Trading to discuss Council's options moving forward.
Wednesday 20th March 2019				
20/03/2019		Cllr Beck Britton: Look at putting previously filmed interviews on the Min Min Lights/Boulia up on the Council Facebook page/website.	EA/CSM	01/11/2019 EA is working on loading some of these interviews currently. 04/10/2019 These will also be put onto USB for filming in new film room at Complex. 28/3/2019 Tourism Officer managing social media will put up links as the interviews are long.

Item CEO2

20/03/2019		Cllr Neilson: Look at the possibility of turning the lights that can be seen at night when driving into town a feature (e.g. LED lights, 'follow the lights' sign	DWO	11/10/2019 Lighting completed at town entrance. 3/9/2019 Foundation pads earthworks commenced. It will be completed by end of Sept 2019.
20/03/2019		Cllr Beauchamp: Look at the possibility of key/hose nozzle collection for the wash down bay	DWO	08/04/2019 Will be reviewed later in the year when the wash down bay upgrade is undertaken through W4Q R3.
Wednesday 17th April 2019				
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	01/11/2019 This is still on hold until staff member returns. Concept has been done. 04/10/2019 Tourism staff are working on a promotional clip for social media.
17/04/2019	2019/4.15	That Council proceed with the Sports Centre outer wall mural project and the quote from mural artist Joel Fergie be approved.	CSM	11/11/2019 Project completed. 04/10/2019 Work to commence at end of October. 9/8/2019 Joel will start work on this in September. Also to look at the Robinson Park toilets - aging
Wednesday 22nd May				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO	24/10/2019 Maps to determine the new boundary alignment have yet to be agreed upon. 11/10/2019 Meetings have occurred with adjoining properties to the fence, matter in progress. 15/07/2019 In progress 24/05/2019 RLPO has been out to the Cooridgee Reserve and inspected the boundary fence between Wirrilyerna and Cooridgee and the fence and floodgates/fences are all up and in good order. He was not able to go and check the fence on the other side of the Burke River as the crossing was washed out, the road down to the crossing on Cooridgee side will need some work soon as there is a very long and deep scour running down one side of it. The floodgate/fence on Goodwood/Clearview boundary is still down due to there being water in the river. RLPO has taken photos.
Wednesday 24th July 2019				
24/07/2019		Cllr Rick Britton: Meeting to be set up with TMR Cloncurry and Cloncurry Council regarding Ardmore mine	CEO	06/11/2019 Further request sent to Eric Denham re the proposed meeting arrangement. 12/08/2019 In progress – requested via Eric Denham.

Item CEO2

24/07/2019		Cllr McGlinchey: No through road sign needed on the Georgina heading to Carlo	DWO	11/10/2019 In progress – to be considered in signage audit. 8/8/2019 In progress.
Monday 19th August 2019				
19/08/2019	2019/8.20	2. That subject to further revisions to the Portable Steam Engine, Double-Geared Pump Head D.G. and Welldrilling Plant signs, the proposed Machinery Signs for the Boulia Heritage Complex attached to the Community Services July 2019 Report are approved.	CSM	01/11/2019 Most of the machinery signs have been installed. 04/10/2019 Waiting on signs to arrive for first stage of project. 06/09/2019 Order raised for approved signs.
Monday 16th September 2019				
16/09/2019		That an appreciation BBQ be held for the Boulia Work Camp participants to acknowledge their works on various projects in the Boulia township.	DWO	11/10/2019 To be held in November/December to factor in Christmas.
Monday 21st October 2019				
21/10/2019		Item CSM2 Information Board for Racecourse Reserve was presented to Council for consideration. No resolution was approved for this matter as further development on the project is required.	CSM	Refer to above item 23/08/2017.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	Item	Project – or Issue:	Response:
20/03/2019		Cllr Neilson: Look at possibility of creating 'weir's' at the road points at Mucklandama and Beneacca	Future feasibility study needed - These works would involve concept planning, options assessment, hydrology/hydraulic analysis, environmental, native title and cultural heritage assessments, detailed designs, estimates and preparation of the relevant permit applications. The works are estimated to cost \$300,000 each weir. No money has been allocated current financial year to proceed these projects. The costs can vary wildly because we don't know what the approval conditions will be (ie fish ladders/environmental releases etc.).

RECOMMENDATION	That the Action List item update be received for information
-----------------------	--

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	1st Quarter Operational Plan Report 2019-2020	DOC REF: Item CEO3
---------------	---	------------------------------

REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 08/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

To present the first quarter Operational Report for 2019-2020.

CONTENT:

The first quarter review of the Operational Plan from July to September 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 2019-2020 has been prepared in accordance with the legislation and has been linked to the Queensland Plan by reference to our Corporate Plan goals.

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:**

- Prepared in accordance with Local Government Regulation 2012

RECOMMENDATION:

- That Council receive the First Quarter report for the 2019-2020 Operational Plan for information.
- That the report be displayed on the Council website.

TABLED DOCUMENT: 1st Quarter Operational Plan Report 2019-2020

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	1080 Supply and Training requirements	DOC REF: Item CEO4
---------------	---------------------------------------	------------------------------

REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 08/11/2019
-------------------	---------------------------------------	----------------------------

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

BACKGROUND:

Since the 1970s, the Department of Agriculture and Fisheries has provided 1080 concentrate, associated stores and a 1080 bait preparation service at no cost to Local Governments or landholders using a stockpile of 1080 powder.

The original purchase of this stockpile in the 1970s was a Queensland Government commitment to exotic disease preparedness that was current at the time. It was purchased using funds provided by Queensland Treasury. The intent was that should an exotic emergency disease outbreak occur in Queensland, then large amounts of 1080 could be used during intensive baiting campaigns to reduce the risk of disease spread by invasive animals.

Since then, a nationally-agreed approach has been developed for the response to emergency animal disease incidents in Australia, which is the Australian Veterinary Emergency Plan (AUSVETPLAN). The focus of control is now prevention of spread to invasive animals, strategic control and vaccination of animals, rather than large scale 1080 baiting programs.

The current stockpile is almost depleted and is estimated to last until mid-2020 at current usage rates. Once the stockpile is exhausted, 1080 concentrate will only be available from commercial 1080 providers.

The Department is consulting with Local Governments to develop a plan for the future supply of 1080 concentrate. As part of this consultation, the Department will undertake a detailed examination of the impacts of the cessation of the no cost 1080 service and will explore all alternative options available to assist Local Governments and landholders to continue to undertake fresh meat baiting. It is anticipated that this consultation process will result in a 1080 supply strategy which is developed collaboratively with Local Government, industry and landholders.

Future supply of 1080 and new 1080 training requirements – 'Frequently Asked Questions'

Will Local Government be able to purchase 1080 concentrate solution from commercial providers?

Local Government officers can purchase 1080 concentrate solution from commercial providers if they are authorised to obtain, possess and use 1080 concentrate under the *Health (Drugs and Poisons) Regulation 1996*, or from 1 July 2020, the *Medicines and Poisons Act 2019*. Commercial providers of 1080 concentrate solution are different to Schedule 7 (S7) retailers selling manufactured 1080 baits. At present, commercial providers of 1080 concentrate solution include: [Animal Control Technologies Australia](#), [Parks National](#) and [4Farmers](#).

Will Local Government officers still be able to supply fresh meat baits with toxin 1080?

Yes, Local Government officers will still be able to supply fresh meat baits if they are authorised to obtain, possess and use 1080 concentrate solution under the *Health (Drugs and Poisons) Regulation 1996*, or from 1 July 2020, the *Medicines and Poisons Act 2019*.

What will be the cost of 1080 concentrate solution purchased from commercial providers?

The cost of 1080 concentrate solution from commercial providers currently ranges from around \$65 to \$90 per litre. One litre can be used to prepare approximately 5000 wild dog baits.

Will pig strength 1080 concentrate solution still be available?

Pig baits can be prepared from the commercial 1080 concentrate solution according to the label directions, which provide the amount of concentrate to be added to the bait. Local Government officers must follow the directions on the label.

Will fruit baits be able to be used with commercially provided 1080 concentrate solution for the control of feral pigs?

No, currently the Australian Pesticides and Veterinary Medicines Authority (APVMA) label directions on commercially provided 1080 concentrate solution do not provide for the use of fruit as baits.

Will landholders be able to purchase 1080 concentrate solution from commercial providers?

Currently, only Local and State Government officers authorised under the *Health (Drugs and Poisons) Regulation 1996* can access 1080 concentrate solution and provide fresh meat baits.

At present, landholders are able to purchase manufactured 1080 baits directly from S7 retailers without purchasing them through local governments.

From 1 July 2020, the *Medicines and Poisons Act 2019* (MP Act) and subordinate legislation may allow for persons other than State or Local Government officers to obtain, possess and use 1080 concentrate solution in certain circumstances. The legislation is administered by the Queensland Department of Health, who are best placed to answer specific questions about this matter.

What are the training requirements for the use of 1080 concentrate solution under the *Medicines and Poisons Act 2019* (MP Act)?

Once the MP Act commences on 1 July 2020, three competencies will be required for State and Local Government officers seeking approval from Queensland Health to obtain, possess and use 1080 concentrate solution:

- AHCCHM307 - Prepare and apply chemicals to control pest, weeds and diseases (supersedes and is equivalent to AHCCHM303)
- AHCCHM304 - Transport and store chemicals
- AHCPMG312 - Apply poison baits for vertebrate pest control in rural and environmental landscapes

What will be the cost to local government to obtain the required accreditations?

- AHCCHM307 and AHCCHM304 are readily available through Registered Training Organisations (RTO) and the cost is determined by the RTO.
- The competencies also form part of the current Agricultural Chemical Distribution Control (ACDC) course. Local Government staff who do not already hold these competencies will need to be trained in these at the Local Government's expense.
- AHCPMG312 is a new competency that is not widely available. To address this, Biosecurity Queensland will fund a once-only delivery of this competency for Local Government 1080 operators across Queensland. Delivery will commence in November 2019 and will be complete by 30 June 2020. After this date any officer requiring the competency will need to arrange this with a RTO on a user-pays basis.
- There is no retraining requirement under the MP Act. This will reduce on-going costs and time investments associated with the traditional two-year retraining cycle.

What role will Biosecurity Queensland in the Department of Agriculture and Fisheries (DAF) have if they no longer provide training for 1080 or 1080 concentrate solution?

- DAF will continue to support Local Government with pest management coordination and pest management planning.
- DAF will continue to provide support through the transition period as the new competency AHCPMG312 for 1080 training is rolled out in 2019/20.
- Queensland Department of Health are responsible for investigations about misuse of 1080. Queensland Department of Health are best-placed to advise Local Government about the regulation of the *Health (Drugs and Poisons) 1996* and the MP Act.
- Compliance with label directions of 1080 concentrate is regulated by DAF under the *Chemical Usage (Agricultural and Veterinary) Control Act 1988*.
- DAF will no longer require 1080 Record Sheets from Local Government because DAF's record-keeping requirement is associated with DAF owning the permit for the State-owned 1080

concentrate solution. Queensland Health regulates commercial providers of 1080 concentrate solution and they will specify record-keeping requirements.

Bouliá's record of baiting over the past 6 years (Table 1)

Year	Round	Properties Participated	Kilograms of Meat Treated to Bait;		Manufactured Baits Sold in Shire De-K9 (6 Mg to the MI)
			PIGS (36Mg to the MI)	DOGS (10 Mg to the MI)	
2013	1	12	3200kg	2376.5kg	
	2	13	1375kg	752.5kg	
	Year TOTAL:		4575kg	3129kg	1000
2014	1	14	5275kg	1558.75kg	
	2	12	2237.5kg		
	3	19	1575kg	11690kg	
Year TOTAL:		9087.5kg	13248.75kg	2600	
2015	1	11	2200kg	722.5kg	
	2	10	1612.5kg		
	Year TOTAL:		3812.5kg	722.5kg	400
2016	1	14	4350kg	512.5kg	
	2	3	620kg		
	Year TOTAL:		4970kg	512.5kg	1800
2017	1	22	6325kg	975kg	
	2	5	1137.5kg		
	Year TOTAL:		7462.5kg	975kg	5000
2018	1	11	3065kg		
	2	7	5285kg		
	Year TOTAL:		8350kg	0kg	3000
2019	1	9	4887.5kg	537.5kg	
	2	8	2575kg		
	Year TOTAL:		7462.5kg	537.5kg	1200

We will be completing staff training to ensure we meet regulatory requirements in 2020.

CONSULTATION: Report being submitted to LGAQ through CWRPMG (RAPAD)

GOVERNANCE IMPLICATIONS:

Increased training requirements which will be sourced through our normal training budget.

RECOMMENDATION:

That the 1080 Supply and Training requirements report be received for information.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Manager Corporate & Financial Services October 2019 Report	DOC REF: Item FM1
REPORT BY:	Kaylene Sloman	DATE: 04/11/2019
CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting		
PURPOSE: Financial Summary as at 31 st October 2019.		

Purchasing Delegation

Creation of a form for Purchasing Delegation Conflict of Interest Declaration for all Staff and Contractors that have a financial delegation to complete on a 6 monthly basis. A copy of the form will be tabled.

Draft Financial Statements

An application has been sent for Ministerial approval, extension of time for the completion of the 2018/19 Financial Statements to 31st December 2019, this was done under section 212, 4 and 7 of the Local Government Regulation 2012.

The combination of the new Auditor, the new financial system and the extra work encountered for the identified assets in the re-valuation has taken an unexpected amount of time.

A copy of the draft financial statements will be tabled at this meeting.

Cash Position:

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

	31st Oct 2019	30th Sept 2019
Cash at Hand	14,940,361	15,398,372
Net Cash Equivalent (Debtors-Creditors)	1,602,544	1,189,829
Total	\$16,542,905	\$16,588,201

Income

- Total revenues 31st October 2019 are \$5,288,290. This equates to approx. 47% of this year's budget.

Expenditure

- Operating expenses to 31st October 2019 are \$3,352,089. This equates to approx. 33% of this year's budget.

Liquidity

- CBA \$319,956
- Floats \$ 1,300
- Investments

CBA At Call 0.1%	\$4,987,880	
QTC 1.71%	\$9,631,225	<u>\$14,619,105</u>
Total		\$14,940,361

Additional Information on Cash Position

Cash Balance as at 31st October 2019 14,940,361

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,431,932
Funded Employee Entitlements - NC	199,875
Working Capital Cash	1,500,000
Capital Grants	2,202,100
Operating Results for 2019/2020	1,928,756
Less Capital Expenditure 2019/2020	<u>-1,981,826</u>
	9,609,388

Uncommitted Cash 31st October 2019 **\$ 5,330,973**

AGED DEBTORS 31st October 2019

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	23,927.37	4,182.34	1,430.00	1,420,807.55	(1,025.00)	1,449,332.26

90+ Days Outstanding

Of the \$23,927.37, \$7,754.37 has been referred to Council's external Collection Agency, the balance is being followed up by Manager.

RATES 31st October 2019

Total Outstanding \$ 814,191.01

RATES	3 Years +	2 Years	1 Year (18-19)	Current Year (19-20)	Total Outstanding
Urban	0.00	46,473.85	116,357.67	68,621.89	231,453.41
Rural	0.00	2,438.36	1,508.35	69,969.88	73,916.59
Mining	0.00	0.00	0.00	3,867.00	3,867.00
	0.00	48,912.21	117,866.02	142,458.77	309,237.00

CREDITORS 31st October 2019

\$ 6,213.20

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st October 2019

2019 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	736,526
Fees and charges	60,269
Rental income	90,238
Interest received	72,548
Sales - contract and recoverable works	1,782,222
Other Income	120,369
Grants, subsidies, contributions and donations	406,998
Total Recurrent Revenue	3,269,170
Capital Revenue	
Grants, subsidies, contributions and donations	2,202,100
Total Capital Revenue	2,202,100
Total Revenue	5,471,270
Total Income	5,471,270
Expenses	
Recurrent Expenses	
Employee benefits	(959,319)
Materials & Services	(2,571,811)
Finance Costs	(11,384)
Depreciation	0
Total Recurrent Expenses	(3,542,514)
Total Expenses	(3,542,514)
Net Result Attributable to Council	1,928,756

Balance Sheet
For the period ended 31st October 2019

	<i>2019 Actual</i>
Current Assets	
Cash and cash equivalents	14,940,361
Trade and other receivables	1,767,411
Inventories	293,700
Total Current Assets	17,001,472
Non-current Assets	
Property, plant and equipment	168,352,702
Total Non-current Assets	168,352,702
TOTAL ASSETS	185,354,174
Current Liabilities	
Trade and other payables	164,867
Borrowings	39,941
Provisions	595,414
Total Current Liabilities	800,222
Non-current Liabilities	
Borrowings	1,061,743
Provisions	199,875
Total Non-current Liabilities	1,261,618
TOTAL LIABILITIES	2,061,840
NET COMMUNITY ASSETS	183,292,334
Community Equity	
Asset revaluation reserve	96,393,497
Retained surplus	86,898,837
TOTAL COMMUNITY EQUITY	183,292,334

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st October 2019

2019 Actual

Cash Flows from Operating activities:	
Receipts from customers	574,733
Payments to suppliers and employees	(4,586,671)
	(4,011,939)
Interest received	72,548
Rental income	80,223
Non-capital grants and contributions	2,144,365
Borrowing costs	(11,384)
Net Cash Inflow (Outflow) from Operating Activities	(1,726,187)
 Cash Flows from Investing activities:	
Payments for property, plant and equipment	(1,931,826)
Grants, subsidies, contributions and donations	2,202,100
Net Cash Inflow (Outflow) from Investing activities	270,274
 Cash Flows from Financing activities	
Repayment of borrowings	(12,340)
Net Cash Inflow (Outflow) from Financing activities	(12,340)
 Net Increase (Decrease) in Cash and Cash Equivalents held	 (1,468,253)
 Cash and Cash Equivalents at beginning of Reporting period	 16,408,614
 Cash and Cash Equivalents at end of Reporting period	 \$ 14,940,361

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Manager of Corporate & Financial Services October 2019 Report be received for information.

DOCUMENTS TO BE TABLED:

Capital Major Projects, Capital Road Works, Flood Damage Works, Revenue & Expenditure Report, Purchasing Delegation Conflict of Interest Declaration, Draft Financial Statements 2018-19
--

Reviewed & Approved by Chief Executive Officer	Ms Lynn Moore
--	---------------

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Budget Review September 2019	DOC REF: Item FM2
---------------	------------------------------	-----------------------------

REPORT BY:	Kaylene Sloman Manager Corporate & Financial Services	DATE: 05/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.4: Sustainability

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

PURPOSE:

Budget Review to 30th September 2019 based on trends to date.

CONTENT:

The attached budget review has been completed based on the best estimate of income and expenditure as known to 30th September 2019.

The review examines each line item and highlights changes based on trend or known variations as approved by Council, or anticipated based on best estimate. A short comment against each item provides a brief outline of the basis for the revision and the summary on the last page provides an overall anticipated result, based on the information current at the time of preparation.

The budget review is recommended to Council for adoption.

CONSULTATION: CEO

GOVERNANCE IMPLICATIONS: Revision of the budget requires Council endorsement.

RECOMMENDATION:

That the budget review as presented to Council be received and that the revised budget variations as shown be adopted.

TABLED DOCUMENTS: Budget Review September 2019

Reviewed and Approved by Chief Executive Officer | Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Policy Review – 101 Purchasing and Acquisition Policy	DOC REF: Item FM3
---------------	---	-----------------------------

REPORT BY:	Mrs Kaylene Sloman Manager Corporate & Financial Services	DATE: 05/11/2019
-------------------	--	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 5. Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

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

Council's Purchasing and Acquisition Policy (Policy number 118) has fallen due for renewal. This review has taken into account the new Business system and made changes where processes have been modified/changed due to system functionality.

This report now seeks a Council resolution to adopt the new policy version.

CONSULTATION: CEO, Tony Walsh – Internal Auditor

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

1. That Policy 101 – Purchasing and Acquisition Policy as presented be adopted.
2. That a copy of the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

ATTACHMENTS: Policy 101 – Purchasing and Acquisition Policy, 34 Request for Quotation (Verbal), Assessing Quotes Template

Reviewed and Approved by Chief Executive Officer | Ms Lynn Moore



BOULIA SHIRE COUNCIL

PURCHASING AND ACQUISITION

Category:	Policy
Policy Number:	Policy 101
Document Version:	4
Obsolete Version:	Policy 101 Purchasing and Acquisitions v3 19/7/2017
Keyword Classification:	Purchasing policy contracts goods and services
Summary:	The purpose of this policy is to ensure that Council is using sound contracting principles in relation to the purchase of goods and services.
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision Date:	June 2020
Date Revoked:	n/a
Related documents:	Request for Quotation (Verbal) form Assessing Quotes Template Council's Tender Register
Responsible Section:	CEO
Responsible Officer:	Manager Corporate & Financial Services
Legislation:	Local Government Act 2009, Local government Regulation 2012

OBJECTIVE

To provide Council and its officers with a framework for procurement activities that ensures compliance with requirements of the Local Government Act 2009 and Local Government Regulation 2012.

SCOPE

This document covers all activities that result in the commitment and expenditure of Council monies.

POLICY

This Policy is in three sections:-

1. Purchasing Principles
2. Purchase Procedures
3. Voucher and Cheque Authorisation

PURCHASING PRINCIPLES

In accordance with the Local Government Act 2009, Sect 104 all Council purchases shall be determined while having regard to the following principles:

1. VALUE FOR MONEY

The objective of obtaining Value for Money is that the goods, equipment or services being procured represent the best return and performance for the money spent from a “total costs of ownership” or “whole-of-life costs” perspective. The result of using such an evaluation methodology to assess Value for Money may not necessarily favour the lowest price.

2. OPEN AND EFFECTIVE COMPETITION

Open and Effective Competition is achieved by:

- (a) Procurement procedures and processes being visible to Council suppliers, and the public (i.e. rate payers and the local community)
- (b) Delegates accepting their accountability to the Chief Executive Officer and Council
- (c) Suppliers having real opportunity to do business with Council
- (d) Invitations to suppliers being arranged so that there is competition among suppliers to provide Value for Money offerings
- (e) Delegations, authorisations and associated financial thresholds being appropriate for the level of judgement expected of individual officers
- (f) Fair and equitable assessment of all tenders

3. THE DEVELOPMENT OF COMPETITIVE LOCAL BUSINESS AND INDUSTRY

Encouragement of the development of competitive local business and industry is achieved by:

- (a) Actively seeking out potential local supplies and suppliers
- (b) Encouraging prime contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects
- (c) Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour

- (d) Giving preference to locally-sourced goods and services, where price, performance, quality, suitability and other evaluation criteria are comparable
- (e) Ensuring that payments are prompt and in accordance with the agreed terms of contract
- (f) Giving points-weighting to the advantages of buying locally-sourced goods and services, and to dealing with local suppliers, including:
 - more readily available spare parts and servicing support
 - more reliable compliance with warranty provisions
 - shorter supply lines
 - more convenient communications for contract administration
 - benefit to Queensland and Australia from the transactions occurring (including transport, distribution, finance, etc.) and the employment created locally
 - general benefit to Queensland and Australia from on-going Government support given to local manufacturing, construction and service industries

4. ENVIRONMENTAL PROTECTION

The objectives of Environmental Protection are consistent with the Council's commitment to sustainable development, by promoting purchasing practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

The objectives are:

- (a) To maximise the purchase of environmentally sensitive goods and services
- (b) To provide leadership to business, industry and the community in promoting the use of environmentally sensitive goods and services
- (c) Where appropriate, ensuring that specifications require suppliers to conform to necessary standards, codes or legislation for the identifications of hazardous materials and that suppliers carry proper certification and registration procedures
- (e) Enforcing bans and/or phase-out timetables on the use of products prohibited under Queensland and applicable Commonwealth laws, including those laws ratifying international treaties and other agreements
- (f) Using lifecycle costing for all purchases (including constructing projects), rather than initial purchase cost. This would, among other things, favour high durability goods and thereby minimise waste
- (g) Avoiding, wherever possible, the purchase of known hazardous and environmentally damaging products, especially where alternatives are available within reasonable bounds of price, performance and suitability

5. ETHICAL BEHAVIOUR AND FAIR DEALINGS

Ethical Behaviour and Fair Dealing are achieved by officers:

- (a) Performing their duty impartially, un-influenced by the receipt or prospects of threats, reprimands or rewards
- (b) Not accepting or seeking gifts or other favours
- (c) Not entertaining approaches from suppliers that might be interpreted as attempts to influence the evaluation process
- (d) Ensuring that their private interest do not conflict with their public duties
- (e) Maintaining high standards of accountability
- (f) Developing systems and procedures that ensure a consistent approach to procurement
- (g) Promoting professional procurement practices

PURCHASING PROCEDURE

The Local Government Regulation 2012 identifies three categories of contracts;

1. **Minor Contracts:** Contractual arrangements the value of which is less than \$15,000 (Net GST) in a financial year or over the term of the contract.
2. **Medium Sized:** Contractual arrangements the value of which is expected to be greater than \$15,000 or more but less than \$200,000 (Net GST) in a financial year or over the term of the contract.
3. **Large Sized Contracts:** Contractual arrangements the value of which is expected to be greater than \$200,000 (Net GST) in a financial year or over the term of the contract.

Where the expected value of a contractual arrangement with a supplier for a financial year or over the term of the contractual arrangement is the total value of all the local government's contracts with the supplier for goods and services of a similar type under the arrangement. (Sect 224 (4) LGR)

ETHICAL BEHAVIOUR

Council's Code of Conduct dictates expectations of behaviour and conduct for all staff.

Invitation thresholds have been set within this Policy to ensure proper controls and checks are carried out on all procurement activities. An officer shall not break down a procurement of products into its various components or reduced quantities in order to avoid the necessity of obtaining the prescribed approvals.

PURCHASING ARRANGEMENTS

In accordance with the *Local Government Regulation 2012* three types of purchasing arrangements may be established which allow individual purchases without the need to obtain tenders or quotations for **medium or large contractual arrangements**.

These are:

- (a) Preferred supplier arrangements or standing offer arrangements;
- (b) Approved contractor list of pre-qualified suppliers; and
- (c) Purchases made under a LGAQ arrangement or with or under an arrangement with a government agency. (e.g LGAQ - Local Buy, State and Commonwealth Contracts to which Local Government is eligible)

The preferred supplier and standing offer arrangements can be used where there are frequent or regular purchases of similar items e.g. stationery. A preferred supplier arrangement would contain a pricing structure (e.g. 10 % below retail, or parts at cost plus 5 %, labour at \$45.00 per hour). A standing offer would state fixed price per unit.

Registers of pre-qualified suppliers can be set up where it is necessary to ensure that a supplier is capable of meeting Councils requirements before the precise nature of the requirement is known.

In each case the procedure is to call tenders, by advertisement, for the particular arrangement being set up. The tenders are assessed in exactly the same way as single tenders and must take in to account the five principles as outlined above.

Minor Contractual arrangements: Whilst the legislation only refers to medium and large contractual arrangements, Council staff exercising delegated authority to enter into contracts must have regard to the five principles and this policy framework and cannot split contracts to avoid having to call for quotations or tenders.

LOCAL PREFERENCE POLICY

As it is Council's intention to encourage the development of competitive local business and industry within the Shire, therefore in accordance with Sect104 (3) LGA officers involved in procurement activities are to encourage local business to quote in competition with businesses operating outside the shire boundary.

For the purposes for this policy a "Local Supplier" is one who is a ratepayer and/or has business premises and /or lives in the Shire. In determining the successful quotation a local preference margin of up to 10% may be applied to all offers received from businesses that qualify as a "Local Supplier".

The application of this margin on purchases over \$50,000 shall be by resolution of Council.

STATUTORY POLICY FRAMEWORK

MEDIUM CONTRACTURAL ARRANGEMENTS: BETWEEN \$15,000 AND \$199,999

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must

1. Invite written quotes for the contract.
2. The written invitation must be given to at least three 3 persons who can meet the requirements.
3. Can decide not to accept any of the quotations received or
4. Must accept the quotation most advantageous to the Council having regard to the sound contracting principles (Sect 225 LGR).

LARGE CONTRACTURAL ARRANGEMENTS; \$200,000 AND OVER

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must undertake a tender process prior to awarding a contract. The tender process can be for expressions of interest (EOI) followed by selective Tender or general tender. In either case the process must involve:

1. Advertisement in a newspaper generally circulating in Shire allowing a minimum 21 days from the date of publication.
2. If seeking EOI then prepare short list for invitation to tender and
3. Can decide not to accept any of the Tenders received or
4. Must accept the Tender most advantageous to the Council having regard to the sound contracting principles (Sect 225 LGR).
5. Information resulting from any conversation that maybe beneficial to other Tenderers, this information will be released to all Tenderers.

PURCHASING PROCEEDURE

PURCHASE OF GOODS AND SERVICES LESS THAN \$200,000

Contracts of goods and services of a value of less than \$200,000 may be entered into in one of three ways:-

- (1) the issue of an official order; or
- (2) by direct supply of goods / services without an order; or
- (3) by purchase card.

The purchase of goods and services that are not part of an approved budget must be authorised by the Chief Executive Officer.

PROCEDURE FOR RECORDING QUOTE INFORMATION

1. All verbal quotes are to be written up on the Request for Quotation (Verbal) form.
2. All requisitions / purchase orders must be recorded in the notes section, the details of the successful quote number (if numbered) or in the case of local buy the Vendor Panel or BSU number and attach the quote to the requisition raised.

INVITATION THRESHOLDS

The following are Council's minimum requirements for the calling or obtaining of goods and services less than \$200,000 (**GST inclusive**).

Less than \$10,000

The officer should use best judgement using catalogues or sales brochures as guide to purchasing and seeking estimates where reasonably practical to do so. Details of all quotations sought shall be clearly documented on the verbal quote form including the price, name, address and telephone number of providers and any terms/conditions that apply to the offer. A copy of the quotes are to be attached to the requisition raised in SynergySoft.

The requisitioning Officer and the Delegate approving the order must not be the same person.

\$10,000 up to \$15,000

At least two (2) verbal, written or email quotations are to be sourced. Details of all quotations sought shall be clearly documented on the request for quotation (verbal) form detailing the price, name, address and telephone number of providers and any terms/conditions that apply to the offer and attach to the requisition raised in SynergySoft. The most advantageous to Council shall be selected.

The requisitioning Officer and the Delegate approving the order must not be the same person.

\$15,000 up to \$80,000 (Note Section 225 LGR applies)

At least three (3) written or email quotations are to be invited by the Officer. Copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft. The most advantageous to Council shall be selected.

The requisitioning Officer and the Delegate approving the order must not be the same person.

\$80,000 up to \$199,999

A formal specification is to be prepared and written quotations are to be invited by the Officer through a public advertising process on Council's web site, Channel Chatter, email blast or newspaper allowing a reasonable time for responses. As an alternative or in addition to other means, the officer may choose to use the LGAQ Local Buy-Vendor Panel to seek formal quotation responses. Copies of all written quotations should be attached and detailed on the Council requisition in SynergySoft, including Council resolution number. A copy of the tender documents, advertising and tender submission paperwork is to be put into Council's records management system. The most advantageous to Council shall be selected.


The requisitioning Officer and the Delegate approving the order must not be the same person.

PROCEDURE FOR ASSESSING QUOTES

Using the table below (template called – Quote Assessments), detail the cost of goods, cost of delivery to Bouliia. Consider previous orders, did they arrive on time and or the quality of the goods.

Once completed the table, decide on your winning quote and detail the reason for the quote being successful.

A copy of this assessment is to be attached to the requisition raised in SynergySoft.



Assessment of Quotes			
	<i>Provider 1</i>	<i>Provider 2</i>	<i>Provider 3</i>
Business Name			
ABN			
Cost of Goods			
Freight Costs			
Total Cost			
Record of Service (has been used before, goods delivered timely, quality of goods)			
Winning Quote 1,2,3			
Reason for Winning			

Assessed by: _____

Officer's Name Officer's Signature Date

To be attached to Requisition being raised in Synergy Soft

PURCHASE OF GOODS AND SERVICES GREATER THAN \$200,000

If purchase is not through a purchasing arrangement as provided for in this policy then the Council must undertake a tender process prior to awarding a contract.

The officer responsible shall prepare a formal tender specification (tender number to be obtained from Council’s tender register) which together with the invitation to tender shall be made available on Council’s web site for download.

A tender advertisement must appear at least once in the Channel Chatter and the local/regional newspaper. The officer may choose to use the LGAQ Local Buy-Vendor Panel to assist with tender selection and to manage formal tender responses.

In any case, the process must allow a minimum 21 days from date of advertisement in the newspaper for Tender responses.

Expressions of interest (EOI) may be sought in the first instance to establish a preferred supplier list, in which case the tender specification cannot be amended between date of first advertisement

to short listing of preferred suppliers, unless all those who responded to the EOI have had an opportunity to respond.

Details of all Tender documentation is to be recorded in Council's tender register, attached to the requisition raised and in Council's records management system.

Details of tenders and quotations received may be commercial in confidence and are not generally available for public viewing without Council or the CEO consent.

PROCEDURE FOR RECEIPT AND OPENING OF PUBLIC TENDERS/ QUOTATIONS:

Where Council has invited tenders (or quotations) through a public process then the following procedures are to be adhered to:

1. Tenders are to be lodged in a sealed tender box, a secure email address or with LGAQ Local Buy drop box.
2. The officer responsible for assessing tenders or quotations cannot have access to the secure tenders until after closing of tenders.
3. Where tenders are received in the mail, they are to be stored in a locked tender box and opened by the CEO or delegate responsible in the company of two other staff, who will witness the opening by recording details in the tender register and initialling tender documents and prices. The tender documents are then to be scanned to records and distributed to the officer responsible.
4. In the case of emails, the tenders are to be released by the Systems administrator and simultaneously emailed to the Records Officer and delegate responsible for accepting the tender/quotation or report to Council. The tender documents are to be scanned to records and distributed to the officer responsible.
5. A summary of tenders received is to be recorded in the Council's Tender register.
6. A summary of the winning Tenderers prices, terms and conditions should then be attached to the requisition raised.

PROCEDURE FOR RECORDING TENDER INFORMATION

1. All tenders must be recorded in the tender register using the next available tender number.
2. All purchase orders must record in the notes section the details of the council resolution, the tender number or in the case of local buy the tender number from the register and the Local Buy number (BSU)
3. All council agenda papers and correspondence must have the tender number recorded on the documents.
4. All letters of acceptance for tenders to have the resolution and tenders numbers recorded.



BOULIA SHIRE COUNCIL

Address all correspondence to:
Chief Executive Officer
18 Herbert Street, Boulia QLD 4829
ABN: 20 492 088 398

Email: admin@boulia.qld.gov.au
Tel: (07) 4746 3188 | Fax: (07) 4746 3136

REQUEST FOR QUOTATION (Verbal)

Please attach this form to the Purchase Requisition Form and Purchase Order Form

COMPANY / ORGANISATION'S DETAILS:		
REGISTERED BUSINESS NAME:		ABN:

CONTACT DETAILS:			
COMPANY REPRESENTATIVE'S NAME:			
PHONE NUMBER:		FACSIMILE NUMBER:	
EMAIL:			
ADDRESS:			

COMPANY'S / ORGANISATION'S BUSINESS ACCOUNT REQUIREMENTS:			
Does Council have an existing creditor account?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "no", request Finance to send an EFT Form		Form sent: <input type="checkbox"/> Yes	<input type="checkbox"/> No
		Date: / /	

DESCRIPTION OF GOODS or SERVICE/S

DELIVERY / FREIGHT (includes delivery on-site to Boulia)	COST (including terms and conditions)
Freight Company's Name	
Australia Post	
On-site Service	
Estimated Delivery Date	

REQUESTING OFFICER Please Print Signature / / Date:
--------------------	-----------------------	--------------------	--------------------------------

APPROVING OFFICER Please Print Signature / / Date:
-------------------	-----------------------	--------------------	--------------------------------

Privacy Collection Notice:
The personal information gathered by Boulia Shire Council on this form is for the purposes outlined in this form only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.



Assessment of Quotes

	<i>Provider 1</i>	<i>Provider 2</i>	<i>Provider 3</i>
Business Name			
ABN			
Cost of Goods			
Freight Costs			
Total Cost			
Record of Service (has been used before, goods delivered timely, quality of goods)			
Winning Quote 1,2,3			
Reason for Winning			

Assessed by: _____
Officer's Name *Officer's Signature* *Date*

To be attached to Requisition being raised in Synergy Soft

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Policy Review – 118 Asset Management and Services Policy, 145 Community Facilities Hire	DOC REF: Item FM4
---------------	--	-----------------------------

REPORT BY:	Mrs Kaylene Sloman Manager of Corporate & Financial Services	DATE: 05/11/2019
-------------------	---	----------------------------

<p>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</p>

<p>PURPOSE: Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with minor changes to existing policies which does not have any material effect on the intent of the documents.</p>
--

<p>CONTENT: The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives. It is recommended that the policies as listed be adopted. The listed policies have had no material changes made.</p>
--

POLICY	NO.	OFFICER	TYPE
Asset Management and Services Policy	118	Manager of Corporate & Financial Services	STAT

Changes to policy	Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services	1	n/a
Corporate Plan reference updated	2	1
Total replacement value of assets held for the delivery of services updated to \$167.3.	2	3
The sentence 'Council is receiving contributed assets as private development expands the infrastructure and facilities asset base.' is to be removed from the policy.	2	3 – bullet points

POLICY	NO.	OFFICER	TYPE
Community Facilities Hire Policy	145	Manager of Corporate & Financial Services	ADMIN

Changes to policy	Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services	1	n/a
"RSL" building changed to Burke St Hall	2	n/a
Pre and Post Event Inspections – deleted word Administration	5	1
Insert table to clarify responsible officers for each venue	5	2
Inserted 'Swipe Cards' beside 'Keys' as a combination is used	5	throughout section 5
Officer changed to Manager Corporate and Financial Services	6	7, 8
Inserted 'Swipe Cards' beside 'Keys'	8	3
Officer changed to Manager Corporate and Financial Services	10	2
Inserted 'Swipe Cards' beside 'Keys'	10	5
Officer changed to Manager Corporate and Financial Services	10	6

CONSULTATION: Nil

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

RECOMMENDATION:

1. That the policies as presented be adopted.

POLICY	NO.	OFFICER	TYPE
Asset Management and Services Policy	118	Manager of Corporate & Financial Services	STAT
Changes to policy		Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services		1	n/a
Corporate Plan reference updated		2	1
Total replacement value of assets held for the delivery of services updated to \$167.3.		2	3
The sentence 'Council is receiving contributed assets as private development expands the infrastructure and facilities asset base.' is to be removed from the policy.		2	3 – bullet points

POLICY	NO.	OFFICER	TYPE
Community Facilities Hire Policy	145	Manager of Corporate & Financial Services	ADMIN
Changes to policy		Page No	Paragraph
Responsible Officer changed to Manager Corporate & Financial Services		1	n/a
"RSL" building changed to Burke St Hall		2	n/a
Pre and Post Event Inspections – deleted word Administration		5	1
Insert table to clarify responsible officers for each venue		5	2
Inserted 'Swipe Cards' beside 'Keys' as a combination is used		5	throughout section 5
Officer changed to Manager Corporate and Financial Services		6	7, 8
Inserted 'Swipe Cards' beside 'Keys'		8	3
Officer changed to Manager Corporate and Financial Services		10	2
Inserted 'Swipe Cards' beside 'Keys'		10	5
Officer changed to Manager Corporate and Financial Services		10	6

2. That a copy of the changes to the policy be handed to all Councillors for the updating of their Policy books and also forwarded electronically via email.

ATTACHMENTS: 118 - Asset Management and Services Policy, 145 - Community Facilities Hire Policy

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

Asset Management and Services Policy

Category:	Policy
Policy Number:	118
Document Version:	Version 3
Obsolete Version:	Policy 118 – 2010 Version 1 & 2
Keyword Classification:	Asset Management
Summary:	This policy sets out the framework for consistent and appropriate asset management practices throughout the Boulia Shire Council
Adoption Date:	
Resolution:	
Due for Revision	Bi-annually
Revision date:	24 th October 2019
Date revoked	N/A
Related documents:	Corporate Plan Long Term Financial Plan
Responsible Section	Finance
Responsible Officer	Manager Corporate & Financial Services
Legislation	Local Government Act 2009 s104 (5) (a) ii Local Government Regulation 2012 – s167 & 168

BACKGROUND:

Council's Corporate Plan includes the following outcome in its economic strategy:

“Strategy 2.3.1 – Develop and implement a robust asset management plan to support effective long-term asset management.”

It is recognised that assets are integral to this outcome. Assets must be planned for, provided, maintained, and renewed so that they continue to meet the service delivery needs of the community.

The total replacement value of assets held for the delivery of services to meet the community's needs is currently \$167.3. The assets have the following characteristics:

- The assets vary in age from those recently constructed to significant heritage facilities;
- Council is involved in the management of “community assets” that are located on land not owned by Council;

As part of the Councils requirement to comply with legislation and to protect its community, Council must establish a clear direction to ensure ‘best appropriate asset management practices’ for its asset portfolio, both now and into the future.

OBJECTIVE:

The Asset Management and Services Policy provides the primary criteria to guide the ‘whole of organisation’ approach to appropriate best asset management practices which sustain service provision to the community.

DEFINITIONS:

Assets: Assets are economic entitlements that give rise to future economic benefit and are controlled by Council as a result of a past transaction or other event. It is probable that the future economic benefit will eventuate and the amount of the asset can be measured with reliability from source documents which makes it representational faithful.

Assets may include although not limited to any land or infrastructure, such as roads, water and sewerage, drainage, bridges, footpaths, public buildings, structures, facilities, machinery, vehicles, equipment and tools.

Asset Management: The process by which Council manages physical assets to meet current and future levels of service. It is the systematic and coordinated activities and practices through which an organisation optimally manages its physical assets, and their associated performance, risks and expenditures over their lifecycle for the purpose of achieving its organisational strategic plan.

Asset management strategy: This is the comprehensive and structured approach to the long term management of assets, and the systematic process of effectively maintaining, upgrading and operating assets, based upon sound business practice and economic rationale, to facilitate a more organised and flexible approach to the decision making processes necessary to achieve community expectations.

CRITERIA FOR ASSET MANAGEMENT:

The following criteria apply to the management of all assets within the scope of normal programs:

- The Council facilitates the structured and coordinated management of assets;
- All corporate responsibilities are identified and acknowledged;
- All relevant legislative and regulatory requirements are acknowledged;
- Risk management is an integral component of total asset management;
- Sustainability of the service standards provided is a key driver for competent asset management; and

‘BEST APPROPRIATE ASSET MANAGEMENT’ MEANS THAT THE COUNCIL:

Clearly articulates in the Corporate Plan and Operational Plan that Council will provide quality infrastructure and assets that support services that are appropriate, accessible, responsive and sustainable to the community;

- Involves and consults with the community and key stakeholders in determining Levels of Service related to use of the assets;
- Develops Levels of Service and service standards as an incremental process building on improved communication links between Council and the community and the organisation;
- Maintains current Asset Management Plans for each asset class and competently applies those plans;
- Maintains up to date and accurate asset information allowing for appropriate asset planning and informed decision making, both in the short and long term;
- Supports a whole of organisation and team approach using multi discipline cross-functional asset management criteria and relationships;
- Allocates appropriately skilled and trained resources to ensure asset management practices are undertaken in a manner which ensures that “life cycle” costs are optimised for all existing and new assets;
- Ensures that “whole-of-life” costs are formulated for all asset based proposals prior to consideration of any major works/renewal or improvement to an asset, including a critical review of the need for and the application of that asset;
- Applies the ‘Renew before New’ philosophy for asset related programs;
- References risk management criteria in all asset related proposals;
- Continually seeks opportunities for multiple uses of assets;

- Examines non-asset based solutions for service provision;
- Defines roles and responsibilities for all asset users;
- Applies of a standard framework of evaluation and prioritisation of Capital Works Projects; and
- Consistently applies development and construction standards to Council, community and developer projects.

RESPONSIBILITIES:

Defining and applying standards for asset management means that the Council:

- Establishes appropriate affordable service standards for the type of use of assets, (in consultation with the community);
- Identifies and assesses asset needs and sets priorities within the total Council program;
- Allocates public money to meet those needs and priorities; and
- Consistently applies the relevant asset management criteria in the conduct of all operations.

The Executive Management Team shall ensure application of this policy by the Council and whole of organisation, and shall review compliance with this policy on an on-going basis and report to Council annually. The review will incorporate:

- Application of this policy;
- Audit and review of asset management implementation



BOULIA SHIRE COUNCIL COMMUNITY FACILITIES HIRE

Category:	Policy
Policy Number:	145
Document Version:	1
Obsolete Version:	n/a
Keyword Classification:	Facilities hire
Summary:	To give guidance on the hiring of community facilities to ensure community enjoyment and facility longevity.
Adoption Date:	
Resolution:	
Due for Revision:	Annually with Fees and Charges
Revision date:	June 2020
Date revoked:	n/a
Related documents:	
Responsible Section:	Administration
Responsible Officer:	Manager Corporate & Financial Services
Legislation:	n/a

COMMUNITY FACILITIES HIRE POLICY



The following facilities are for hire under this policy:

Facility Name	Location
Boulia Shire Hall	Herbert Street, Boulia
Boulia Sports and Aquatic Centre	Burke Street, Boulia
Boulia Burke St Hall	Burke Street, Boulia
Racecourse Reserve	Selwyn Rd, Boulia

Contents

HIRE OF COUNCIL FACILITIES POLICY	4
1. AGREEMENTS	4
2. PRE AND POST EVENT INSPECTIONS	5
3. RISK MANAGEMENT	5
4. APPLICATION	5
5. KEYS	5
6. FACILITY HIRE FEES	5
7. CANCELLATION OF BOOKING	6
8. SECURITY BOND (REFUNDABLE)	6
9. REFUSAL TO GRANT HIRE	6
10. INDEMNITY	6
11. INSURANCE	6
12. SUPERVISION / GATE CRASHERS	7
13. FIRE SAFETY REGULATIONS/EVACUATION PLAN	7
14. EMERGENCY CONTACT NUMBERS	7
15. USE OF FACILITY	8
16. CLEANLINESS	9
17. FOOD PREPARATION / CATERING / ALCOHOL	9
18. STORAGE	9
19. ENTERTAINMENT/PERFORMING RIGHTS	10
20. THEFT	10
21. DAMAGES	10
22. DISPUTES	10



HIRE OF COUNCIL FACILITIES POLICY

Purpose

This policy seeks to outline the way in which Council manages its community facility hire to enable the enjoyment of the hirers and promote the longevity of the facilities themselves.

1. AGREEMENTS

The hiring of Council's facilities will be based on a standardised application/agreement process. The conditions of hire will accompany the application form provided to the prospective applicant, and these conditions will be formally acknowledged and signed-off by the applicant as being read and understood.

Under no circumstances will the hire of a Council Community Facility be allowed without a formal agreement.

Agreements will include the applicant's requirement to supply a copy of their current 'Public Liability Certificate of Currency' if they are a regular hirer; or for a casual hire, sign and date an indemnity in favour of the Council. Public Liability Insurance may not be required in some circumstances. Refer ***Fact sheet - Insurance Requirements for Hire of Council Facilities*** to determine what is required of the applicant.

Charity Hire

A charity is an organisation established solely for any charitable purpose as defined by the *Collections Act 1966*. A community purpose organisation is an organisation that wants to raise funds or conduct appeals for the general welfare of the community.

If approved, the Department of Taxation will issue the applicant with *Form 2 – Certificate of registration as a charity*. It is a one-off requirement for each charity to register if it intends conducting appeals for support. ***A copy of this form must be given to the Council administration staff before the hire is approved for fee relaxation.***

Community Support

Bouliá Shire Council provides scope for Inkind Assistance to not-for-profit community groups. This assistance is provided to eligible groups to access Council's physical resources in order to support the local community in our region. To apply for Inkind Assistance you must complete and submit an ***Inkind Assistance Request Form*** - obtain a copy from Council's office or website.

Endorsement of this assistance must be provided to the Council office prior to booking the facility. If the application is declined full fees and charges apply.

The ***refundable bond must still be paid by the hirer*** and any relevant insurance. The hirer is still liable for any damage, which cannot be waived, if this relax of fee is approved. The request must be addressed to the Chief Executive Officer for processing by Council. Hire cannot progress if approval has not been granted in writing. It is not permitted to apply to forgo the hire fees following the event/function.

2. PRE AND POST EVENT INSPECTIONS

Council staff will conduct a **pre-event inspection** with the hirer. A walk-through of the Community Facility is to be carried out and any important issues pertaining to the facility/hall explained to the hirer. The **post event inspection** will be undertaken by the appointed person prior to relevant bonds being returned to the hirer.

Venue	Responsible Officers
Bouliia Shire Hall	Administration staff
Bouliia Burke Street Hall	
Bouliia Sports and Aquatic Centre	Sports Centre Attendant
Racecourse Reserve – Bouliia	Racecourse Caretaker / Town Team Leader

3. RISK MANAGEMENT

Council staff are to assess hiring applications and ensure that **appropriate insurance** and indemnity requirements are met before facility use is approved. Council administration staff must conduct pre and post event inspections.

4. APPLICATION

The right to use the facility is subject to the Council receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions.

The application is to be received at least 10 working days prior to the event.

The hirer shall only be entitled to the use of the **particular part or parts of the building** hired on the date set out in the application form. Council reserves the right to permit any other portion of the building to be hired at the same time.

The hirer shall not sub-let the facility or transfer the hiring to another.

Areas locked or not available for hire are classified as prohibited areas and not to be entered or used in any way, this will be discussed with the council administration staff.

5. KEYS/SWIPE CARDS

Hirers must collect and return keys/swipe cards at times pre-arranged with the Council administration staff. Keys/swipe cards must be returned on time, to allow other people to hire the facility/hall. If keys are not returned on time the hirer may be charged further hire fees.

- Keys/Swipe Cards are NOT available to long term hirers on a permanent basis.
- Keys/Swipe Cards are registered and CANNOT be copied.
- Keys/Swipe Cards are NOT permitted to be passed onto other hirers/users of the facility.

If the keys/Swipe Cards are lost and unable to be found within a reasonable time the hirer will be liable to pay the cost of rekeying the locks for the entire building.

6. FACILITY HIRE FEES

For information on Fees & Charges, applicants can visit Bouliia Shire Council's website (***Fees and Charges***) or directly discuss this with the Council administration staff.

Hire Fees shall be in accordance with Council's adopted Fees & Charges Schedule which is subject to change as determined by Council and shall be ***payable ten working (10) days prior*** to the date of the function.

7. CANCELLATION OF BOOKING

Any cancellation of a booking for the hire of the facility shall be made at least five (5) days prior to the date of the function. Any cancellation within five (5) days prior to the date of the function or a “no show” will result in a cancellation fee of full hired amount, less refundable bond of facility hire being levied.

8. SECURITY BOND (REFUNDABLE)

A refundable security bond shall be ***paid by the hirer ten (10) days prior*** to the facility booking as a guarantee of fulfilment of these conditions and as security against any damage, repair or cleaning.

If there is no breach of the conditions the refundable security bond will be ***returned*** within ***fourteen (14) days*** of the use of the premises.

If the facility is damaged or requires cleaning by the Council resulting from the hirers use of the premises, the cost will be deducted from the bond.

Important: If the damage or cleaning cost exceeds the bond, the hirer shall be liable to pay any further amounts in excess of the bond to meet the full cost.

9. REFUSAL TO GRANT HIRE

If you or your guests have previously hired or attended a facility and the facility was subsequently damaged, was left unclean or an incident occurred at the facility, any future hire or use may be refused.

It shall be at the discretion of the Manager Corporate and Financial Services or his/her representative (Council administration staff) to refuse to grant the hire of a facility in any case and notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted, signed and fees/deposit paid.

The Manager Corporate and Financial Services or his/her representative shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

10. INDEMNITY

The hirer agrees to indemnify, and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the hiring engagement. Indemnity form (Application for Facility Hire Form) must be signed and dated by applicant and will form part of this agreement.

11. INSURANCE

Regular hirers (*more than ten days hire over a twelve month period*) shall take out and keep current during the period of hire a liability insurance policy in a form approved by the Council, insuring for a sum of not less than ***twenty million dollars (\$20,000,000)***.

Proof of this policy must be by way of a Certificate of Currency, which must be provided to the council and annexed to the application and forms part of the agreement.

NOTE: Some individuals may qualify under a public liability blanket cover provided by Council's public liability insurer. To determine eligibility, refer to the Fact sheet Insurance Requirement for Hire of Council Facilities Guideline

12. SUPERVISION / GATE CRASHERS

No facility will be hired unless suitable adult supervision **is present at all times during the hired period**. Security and/or supervision is mandatory and needs to be planned and organised by the hirer. The hirer must disclose what planned supervision has been organised. If the hirer cannot provide this information, hire of the facility can be refused.

The capacity of the facility MUST NOT be exceeded. The number of people attending must be disclosed. The hirer is responsible to shut down the function and secure the building if it gets out of control and arrange for guests to vacate the facility as a duty of care.

PRIVATE FUNCTIONS:

Guide to recommended supervision levels for local residents having a PRIVATE function:

If the hire is for a party type function the Council administration staff WILL require a copy of the PARTY SAFE registration number or stamped verification. (Refer attached Queensland Police Service – Party Safe Program information- please note the minimum notice of a party is two weeks)

The responsible persons are to be noted on the application to hire form along with contact details.

0 - 50 people = 2 sober responsible adults
50 - 100 people = 3 sober responsible adults
100 – 150 and over = 4 sober responsible adults

If the hirer fails to take appropriate measures to control their guests or any excessive guests (*gate crashers*) and Council's property is damaged or mistreated the hirer will incur the costs of damage or cleaning costs to the facility for failing to provide a safe environment and a duty of care to limit damage to council property.

EVENTS:

Events which require a liquor permit or licence will be subject to the requirements of the licence for the provision of paid security.

13. FIRE SAFETY REGULATIONS/EVACUATION PLAN

The hirer (occupier) is responsible for the safety of guests attending their hired event/function and implementation of the below procedure. The hirer is responsible for/but not limited to, the following:

- **Must** read and abide by the Emergency **Evacuation Plan** located on the wall within the facility hired and inform guests attending.
- Knowledge of the location of prescribed fire safety installations/equipment provided in the facility (instructions for use are detailed on all fire extinguishers)
- Knowledge of the **location of all fire exits** in the facility and be capable of alerting and directing guests to these fire exits. The hirer shall ensure occupants of the building can exit directly into open space or another place of safety;
- **(N.B. FIRE SAFETY EXITS MUST BE LEFT UNIMPEDED AT ALL TIMES).**
Ensure Fire Exit Doors are not locked or obstructed and can be opened.

14. EMERGENCY CONTACT NUMBERS

Fire Services on "000" immediately

Council 24/7 Emergency Contact Numbers:

0427 163 773 – Supervisor -Boulia Shire Council (24/7)

15. USE OF FACILITY

Hire of the facility shall not commence prior to the prearranged time discussed with the Council administration staff and evening functions shall vacate the facility by 12.00am midnight. Note: the entire bond shall be forfeited if the hirer fails to vacate the facility by the nominated time.

Community facilities may be located within residential areas and consideration must be given by people using and vacating the area to the residents who live nearby in regards to minimising noise and unruly behaviour. The hirer is accountable to Qld Police Service if complaints are received.

Closing and cleaning the facility/hall must be discussed with the Council administration staff, including return of facility keys/swipe cards. Hirers are required to lock and secure all doors & windows prior to vacating the premises.

Hirers using facilities fitted with security systems will be instructed on how to operate the system prior to their event. The hirer must ensure that security systems are de-activated prior to entry and that the facility is empty prior to re-activating the system.

Other important information:

- 15.1 The use of the following are extras and must be discussed with the Council administration staff, prior to any hire:
 - a) Kitchen (includes use of all equipment & utilities)
 - b) Cold Room and/or Bar (if available)
 - c) P.A System & Microphones (if available)
- 15.2 All electrical equipment brought in for use at any facility must be in good condition and must have a current **Electrical Test Tag (AS 3760)**.
- 15.3 Use of furniture (tables & chairs) to be discussed with Council administration staff.
Items removed from storage ***MUST*** be returned clean and neatly restacked.
Where available, trolleys must be used to move furniture & equipment.
Items must be carried and ***NOT*** dragged across the wooden floor.
- 15.4 Waste and wheelie bins must be discussed with the Council administration staff. Any waste not able to fit into the allocated bin must be removed by the hirer. ***DO NOT*** place bags of rubbish on the ground adjacent to the bin. Hirers will incur a removal fee if they fail to remove their waste.
- 15.5 The following is ***NOT*** permitted within the hire facility:
 - a) animals
 - b) smoking allowed only in designated outdoor smoking areas. Must be 5 meters from a doorway
 - c) flammable material or naked flames within the facility
 - d) confetti or throwing of rice
- 15.6 First aid kits only available at the Bouliia Sports and Aquatic Centre and the Racecourse Reserve. Kits are not supplied at any other facility.
- 15.7 No signs, notices, advertisement or decorations of any kind shall be erected on the building or affixed to the walls, doors or any other portion of the building without prior consent of the Council administration staff.
- 15.8 The building or any fittings or furniture shall not be broken, pierced by nails/screws, peeled or scared or in any way damaged. (No adhesive/sticky tape is to be used on walls or doors)

- 15.9 **Camping is prohibited at all Community Facilities except for the Racecourse Reserve when grounds are hired for an event.**
- 15.10 Sporting ovals, parks and recreational areas adjacent to any facility are not for hire under these terms & conditions.

16. CLEANLINESS

The hirer is responsible for leaving the premises clean/tidy and must vacate the facility by **12:00midnight, as the facility may be hired the following morning:**

- Cleaning the floor must be discussed with the Council administration staff. Brooms and mops are supplied. If the floor is to be washed use warm water, or where available specific detergent is supplied to wash the wooden floor.
- The hirer is required to wash and dry crockery and cutlery after use.
- All rubbish is to be removed from the facility (including waste bins in toilets and ensure all cisterns flushed).
- The hirer is responsible for leaving the external areas clean and gardens, lawn, car park etc must be left in the same condition as prior to the hire.

Any cost incurred by Council in cleaning the internal or external premises resulting from the condition in which the hirer left the premises, shall be recoverable from the hirer and deducted from their refundable bond held in trust.

17. FOOD PREPARATION / CATERING / ALCOHOL

Hirers utilising a Catering Service for an event at a Council Facility must ensure that the caterers have their own insurance cover, as this activity is not covered by Council's Public Liability Insurance.

Any additional cooking equipment that the hirer is intending to bring to the event for the preparation of food must be discussed and approved by the Council administration staff. Hirers are advised that the following are not permitted at any Council Facility:

- Open fires or wood BBQ's; and
- Traditional Hangi's and Kup murri's;

Hirers wishing to utilise the premises for the preparation of food for sale, must first obtain all the appropriate approvals as required by the *Food Act 2006*.

The sale of liquor on the premises is forbidden unless the hirer obtains a permit from the appropriate authority. http://www.olgr.qld.gov.au/industry/liquor_licensing/liquor_permits/index.shtml

- **NO GLASS AT RACECOURSE RESERVE FACILITY.**

18. STORAGE

Storage availability is not included in the Hire Agreement and must be discussed with the Facility Manager. Storage of any goods/ equipment at the facility is undertaken at the owners own risk. Council does not accept responsibility or liability for theft or damage to items stored in or left at the facility. It is recommended that users seek their own insurance cover for such items.

In the event that a hirer ceases hire of the facility - the hirer is required to remove all goods/equipment stored. The hirer's bond will not be refunded until all items have been removed.

In the event that the hirer fails to meet these conditions, Council will:

- Provide a written notice to the Hirer requesting the removal of the items within 30 days from the date of the written notice;
- If the hirer again defaults on the collection of the items, Council will dispose of the items by either general waste disposal or giving the items to charity.
- The hirer will default on the return of the bond which will be used to recover the costs of removing and disposing of the hirer's goods and/or equipment.

19. ENTERTAINMENT/PERFORMING RIGHTS

The Manager Corporate and Financial Services or his/her representative may require the hirer to submit for approval the subject and programme for any entertainment or lecture prior to the use of the premises. Roller blades, skating or similar types of activities or entertainment are NOT PERMITTED at any of Councils facilities, including any type of animal show, exhibition or event, unless approved by council.

20. THEFT

Neither the Council nor its servants shall be liable for any loss or damage sustained by the hirer or any person. The hirer hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of any article or thing being lost, damaged or stolen.

21. DAMAGES

The hirer shall accept full financial responsibility for damage to Council property except for normal wear and tear.

Reporting of Maintenance / Breakdown Issues:

If a building fault occurs during the hire period e.g. water, sewerage or electricity;

contact Council immediately on 0427 163 773 24/7 service

If you notice any repair or maintenance issues during the hire, please report these to the Council administration staff on return of the keys/swipe cards.

22. DISPUTES

In the event of any dispute or difference arising during the hire period, or the interpretation of these conditions, or of any matter or thing contained therein the decision of the Manager Corporate and Financial Services thereon shall be final and conclusive.

Disputes must be received in writing to:

Boulia Shire Council
Attention: Chief Executive Officer
18 Herbert St
BOULIA QLD 4829
Phone: 07 4746 3188
Email: ceo@boulia.qld.gov.au

ADDENDUM - DOCUMENTS APPLICABLE

1. Facility Booking Form (includes terms and conditions)
2. InKind Assistance request form
3. Council Administration and Hirers checklist
4. Party Safe – Council verification form
5. Casual Hirer of Council facilities – Insurance declaration form
6. Regular Hirer of Council facilities –Insurance declaration form

Fact sheets:

1. General Community Facilities Information-fact sheet
2. Insurance requirements for Hire of Council Facilities- fact sheet
3. Council facilities

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Community Services October 2019 Report	DOC REF: Item CSM1
REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 31/10/2019

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

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

CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	1
Total units available (includes 1 pensioner unit)	3
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	3
Houses/units being renovated/painted	1
Applications for rental for September	0

Housing:

We have had several enquiries for housing and three applications. We have one house currently available and another in two weeks. With the many job vacancies being advertised for we may need housing so we are not in a position to rent houses to the wider community at present.

We have another vacant house at present, but it will need a considerable amount of renovation to bring it up to a decent liveable standard. This is one of the four houses that had been listed for sale to the tenants who were residing in it.

Tourism:

- The mural artists have started work at the sports centre and this artwork is going to attract a lot of attention. It is the first major mural artwork in the Far West. The toilet

block also is going to attract attention in the coming tourist season as art trails featuring murals and other large artwork are getting wonderful feedback all over Australia as tourism attractions.

- Advertising for a Tourism Officer for the Min Min Encounter has been posted on all websites applicable and locally. Casuals will fill the role until an officer is employed.
- Advertising for a relief Tourism Officer at the Heritage Complex has been done as the current staff member will go on maternity leave in February for 12 months.
- The machinery signs for most of the equipment on display in the yard of the Heritage Complex have been installed. Six more signs have been finished (please refer to the Hospital and Heritage Machinery Signage report).
- We are doing some information gathering on JJRose media in regards to their audio visual technology which may be of immense support with historical information at the Heritage Centre.

Grants:

- Funding has been applied for in October to hold a ladies pampering day in March as part of Women's Week (*please see grant register*).
- A submission to fund another flagpole at the ANZAC gardens has been done for the amount of \$2690 (*grant register*).

Community:

- The Australien Skies film about the Min Min Lights which screened in the hall on the 18th October was well attended by the community and feedback was favourable on the night.
- A renewed call for a Library Officer has been posted this month.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services October 2019 Report be received for information.

ATTACHMENTS:

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000		
Boulia Well-being Centre	Drought Communities	\$ 572,900	\$ -	\$ 572,900	\$ 572,900		\$ 572,900	31/03/2019	
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	monthly finance rep needed, funding approval amt is ex GST	\$ 75,310	21/8/2020	
Arts Qld	RADF funding	\$ 15,000	\$ 2,250	\$ -	\$ 15,000	Community	\$ 12,000	16/09/2019	
SES - Shed for All Terrain Vehicle	Community Gambling Benefit Fund	\$ 30,000	\$ 6,000	\$ -	\$ 36,000	Grant Funds and acquittal to be handled by QFES	\$ 24,363.63	22/10/2019	Yes
First 5 Forever Program	Queensland State Library				\$ 1,000		\$ 1,000.00		
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land	\$ 994,800.00	13/12/2019	
First Start Program	Department of Employment, Small Business and Training	\$ 30,000	\$ -	\$ -	\$ 15,000	Was originally for 2 x Traineeships: Admin and Horticulture, only Admin traineeship able to progress	\$ 30,000.00		
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
Get Ready Qld	Qld State Government	\$ 4,880	\$ -	\$ -	\$ 4,880		\$ 4,880.00	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
"Weather through the Aeons"	FNQ and NQ monsoon recovery program	\$ 8,250	\$ 2,000	\$ -	\$ 10,000		\$ 8,250		

TOTAL AMOUNT OF FUNDING APPROVED: \$ 2,946,045

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Qld Day 2020	Qld State Government	\$ 3,860	\$ 200	\$ -	\$ 4,000	9/9/19	CSM	
Bouliia Airport Resurfacing and Security	Building our Regions Round 5 - EOI	\$ 996,325	\$ -	\$ -	\$ 996,325	30/8/19	DWO	
Springvale Road realignment	Department of Transport and Main Roads Black Spot Program	\$ 414,916	\$ -	\$ -	\$ 414,916		DWO	
Pamper Day 2020	Dept of Child Safety, Women	\$ 2,670	\$ 150		\$ 2,820	31/10/2019	CSM	
Austswim	Community Swimming Program	\$ 5,000	\$ 20,000				CSM	for free swim classes, our inkind is for cost of running centre for 10 weeks.
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200			4/11/2019	CSM	
		\$ 1,425,461						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	New Look 'CCC'	DOC REF: Item CSM2
---------------	----------------	------------------------------

REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 31/10/2019
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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 Boulia Shire and the RAPAD region as a region for tourism and development opportunities

PURPOSE:

To provide Council with information regarding a new look Channel Country Chatter (CCC).

CONTENT:

The Council monthly newsletter is a very popular publication and is offered free to the community and uploaded to the website for all to read.

Our current format is labour intensive and while it provides lots photographs of interesting things which are happening around town, we could do better.

The suggestion is to use current media outlets, website, Facebook etc to get current 'community' information out as the event happens and for the new look 'magazine' to provide a comprehensive look at what is happening in the realm of Council – roadworks, new projects, funding outcomes, economic development etc.

The sample template is given to show Council what a new format can look like and to enquire from Council what content they would like to see inside the publication. For instance, more photos or less photos, more information text or less information text.

Some Councils only have a news catch-up on their websites which may consist of one or two pages only which is not as informative as our newsletter.

This new way of offering information to the public would also be in line with other Council newsletters if we offered it quarterly instead of monthly (perhaps after each quarterly review)? This will help affray costs associated with the compilation and printing of it. The compilation at present is done off site as the staff member who compiles it lives elsewhere.

GOVERNANCE IMPLICATIONS: \$990 per quarter – printing costs

RECOMMENDATION:

That Council receive the New Look 'CCC' report for review and recommendation to move to quarterly publication with a new format.

ATTACHMENTS: CSM 3.1 CCC Revamp

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

LAND OF THE Min Min Lights

NEWSLETTER

VOLUME 1 ISSUE 15

Lead Story Headline

This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company.

If you explore the Publisher catalog, you will find many publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length. It's recommended that you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Secondary Story Headline This story can fit 75-125 words.

Your headline is an important part of the newsletter and should be considered carefully.

In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write the story. This way,



Min Min Lights by Chernee Sutton

Inside this issue

From the CEO'S Desk	2
Message from the Mayor.	3
Australia Day	4
Easter	5
Funding projects	6
Council news	7
School	8

Special points of interest

-



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler"

articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



Caption describing picture or graphic

Council Projects

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your newsletter, convert it to a Web site and post it.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



Caption describing picture or graphic

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

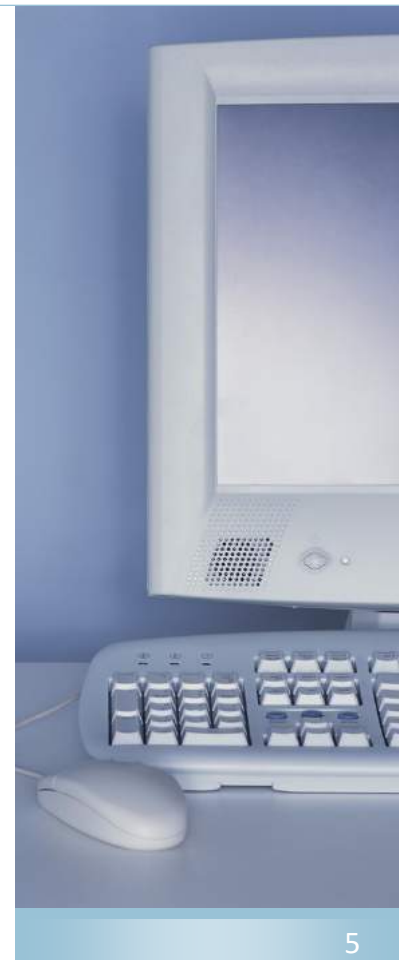
This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



Your Organization

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Your Organization

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Hospital and Heritage Machinery Signage	DOC REF: Item CSM4
---------------	---	------------------------------

REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 06/11/2019
-------------------	---	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

To provide Council with an update regarding Hospital and Heritage Machinery Signage.

CONTENT:

On the 1st November, two hospital signs were sent to all Councillors seeking approval as to what needed to be changed or were they right to be printed as they are.

Heritage Complex staff have worked on these to produce two different aspects of the health system in Boulia. One is a potted history of the hospital buildings and the other focuses on nursing staff.

Central West Health to my understanding is going to put their own hospital signage at the clinic in the future but these signs can be part of our Heritage Trail to be installed on the footpath when the clinic is finished.

Further signage is attached for the Heritage Complex for your review and approval.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That Council approve the signs attached to the Hospital and Heritage Machinery Signage report for production.

ATTACHMENTS: CSM 4.1 & 4.2 Hospital signs, CSM 4.3 – 4.8 Machinery signs

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Hospital



Boulia's first hospital opened in the early 1890's, it was administered by a voluntary committee and funded by donations and payments for treatments. The drought conditions of the late 1890's proved too much for the committee and the hospital closed in 1897. It was reopened in 1901 largely due to the persistence of Mr. and Mrs. JP Howard, together with RK Milson of Springvale and Helena Milne who was visiting from London. As conditions improved in the district there was less difficulty raising funds to support the hospital and to pay a staff; which consisted of a matron, a wardsman/handyman, and a resident doctor. Boulia's Hospital buildings were pulled down in 1982 and Boulia's brick clinic was built in 1981. In mid 2019 construction started on Boulia's Primary Health Centre and Well-being Centre. Construction was completed at the end of 2019.



Hospital Staff



Mabel Crutchfield was born 30/11/1882 in Mirboo, Victoria. She was educated at Camberwell, Victoria and then at the University of Melbourne where she completed her Bachelor of Surgery Degree in 1906. After graduating she was appointed surgeon to the Cottage Hospital in Boulia and as was the practice of the day she was excluded from employment at all the major hospitals because of her gender. Mabel would also do her rounds on camel and then later in a Model T Ford. She left Boulia around late 1909/early 1910. Mabel died in 1929 in Brisbane.



*Original Boulia Hospital in the early 1900's
Centre—Mrs. Donohue (Matron)*



Hospital Staff and Patients 1925



First Flying doctor Service to Boulia 1928

Dulcie Jean Jones, known as Matey, was Matron of the Boulia Hospital from 1952 until 1986. She was born in Oakey on the 28th of August 1922. Matey started her nursing career at Mount Isa in 1941. After completing her general nursing she went on to do her midwifery at Innisfail in 1949. She then went on to work at two private hospitals in Gympie before coming to Boulia. During her 34 year service to Boulia, Matey received the British Empire Medal in the Queens New Year Honour List in 1977. In 1960 she married Ron Jones who's family were the last residing family to live in the Stonehouse. Matey was a wonderful asset to Boulia and was a jack of all trades in the medical world. Being so isolated and on her own she had no choice but to cover all aspects of health and wellbeing available and on call 24/7. There was no relief staff to give her a break in those days. The RFDS flew into Boulia once a week only for a clinic and still fly in every Thursday. Ron and Matey retired to Toowoomba in 1986 where she lived until her death in September 2017.



Blitz Army Truck
Manufacturer: Chevrolet
Donated By: Springvale Station

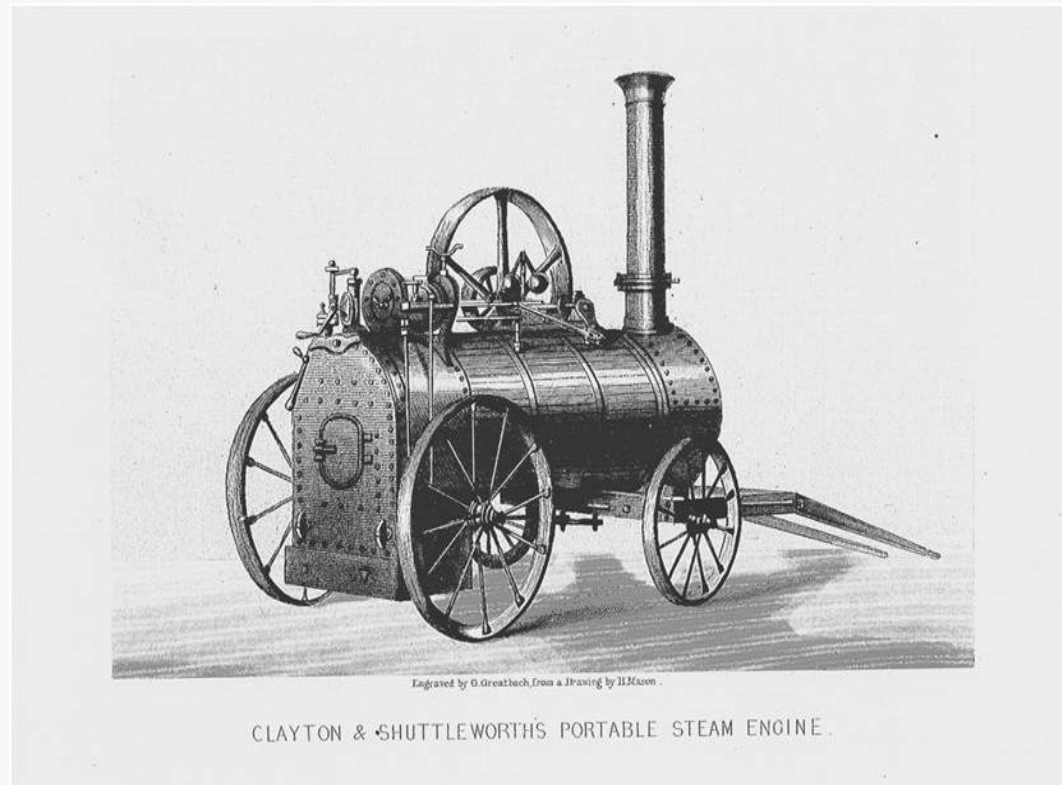
This is a Blitz Army Truck, it was fairly common for stations to use second hand army trucks as camp trucks. It was used to cart fire wood and the station cook would use it to drive to the workers when they were out at camp.



Portable Steam Engine

Manufacturer: Clayton & Shuttleworth

This steam engine was manufactured by Clayton & Shuttleworth, they manufactured steam engines from 1845 until 1929. A steam engine is a heat engine that converts heat energy to mechanical work using steam as the working fluid.



Hay Press

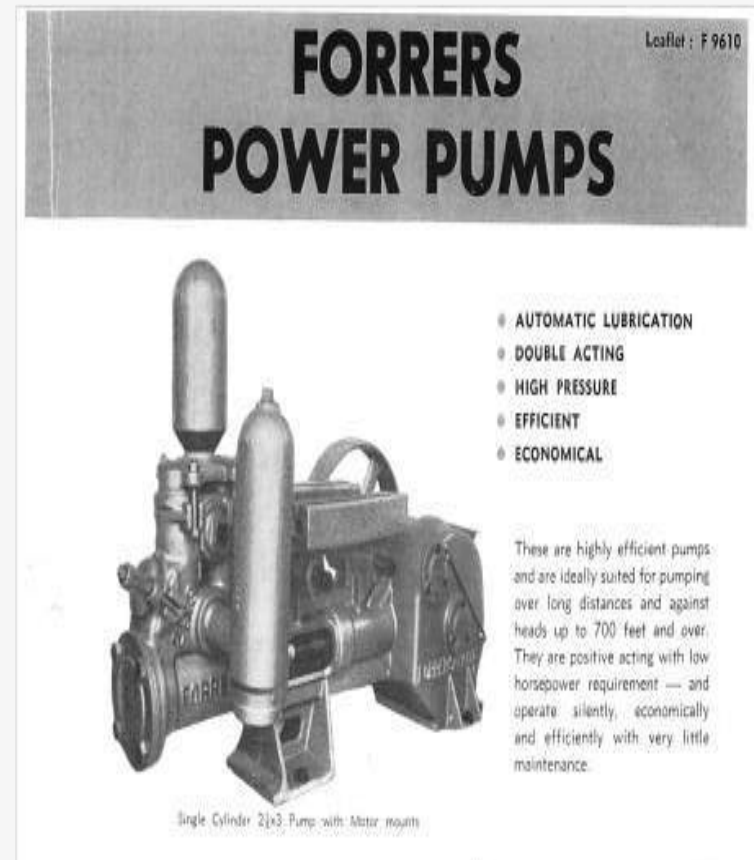
Hay presses were powered with a tractor or stationary engine using a belt on a belt pulley. The hay was brought to the machine and fed in by hand. The bales were tied with wire. The design of this hay press is consistent with the early 1900's.



Power Pump

Manufacturer: Forrers Pty. Ltd.

This pump has the motor mounted and pulley installation. The pump was ideally suited pumping over long distances and against heads up to 700 feet and over. It was located as close to the water supply as possible. Forrers Pty. Ltd. manufactured power pumps from 1921 until 1988.



Welldrilling Plant

Donated By: Reg Beauchamp

Manufacturer: Southern Cross (Manufactured in Toowoomba)

This is the Southern Cross no. 2 Welldrilling Plant. Some people also call it a mud puncher. This welldrilling plant design was manufactured from 1935 until 1946 and was later on built with an engine attached. This plant is built to be driven by a separate engine. This machine was used to drill wells, it was designed to drill up to 600 feet deep however has been known to drill 1200 feet deep. The drilling motion is generated by a walking beam and cam.

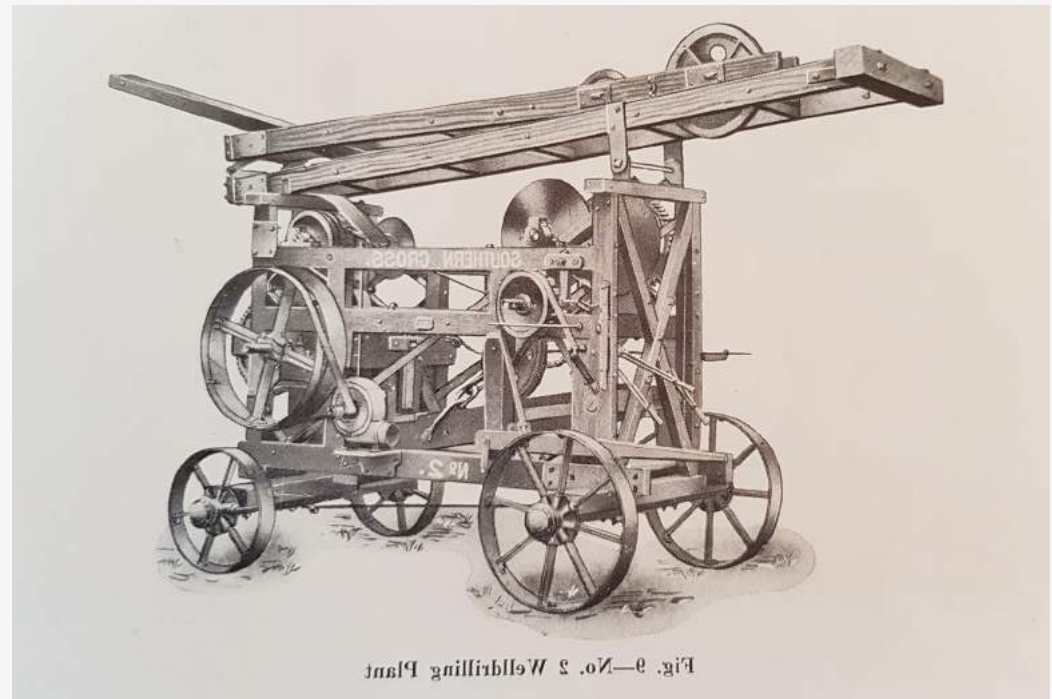


Fig. 9—No. 2 Welldrilling Plant

Wool Scourer

Donated By: Ron McGlinchey - Macsland Station

Originally owned by John Bates, used for cleaning dead wool. John would pick up dead carcasses and throw the wool into the scourer until only clean wool remained. The wool was later used for home spinning.



BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Min Min Encounter October 2019 Report	DOC REF: Item F
---------------	---------------------------------------	---------------------------

REPORT BY:	Anna Karra	DATE: 01/11/2019
-------------------	------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for October 2019	\$9,028.75
MME Visitor Stats for October 2019	405
MME Show Stats for October 2019	194
BHC Stats for October 2019	178

Social Media Statistics for October 2019:

Page	Page Likes	Reached	Shares
Bouliia Shire Council	42	13,200	89
Min Min Encounter	19	6,319	37

REPORT ON ACTIVITIES HELD FOR OCTOBER 2019

The month of October had a busy start with school holidays and Bouliia events - Bike Sports and Bouliia Rodeo, Campdraft & Gymkhana. This month we had the last bus group for this year.

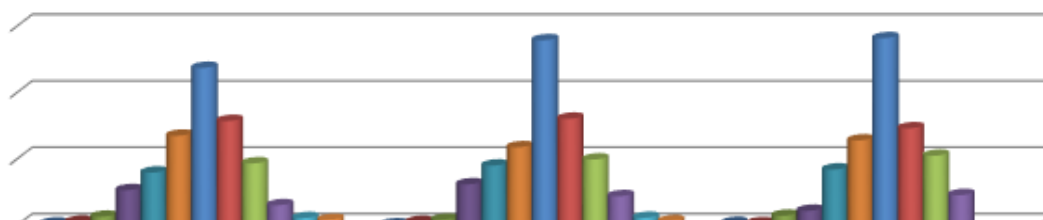
This month I have handed in my resignation from my position with the Council to take up an exciting job at the Bouliia State School. I have always loved working at the Min Min Encounter and I am very thankful to the management and staff for their wonderful support.

We have had a lovely visit by the Urandangi State School teachers and students to our venues this month. The students thoroughly enjoyed the show and they have taken photos with the camel figures at the Min Min Encounter.

We have received one review on Trip Advisor this month -

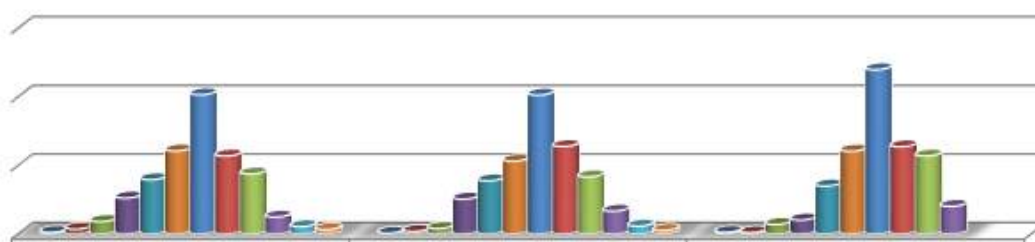
"This an interesting place to visit, the Min Min display is well done & very interesting. There has been many tales about the Min Min lights, who knows what they are. The aboriginals believe they are the spirits of their ancestors who were killed, wouldn't be surprised. The centre has a array of souvenirs, can get a bit to eat as well, staff friendly & helpful with any questions you may ask, well worth the stop."

Min Min Encounter & BHC Tickets & Merchandise Sales



	2017	2018	2019
January	\$468.00	\$199.50	\$635.90
February	\$986.80	\$941.90	\$534.95
March	\$2,527.60	\$1,570.40	\$2,810.65
April	\$10,507.97	\$12,261.15	\$4,295.05
May	\$15,819.82	\$17,912.50	\$16,721.75
June	\$26,898.35	\$23,428.55	\$25,490.35
July	\$47,314.75	\$55,628.45	\$56,252.85
August	\$31,345.60	\$32,009.00	\$29,131.05
September	\$18,576.75	\$19,744.51	\$20,876.55
October	\$5,981.65	\$8,699.05	\$9,028.75
November	\$2,105.20	\$2,198.20	
December	1,520.75	1,127.96	

Min Min Encounter Visitor Numbers



	2017	2018	2019
January	25	13	26
February	72	38	22
March	183	82	140
April	526	510	205
May	793	776	701
June	1212	1063	1208
July	2031	2026	2396
August	1138	1277	1273
September	877	835	1138
October	249	335	405
November	109	116	
December	65	54	

RECOMMENDATION:

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

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Boulia Heritage Complex October 2019 Report	DOC REF: Item G
---------------	---	---------------------------

REPORT BY:	Lindsay Leonard	DATE: 01/11/2019
-------------------	-----------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
 1.1: Promotion of community events, services and facilities
 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle
 1.2: Respecting our culture and heritage, past, present and future
 1.2.1 To preserve and promote the heritage and diverse cultures of our community
 1.2.2 To maintain, preserve, develop and provide access to our region's history
 1.2.3 To promote the heritage, arts and cultures of our communities
 Key Priority 3: Economic Development – A sustainable local economy
 3.4: Promote Boulia Shire and the RAPAD region as a region for tourism and development opportunities

PURPOSE:

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

CONTENT:

ACTIVITY	CUSTOMER VOLUME - per month
Complex Visitors	178

We have had 178 visitors for the month of October. Visitor numbers have continued to decrease which is expected for this time of year.

It has been a productive month here at the BHC. The picture theatre room is coming along, the carpet was installed this month, the theatre chairs have been canvased and the projector is being painted. The QCWA Display has been completed and was showcased when we had the afternoon tea on the 18th of October for the QCWA Boulia Branch 95th anniversary. Also the first half of the machinery signs have been put up.



QCWA Afternoon tea at the Boulia Heritage Complex



QCWA Display

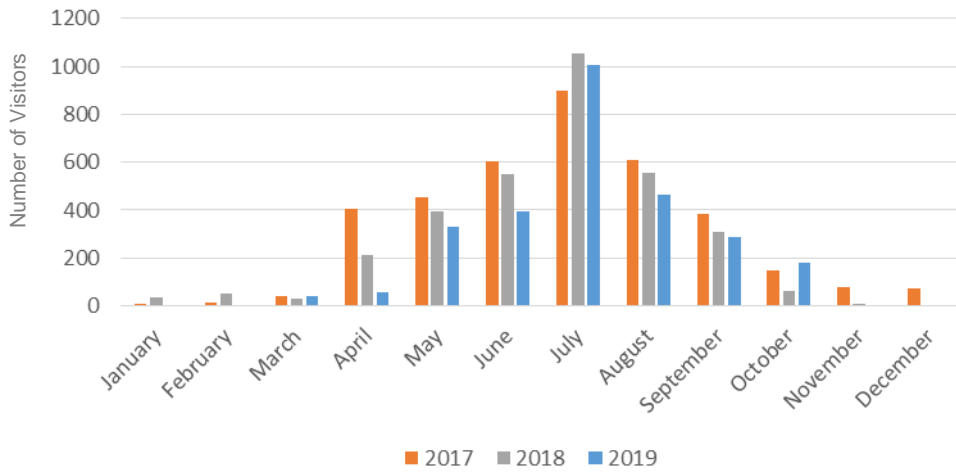
A couple of the machinery with their signs up –





Visitor Statistics Comparison

BHC Visitors Graph



RECOMMENDATION:

That the Boulia Heritage Complex October 2019 Report is received for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Boulia Sports and Aquatic Centre October 2019 Report	DOC REF: Item H
---------------	---	---------------------------

REPORT BY:	Natarsha Shaw Sports Centre Attendant	DATE: 5/11/19
-------------------	--	-------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

1.3: Boulia Shire to have active inclusive communities

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

PURPOSE:

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

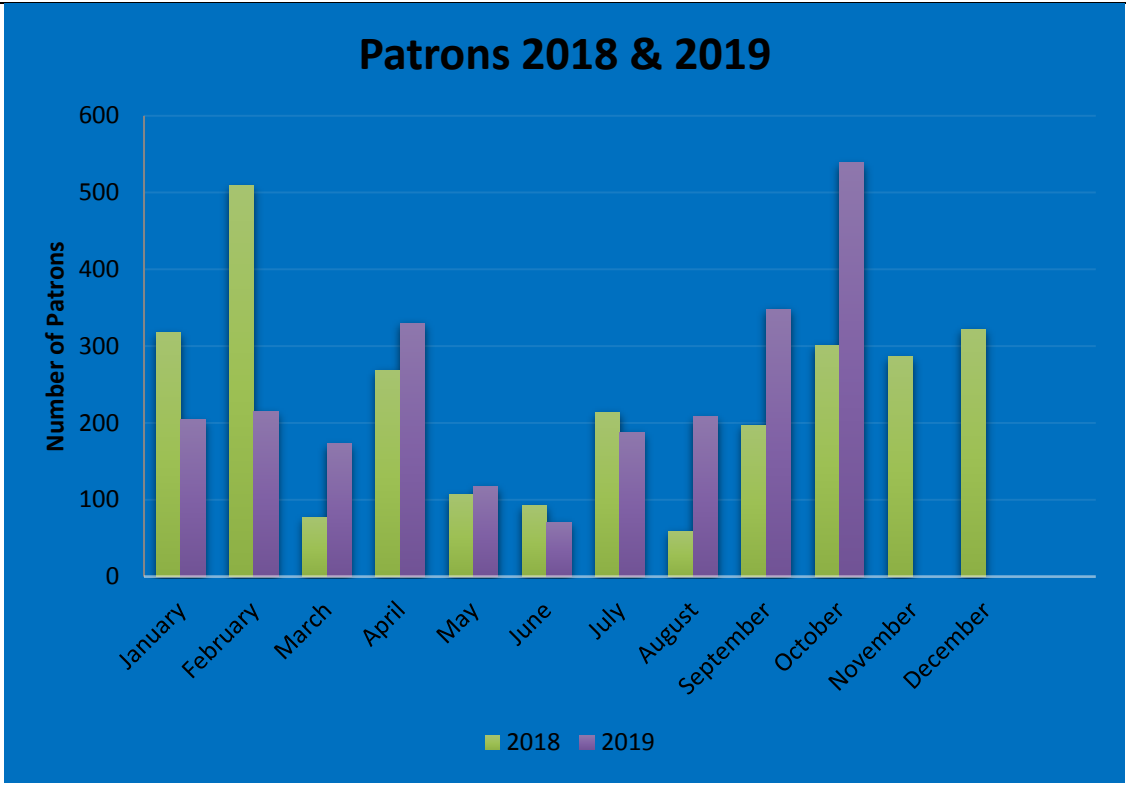
CONTENT:

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

ACTIVITY	CUSTOMER VOL PER MONTH
• Gymnasium	During Hours: 6 After Hours: 52
• Squash	-
• Casual entry usage	127
• Kids usage	359
• Membership usage	59
• Merchandise sales	\$166.00
• Admission	\$131.10
• Refreshment sales	\$18.00

Activities held this month:

- ✚ This month myself along with Jan – Community Support and Michael – Boulia Police have started an afterschool sports every Thursday. This has proved to be a great success with sometimes over 20 kids attending each week.
- ✚ Our school holiday program ran this month which included alot of water play. The inflatable obstacle course was a massive hit with all ages



RECOMMENDATION:

That Council receive the Boulia Sports and Aquatic Centre October 2019 Report for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 18th November 2019

TITLE:	Library October 2019 Report	DOC REF: Item I
---------------	-----------------------------	---------------------------

REPORT BY:	Sandra Capewell	DATE: 06/11/2019
-------------------	-----------------	----------------------------

CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

PURPOSE:

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

CONTENT:

Boulia Shire Council provides a well-appointed Library facility which is open 5 days per week from 1pm to 5pm.

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	93
Wi Fi	23
Number of new members - local	Nil
Tourist Member	1

LIBRARY ACTIVITIES

We welcome one tourist member to the Library this month. Visitor numbers are once again down on last month which is expected this time of the year.

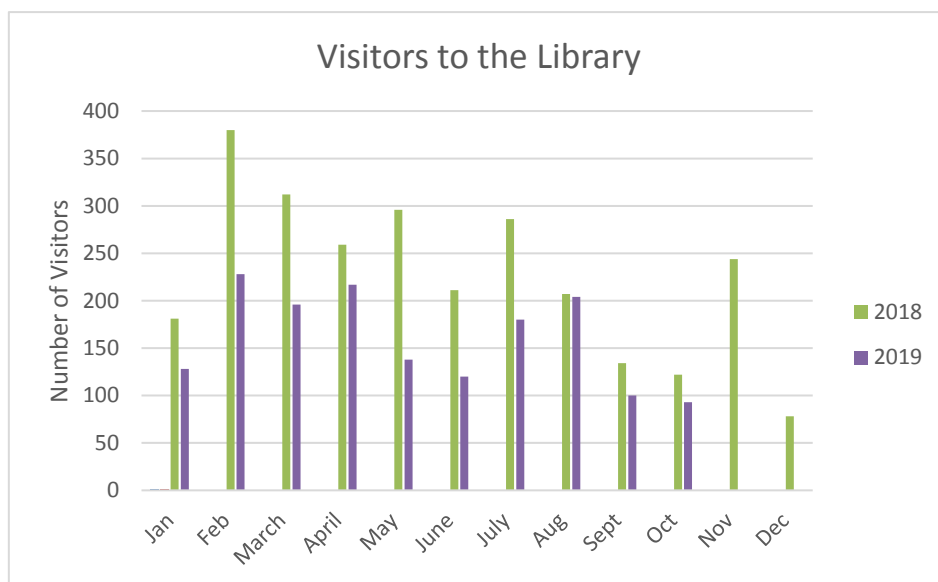
The Library continues to attract the children for after school visits, some enjoy playing the new board games while others try to improve their skills with reading eggs.

A small amount of printing is still being carried out for both the Min Min Encounter and the Boulia Heritage Complex.

The indoor display is Remembrance Day, programmes for the morning have been printed and merchandise has been on sale at the Library.

VISITOR STATISTICS COMPARISON

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2018	181	380	312	259	296	211	286	207	134	122	244	78
2019	128	228	196	217	138	120	180	204	100	93		



RECOMMENDATION:

That Council receive the Library October 2019 report for information.

Reviewed by Community Services Manager

Mrs Julie Woodhouse

Approved by Chief Executive Officer

Ms Lynn Moore

Ordinary Meeting of Council

Date: Monday 18th November 2019



Tabled Documents:

Doc Ref: Item CEO3	Page 32	1st Quarter Operational Plan Report 2019-2020
Doc Ref: Item FM1	Page 36	Manager Corporate & Financial Services Report
Doc Ref: Item FM2	Page 41	Budget Review September 2019



Quarterly Operational Review

1st July to 30th Sep 2019

Key Priority 1: A strong supportive community environment

Our communities are our heartland and boast a unique character. They are places where we demonstrate our diversity and community spirit and provide vital hubs for the services and activities that connect us. We will encourage individual and community responsibility, foster acceptance and reduce disadvantage - bringing our communities closer together.

1.1: Promotion of community events, services and facilities

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.1.1.1	Application for RADF funding and the assessment and allocation of funding applications during the year from community groups.	Number of programs delivered equals the funding program amount.	\$20,000 has been allocated to RADF for 2019-2020 from Arts Qld. Council is to put \$2500 to it.	50%	Community Services Manager

1.1.2: Liaise and work with community groups and organisations in attracting funding and/or providing support where appropriate

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.1.2.1	Support not-for-profit community groups with grant information opportunities and grant development.	All relevant grant information provided to groups via email.	Ongoing support offered when asked for.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.1.3.1	Community celebrations are able to be held in the Shire Hall or Aquatic Centre.	All special commemorative days and events supported.	Community events continue to be facilitated in Council venues. A Pitta Pitta meeting held in November. A Christmas party will be held in the hall in December.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.2.1.1	Preservation of historic information within the shire with locations documented identified on a plan available to the general public.	Documentary work completed with maintenance action plan in place.	A mud map flyer is still handed to visitors, new machinery information signs have been added to the items on display.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.2.2.1	Continue the operation of the Boulia Heritage Complex as a tourist attraction which showcases the heritage and history of Boulia.	Boulia Heritage Complex open to the public with adequately trained staff in the delivery of historic information.	The complex continues to attract great comments on its preservation and display of artefacts and historical material. A new film screening room will be soon completed to open in the 2020 tourist season.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.2.3.1	Provide information days focused on the past history of Boulia both indigenous and non-indigenous.	Heritage information days held.	Regular Qld Day, NAIDOC and Heritage week events acknowledged annually. Funding has been applied for for Qld Day 2020.	50%	Community Services Manager

1.3: Boulia Shire to have active inclusive communities

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.1.1	In conjunction with Job Network provider support the continued opportunity for trainees to work with the Council.	New opportunities identified when grant funding supports this.	A new agreement has been signed with the Job Network provider to support 6 participants in this years program.	25%	Chief Executive Officer

1.3.2: Recognise volunteers who support events throughout the year

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.2.1	Assist local community organisations which deliver community events, to engage volunteers, which support the well-being of the community and support continued growth in tourism.	Community events supported with advertising, in kind support etc.	Partnership ongoing with Boulia Community Support Office, QCWA, Historical Society and Boulia Social Club.	50%	Community Services Manager

1.3.3: Facilitate opportunities for learning, social activities, community events

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.3.1	The Boulia Aquatic Centre staff are fully trained and the facilities are well maintained and fit for purpose.	All staff have completed relevant training.	Training will occur for staff at end of November and casual positions have been advertised.	50%	Community Services Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.3.2	The Council bus to be available for sporting activities when required.	The bus is ready to be used by community when required, registered and road worthy and clean.	Bouliia continues to support local entities with having the bus available.	25%	Road and Construction Maintenance

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.4.1	All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards.	Parks are free from rubbish, broken equipment replaced/repaired and mowed as per levels of service schedule.	Parks and Gardens are being maintained well with flowers planted where appropriate.	25%	Road and Construction Maintenance
1.3.4.2	Community events such as ANZAC Day, NAIDOC, Australia Day are celebrated by the community.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted.	Held annually by Council in partnership with other organisations, occurs annually.	50%	Community Services Manager
1.3.4.3	Community Halls and open spaces are well managed, clean and key system and security deposit taken.	Halls and open spaces available to be booked as required. Checklists are used and damage reported.	All venues including Halls are on a routine cleaning and maintenance program which includes checklists to be completed prior to a booking and post bookings. This process is reviewed monthly at our Team Meeting.	25%	Finance Manager

1.3.5: Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
1.3.5.1	Library, swimming pool and WiFi continue to be provided as a free service to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints.	The community is able to attend swimming pool free and there is free public WiFi for community and visitors at Library and tourism centre.	50%	Community Services Manager

Key Priority 2: Building and maintaining quality infrastructure

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.

Service areas:

Land development, Waste management services, Technical services, Project design and management, Infrastructure services, Depots and workshops operations, Water utilities

2.1: Well connected - buildings and infrastructure

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.1.1.1	Compliant aerodrome facility including lights and markings meet with CASA requirements.	Pass of the audit via Annual inspection by CASA.	Audit completed with new manual passed by CASA. 6 minor issues where identified which are all rectified a part from ponding in one small area near the fuel which poses little risk.	25%	Road and Construction Maintenance
2.1.1.2	Disaster Recovery Funding Arrangements (DRFA) Flood events are identified and managed with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget.	2019 March flood damage has been captured through Recover software, utilised Virb camera to capture the photos of the road network. In Field Assessment (IFA) will be conducted in Boulia on September 17 to 19, 2019.	25%	Director Works and Operations

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
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.	Pave and seal project commenced at 111.1-116.5 (Georgina Approaches) 80% side-track completed. 4 lots sub-grade been tested. Awaiting on the result. Bituminous and Aggregate tender has been released. Gravel commenced 223-238,6 (Ridges).	30%	Director Works and Operations
2.1.1.4	Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc.	Reporting to Roads to Recovery body is approved and audited by external auditors.	Projects identified need to be added on the portal.	25%	Director Works and Operations
2.1.1.5	Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future.	Shire roads maintenance program including maintenance grading is completed each year.	All Shire roads are open to all traffic. Donohue Hwy from green tanks loose surface formed. Urandangi North Road and Donohue striped bitumen has been fixed.	25%	Director Works and Operations

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.1.1.6	Council manages extraneous Council equipment to obtain value for money and generate private works income where possible.	External work is completed at a competitive rate with all costs to Council covered.	Smooth drum roller tender has been issued to purchase new roller. Light vehicle, Skidsteer tenders will be issued soon. We have been supplying concrete to the DTMR works and clinic.	25%	Director Works and Operations

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.1.2.1	Reflect system to be utilised to record and then to action defects on TMR roads within program and budget.	System used effectively and informative reports to Council in monthly reports provided.	This system is being used effectively and reported on each month to Council. Defects are listed to enable TMR to ascertain how much money is required to keep the roads in good condition.	25%	Road and Construction Maintenance
2.1.2.2	Transport and Main Roads RMPC roadworks are completed and maintained within budget.	Reports to Council are completed monthly with quarterly update to Council meeting on progress against plan.	The Reflect system is enabling a good management program to be completed and tracked.	25%	Road and Construction Maintenance
2.1.2.3	TMR Roads and maintenance contracts are prepared, reviewed and submitted within approved time frames.	All TMR contracts are completed and reports submitted to confirm work completed.	Contracts have been reviewed and signed by senior staff to enable progress.	25%	Road and Construction Maintenance

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.1.3.1	Continue to support the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way with representation to State and Federal Governments in conjunction with Councillors and Mayor.	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.	A further 10 klms to be sealed with remote camps for employees set up to enable value for money outcomes.	25%	Chief Executive Officer
2.1.3.2	Road safety and widening between Winton and Boulia and Boulia to Mt Isa is a priority.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.	The widening on the road to Winton is being completed now with Beef Road funding and is being completed by RoadTek. The section is at the Winton border section back towards Boulia.	25%	Chief Executive Officer

2.2: Well serviced - buildings and infrastructure

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.2.1.1	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	All collection dates are completed within timeframe.	Annual review is yet to be completed but services are provided each week.	25%	Road and Construction Maintenance

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.2.1.2	Regular scheduled water sampling conducted and variations reported to Water Board and the CEO.	Reports from Water board free from errors.	As per WQMP all the samples collected and tested.	25%	Director Works and Operations
2.2.1.3	Waste facility managed in line with EPA requirements.	Waste facility is ordered and functional with little 'blow away' waste.	Regular rubbish has been collected. Waste facility has been maintained as per the regulations. Secured funding to install security cameras. As per EPA audit new temporary fence installed. Budget has been allocated to purchase Drott/Track loader. Met all the EPA requirements.	25%	Director Works and Operations
2.2.1.4	Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant.	No water outages.	Water treatment is consistent and within department guidelines.	25%	Road and Construction Maintenance
2.2.1.5	Consumer confidence in water supply for clarity, taste and low turbidity.	Consistently clear non turbid water is provided to consumers.	No complaints received regards to discolour. We are meeting demand supply. Disinfection system still having issues.	25%	Director Works and Operations

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.2.2.1	Buildings and all Council facilities meet regulatory requirements and also meet WH&S standards. Annual inspections of power boxes and RCD's are completed.	Inspections by regulatory bodies and WH&S officers meet pass rate.	Test and Tagging in-progress. RCD testing will commence end of September 2019.	25%	Director Works and Operations
2.2.2.2	Building facilities are well maintained with building use monitored by the venue booking forms, income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	Bi-Monthly inspections are done of the venues by the Manager of Corporate & Financial Services or delegate as requested. On a monthly basis the revenue is reconciled against the bookings made.	25%	Finance Manager
2.2.2.3	Maintain the buildings, grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events.	Grounds, fencing and buildings are maintained to meet racing requirements.	25%	Road and Construction Maintenance
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	Regular maintenance has been carried out.	25%	Director Works and Operations

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.2.2.5	RSL Building renovations including a ramp, renovated kitchen and an internal toilet to be installed.	Identified work to be carried out in line with budget amount.	Renovation completed. Outside painting to be done. New Kitchen, new wheel chair accessible toilet and ramp, new electrical light, fans and air-conditioner, new plumbing.	95%	Director Works and Operations
2.2.2.6	Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library programs developed and delivered for all patrons.	Extended roof line. Library continues to follow State Library procedures. It offers free WiFi access and an excellent well equipped playroom for children.	50%	Community Services Manager
2.2.2.7	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	The Boulia Cemetery has been maintained to standards required.	25%	Road and Construction Maintenance
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	The Urandangi Cemetery has been maintained to standards required.	25%	Road and Construction Maintenance
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	The bus is currently registered, insured and kept up to date on regular services so it can be utilised by the community.	25%	Road and Construction Maintenance

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.2.2.10	All Council owned buildings are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards.	Inspections by regulatory bodies and WH&S officers meet pass rate. Regular inspections conducted by supervisors meet level of service requirements.	Parks and Gardens staff continue to maintain all green areas and housing tenants are sent regular notices re yards.	50%	Community Services Manager
2.2.2.11	Concept completed for the redesign and plan for an incorporated Council administration building.	Concept design developed for building by architect.	The Regional Community Hub building incorporating the Council office has now been to public consultation and designs completed by Griffith University. These designs have now been used as a base to obtain architectural estimates and this has been put to tender for this work to be completed.	25%	Chief Executive Officer
2.2.2.12	Council housing stock is managed in a clear and accountable manner with allocation of housing stock to applicants completed via the Housing Committee.	Housing stock is utilised for the best purpose with all applications progressing through Housing Committee.	Housing is still managed by the CEO and Housing Committee.	50%	Community Services Manager

2.3: Well planned - buildings and infrastructure

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.1.1	Asset Management Plans completed for all major asset classes which will consider both the future anticipated income projections and the future expenditure requirements to sustain services. The plan to consider the expenditure is identified in the Asset Management Plans and will provide input into the annual budget.	Final Asset Management Plans competed for all major asset classes.	Asset Management Course through IPWEA has been completed by the CEO and she has delivered an Asset Management Plan for Footpaths and Walkways. Roads and Bridges Asset Management Plan is currently being developed by an external party. This project will provide a solid base for Council decision making in respect to community assets both as a management tool and disposal tool.	25%	Chief Executive Officer
2.3.1.2	NAMS PLUS Asset Management Plan course completed by CEO to enable Asset Management Plans to be completed for all classes of assets.	Course completed by CEO.	Course completed and Certificate received from IPWEA.	100%	Chief Executive Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.1.3	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.	Levels of Service to be completed in conjunction with all Asset Management Plans. Levels of Service parameters for Footpaths have been completed.	25%	Chief Executive Officer
2.3.1.4	Asset Management Plans are reviewed annually prior to the development of the annual budget.	All Asset Management Plans for major and minor classes are reviewed before the annual budget.	Road data has been collected through RACAS system. AMP commenced.	10%	Director Works and Operations

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.2.1	QTC Project Decision Framework system to be used for all projects over \$100K.	Every capital project over \$100k uses the PDF review.	Recent funding applications have been submitted using the QTC model.	25%	Director Works and Operations
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	i.e - Generator Initial Council plans have been reviewed but changes to be made to incorporate larger blocks.	25%	Chief Executive Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.2.3	All identified future projects to have a shelf ready funding application ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	All small funding opportunities are shelf ready. Several for 2020 have been applied for.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	Adequate street lighting has been maintained.	25%	Road and Construction Maintenance
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on Council land. Positive comments from visitors and community.	Town entrances have been well maintained.	25%	Road and Construction Maintenance
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed.	All gardens are weed free and plantings have been done to peak during tourist season.	New plants and shrubs have been planted to suit seasonal weather for Boulia.	25%	Road and Construction Maintenance
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	This work is still in progress, November 2019 hoping to see some progress.	10%	Finance Manager

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	What Output	How Activity	Work Completed	% Completed	Officer
2.3.4.1	Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development.	All Council identified land for development has survey plans and shelf ready project costing ready to be implemented.	This term the focus is on the Regional Community Hub. Land has been purchased and title received.	25%	Chief Executive Officer
2.3.4.2	All projects over \$100k 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.	Monthly review of budget allocation with new projects and correctly allocated.	25%	Director Works and Operations

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.5.1	2019-2029 Town Planning scheme to be reviewed with community consultation and adopted.	Community consultation held for the review of the next 2019-2029 Town Planning Scheme.	Awaiting Department of Local Gov to finalise the Town Planning Scheme document ready for community review.	10%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
2.3.6.1	All building applications are completed in a timely manner with the correct fees charged.	Applications processed with minimum delays.	ABS data up to date. All new Council structures have been certified.	25%	Director Works and Operations
2.3.6.2	Native Title/Cultural Heritage requests are dealt with as they eventuate.	Land Planning issues proceed as needed with the proper process followed.	Staff training is completed annually. Cultural heritage locations are monitored and recorded in Council EDMS.	25%	Chief Executive Officer

Key Priority 3: Economic development - a sustainable local economy

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.

Service areas:

Regional development, Tourism development, Agribusiness development

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.1.1.1	Advertise the rates concession for new and renovated buildings within the shire.	Notices placed in CCC, provided in rates notices, advertised in regional newspapers.	New rates notices provided by our System this year. Information bulletin sent out with each notice advising ratepayers of the concessions available.	25%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.1.2.1	All houses and units owned by Council are rented out with applications submitted through the Housing Committee for approval.	Housing applications reviewed by committee and occupancy rate achieved.	Houses managed by CEO and Housing Committee.	100%	Community Services Manager

3.1.3: Facilitate networks and partnerships between local business, industry groups and government

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.1.3.1	Facilitation of meetings between government agencies which may assist local business.	Meetings arranged as required. Council email blast, flyers, Facebook.	Meetings convened with LGAQ, RAPAD, OHDC, QFES, IGEM, SES.	25%	Chief Executive Officer

3.2: Support local business and advocate for the region

3.2.1: Support opportunities for new and existing businesses

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.1.1	Continuance of television and other media advertising of the shire including our website.	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	New television advertisement being shown on Channel Seven network. New promotional video being constructed for social media when staff are available. Website and social media continue to enjoy good reviews.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
-------------	-------------	--------------	----------------	-------------	---------

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.2.1	Outback Regional Road Group (ORRTG) represents the importance of our shire roads, roads of regional significance so we receive our fair share of funding from TMR.	Savings for Council achieved through involvement in this group.	Actively participating in the group and heavily involved in joint procurement. TIDS funding receiving fair share.	25%	Director Works and Operations
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Involved in joint purchasing Smart water meter and water mains.	25%	Director Works and Operations
3.2.2.3	Collaboration with Outback Queensland Tourism Association (OQTA) to improve the exposure for Boulia's Tourist product - Min Min Encounter, Boulia's Heritage Complex and our 100 million year old marine fossil exhibit.	Improved exposure to Boulia's tourism product.	All contacts within the tourism industry are maintained.	50%	Community Services Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	Regular quarterly meetings attended with a \$1000 per annum stipend contributed by all Councils involved with the group.	25%	Chief Executive Officer
3.2.2.5	Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by Council presented to WQLGA.	Submissions lodged for both WQLGA and LGAQ to lobby for a 1% increase to Financial Assistance Grants (FAGs). Submission lodged for the Work for Queensland Grants (W4Q) to continue with thanks to the State Government and a challenge for the Commonwealth to match it.	100%	Chief Executive Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) is functional and operates well in emergency situations. 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.	Bi-annual meeting conducted in May and another due in Nov. Annual review of Disaster Management Plan completed as well as updating contact lists. In Nov – a desk top exercise to be conducted. Regular reports completed and sent to the District DDMG.	50%	Chief Executive Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.2.7	Inland Queensland Road Action Plan (IQRAP) - Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities.	This group is gathering momentum. We are only one of 33 local governments who are members. The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	The February report - \$294 million over four years to address the most urgent safety and productivity pinch points on the network (this complements the \$106 million of commitments on IQRNS priorities noted in the 2018/19 QTRIP). An indicative commitment to \$1.887 billion over 2023/24-2028/29 to address the next highest priorities. Completion of works on corridors prioritised under the Northern Australia programs. The IQRNS to be used as a planning tool to support future road investment programs.	25%	Chief Executive Officer

3.2.3: Advocate and support the development of the Outback Highway

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.3.1	Continued lobbying to State and Federal government through the Outback Way for the sealing of the Donohue Highway.	Further allocation of funding to seal sections of the Donohue Hwy.	Outback Highway Development Corporation continue to lobby on our behalf during their visits to Canberra with regard to the 20% contribution Boulia Shire Council has to make when funding is provided via ORRTG through Transport and Main Roads.	25%	Chief Executive Officer
3.2.3.2	Outback Way Development Corporation - continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's longest shortcut.	Monthly teleconference updates.	Teleconferences are held monthly which are scheduled across three time zones. They average 4 hours and cover progress from each of the areas and the current road conditions.	25%	Chief Executive Officer

3.2.4: Advocate for the future development of the road network to strengthen tourism and transport within the shire

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.2.4.1	Development of good relationships with TMR and QRA.	Quarterly meetings held to review progress.	No issues have been raised with DTMR or QRA. We have been working closely with DTMR reps and QRA RLO.	25%	Director Works and Operations

3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.3.1.1	Remote Area Planning and Development Board (RAPAD) - Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	Meetings both face to face and via teleconference. Discussions this quarter included QRA - Flood warning systems, AgForce - unconventional mining activity, Lake Eyre Basin Task Force briefing, Rural Financial Counselling Service NQ updates, QRA Resilience strategy, advancing digital technology, Outback jobs opportunities map, Western Queensland Public Health.	25%	Chief Executive Officer

3.3.2: Enhance digital connectivity opportunities for the Shire

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.3.2.1	Continued operation of FM transmission sites.	All sites operational.	FM transmission site has been maintained.	25%	Road and Construction Maintenance
3.3.2.2	Increased digital connectivity throughout the shire by the use of modern technology which improves communication and allow tourism data to be collected.	Review completed on how digital exposure can benefit Boulia (RAPAD).	Council looking into booking online for the Min Min Encounter and new apps showcasing heritage complex.	50%	Community Services Manager

3.3.3: Grants, commercial and regulatory functions and other revenue sources increases

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.3.3.1	Grant applications developed for shelf projects.	Successful grant applications.	As per 2.3.2.3, small grants being submitted annually.	100%	Community Services Manager
3.3.3.2	Grant application register is kept on applications approved, pending, unsuccessful.	Grant applications register is presented to Council monthly.	The Grant application register has been kept up to date throughout the quarter with outcomes noted on approved and unsuccessful grant applications and pending grants awaiting submission results.	25%	Executive Assistant

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	What Output	How Activity	Work Completed	% Completed	Officer
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries.	Consultation with T/O groups on wording and location of signage. Installation of signs completed.		50%	Community Services Manager
3.4.1.2	Increase visitor numbers by utilisation of electronic media to promote Boulia and surrounding attractions.	TV advertising continues. Customer surveys conducted, web page, Facebook, TV etc	Electronic media continues to attract a wide variety of comments. New television advert being shown.	50%	Community Services Manager
3.4.1.3	Support local tourism in Urandangi by the improvement of facilities in the parks with the addition of more infrastructure.	Replacement of infrastructure completed - toilet, BBQ, playground as budget allows.	Library resources sent to Urandangi for the local small library.	50%	Community Services Manager
3.4.1.4	Review digital media, brochure and television advertising annually to ensure content is relevant and is aimed at the target market.	Increase in income as a percentage of expenditure for sales. Record visitor numbers and sales in monthly report to Council.	A revised Boulia travel guide has been printed ready for the season in 2020.	50%	Community Services Manager
3.4.1.5	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers, i.e. caravan and camping shows.	Attendance of staff to trade shows and training opportunities.	Trade shows still attended by tourism staff. Interaction with regional tourism centres.	50%	Community Services Manager

3.4.2: Support Council operated businesses which are associated with tourists and benefit the wider community

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.4.2.1	The Min Min attraction is the major draw card for Boulia. Maintain and improve the experience by regular maintenance and updating program software when required.	Upgrading of existing infrastructure completed with program review to be completed when funding available.	A partnership with a new production company is being looked at to work with the current designer for maintenance and upgrades.	50%	Community Services Manager
3.4.2.2	Boulia Heritage Complex: New cinema area to be developed as funding permits to showcase influence of agriculture over the past 100 years.	Archived material collected and developed to form a mini 'show'.	New cinema area is being completed at complex which will facilitate historical stories of Boulia to the public.	50%	Community Services Manager
3.4.2.3	Boulia Heritage Complex to be developed further to showcase the past history.	New signage for machinery and articles completed.	Research into an app and audio visual content for the Heritage Complex is being looked into.	50%	Community Services Manager

3.4.3: Support local groups in the development of tourism activities which will benefit the wider community

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.4.3.1	Council to provide in kind support and assistance with grant funding applications if necessary.	Council to provide budget amount each year to support the provision of community activities and tourism.	Annually adjusted in Council budget.	50%	Community Services Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
3.4.4.1	Attendance at all meetings of RAPAD engaging in regional tourism projects.	Attendance at meetings with feedback to Council.	All RAPAD meetings are attended either by the Mayor and CEO or the DWO and Mayor or his representative.	25%	Chief Executive Officer

Key Priority 4: Caring for the 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.

Service areas:

Town planning, Development assessment, Strategic land use planning, Building and plumbing services, RLPO services, Environmental health, Disaster management, Emergency services, Flood mitigation project

4.1: Well managed

4.1.1: Employ efficient development planning processes and practices

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.1.1.1	Cultural heritage clearances are sought during the planning process for construction activities.	All cultural heritage clearances have been completed prior to any work done.	Part of the project plan to obtain CH clearances for any new sites or projects. New bores and Donohue projects have been CH cleared before commencing the work. Reports have been saved in IX.	25%	Director Works and Operations

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.1.2.1	Complete community consultation meeting for the review of the 2019-2029 Town Plan.	Community meeting held.	The Department will be visiting Bouliia in late Nov to complete this project.	0%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.1.3.1	Fogging activities completed in times of flood.	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests.	With the flooding we had earlier in the year, fogging was completed to suitable standards.	25%	Road and Construction Maintenance
4.1.3.2	Manage stray domestic animals within the township to reduce incidences of nuisance behaviour.	Reports of stray domestic animals actioned within 4 hours.	From the 01/07/2019 on going 6 feral kittens were handed in and humanely put down and one dog was handed over and humanely put down.	85%	Rural Lands Protection Officer
4.1.3.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	Policies due for renewal have been flagged with the relevant Departments to ensure they are reviewed at the needed time.	25%	Executive Assistant

4.1.4: To be aware of significant cultural heritage listed areas and to engage with Traditional Owners for the management and future identification of culturally sensitive areas

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.1.4.1	Regular communication with Traditional Owners to review significant sites and cultural areas noted.	Locations of places of interest known to Council for future construction activities.	No new construction activities during this period.	100%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.2.1.1	Local Disaster Management Group meets on a six monthly basis to review action plans.	Plans updated/reviewed and field or desktop exercises completed.	Action Plans reviewed in May - desktop exercise due in Nov 2019.	50%	Chief Executive Officer
4.2.1.2	Local SES group is supported by Council. Compliance with the state requirements to have a State Emergency Service (SES) group.	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.	New controller to be appointed with Council taking the lead on the administration tasks.	25%	Chief Executive Officer

4.2.2: Establish and maintain a disaster management response capability to meet community needs when required

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.2.2.1	Regular activities including field exercises are conducted.	Field exercises conducted in May and/or Nov.	Field exercises due in May - desktop exercises due Nov.	25%	Chief Executive Officer

4.3.: Sustainable

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.1.1	Support the local land-care groups to achieve pest and weed control.	Meetings and assistance provided.	Invitation to attend local meetings extended when occurring. Link with Councils RLPO.	25%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.2.1	All facilities over which we are required to hold a licence meet the Qld standards and licence renewal is achieved.	Visitation and audit by Environmental Health Officer to review all of Council operated facilities and business operating in Boulia.	All the licences have been paid and are up to date.	25%	Director Works and Operations
4.3.2.2	Leases over the Butcher Paddock and Coridgee 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.	Leasee is working with Council to do their maintenance of all water facilities in both lease paddock's.	85%	Rural Lands Protection Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.3.1	Watering of Council's parks and median strips is managed to use the best water source.	Watering through drought periods is scheduled.	Watering has been kept up to the required standards.	25%	Road and Construction Maintenance

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.4.1	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.	Pest weeds are sprayed when found and the burrow pits along main and shire roads that have Parkinsonia bushes growing in them are being treated with Graslan pellets.	90%	Rural Lands Protection Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.4.2	Noxious pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council but subject to grant funding.	Limited incursions with action taken for invasive species.	With the dry weather and with so many of the pest weeds and plants being under stress spraying only happens after some rain as most plants and pest weeds won't die if sprayed when they are stressed.	65%	Rural Lands Protection Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.4.3	Reduction in the number of pest animals by paying of bounties for wild dog and cat scalps and pig snouts with a complete register of numbers reported and amounts paid by Council for the bounty.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face.	<p>From the 01/07/2019 there have been 84 pig snouts handed in with a total of \$420.00 being paid in bounties.</p> <p>From the 01/07/2019 81 dog scalps were handed in with a total of \$2,430.00 being paid in bounties.</p> <p>From the 01/07/2019 there have been no feral cat tails handed in. With it being so dry and landholders being kept busy feeding stock the number of properties baiting in the first round of 1080 baiting has been low.</p> <p>Four properties have carried out 1080 baiting from the 01/07/2019 with 1900kg of meat treated and two properties buying 400 De-K9 baits each.</p>	70%	Rural Lands Protection Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.4.4	Town Common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by Council. Weed control and stock levels monitored and reported to Council quarterly.	Town Common Committee meets at least once per year. Members fees are paid promptly. Stock which is not registered with a member will be impounded. Town Common muster is completed half yearly.	<p>A common muster was carried out on the 03/08/2019 with 28 head of cattle and 9 horses mustered that did not belong on the common.</p> <p>There are at this time 109 head of cattle and 11 horses being paid to run on the common.</p> <p>With the numbers of cattle that don't belong on the common not getting any less, Council might have to have a talk to the properties that share a boundary with the Town Common and ask them to up grade the boundary fences in the near future.</p>	85%	Rural Lands Protection Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
4.3.4.5	Primary Stock Route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock Route bores are maintained in accordance with funding received.	<p>Funding for maintenance to stock route bore/water facilities are being allotted to those Stock Routes that have drovers using them all of the time and not to the Stock Routes that have one drover every 5 to 10 years using them.</p> <p>The Stock Routes that are not being used are last in line for any Capital Works funding that is left over once the others have gotten theirs.</p> <p>Council does have some money that can be used to maintain the Stock Route bores in a working condition.</p> <p>When any pest weeds are found on the Stock Routes they are sprayed ASAP.</p>	70%	Rural Lands Protection Officer

Key Priority 5: Robust 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 behaviours which are supported by the Local Government Act 2009 to provide confidence to funding providers.

Service areas:

Gravel pits, Boulia and Urandangi Airports, Land development, Corporate Communications, Information Services, Financial Services, Governance, Procurement, Records management, Asset management, Risk management, Safety

5.1: Confidence and Compliance

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.1.1	Review of Boulia Certified Agreement due 2024. Ensure agreement options are enacted from the agreement 2019-2024.	Regular reviews of conditions being paid to staff.	Meetings planned for the progression/finalisation of the Enterprise Bargaining Agreement are being held up due to Unions not providing input e.g. meeting arranged on 15 August 2019.	0%	Human Resources

5.1.1.2	Administration - HR policies and procedures in place to ensure staff have clear guidelines in relation to working for the Council.	Policies are reviewed and made available to staff.	All new staff, staff who have taken new and/or additional roles within Council's Workforce are given letters of offer which clearly sets out their employment entitlements in relation to their role. In addition they are given introduction to Council e.g. Corporate Structure.	25%	Human Resources
			During the Enterprise Bargaining discussions, Staff who have participated have become aware of their applicable Award and its associated conditions and where this information can be accessed. They are familiar with their entitlements also because of content of the new Enterprise Bargaining Agreement in comparison with the non-certified but implemented 2006 Enterprise Bargaining Agreement's conditions of employment. Staff also contact the Payroll/Human Resources Administration Officer		

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.1.3	Human Resource plan is developed to identify potential needs in the future (succession planning).	Workforce Plan to be completed to assist future workforce needs.	<p>regarding any queries in relation to their pay and employment entitlements.</p> <p>Succession planning will move forward once the Enterprise Bargaining process is finalised and Council has certified Enterprise Bargaining Agreement outcomes implemented. During this process the vacancies have been identified and the new Corporate Structure was adopted in Council in the July 2019 meeting.</p> <p>The LGAQ workforce census indicates some succession needs particularly as 44 per cent of the Council Workforce is over 55 years of age.</p>	10%	Human Resources

5.1.2: Effective internal and external communication and records management

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.2.1	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	Information disseminated via email, payslip and in the case of the new Certified Agreement, in person.	25%	Chief Executive Officer
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.	All correspondence in and out of the organisation is being recorded as well as some older information from earlier years. A review of the records is done quarterly with the Records Officer and the Manager of Corporate & Financial Services. Training has been scheduled for 2 new users at the Works Depot.	25%	Finance Manager

5.1.3: Adopt an integrated risk management approach

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified.	Risk Management Framework is reviewed and developed further.	Risk Plan actioned to be updated during the 2019-2020 year.	25%	Chief Executive Officer

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters.	Reports completed as required.	<p>Reports have been submitted to JLTA as needed. Council works closely with JLTA to ensure compliance with Work Health and Safety requirements.</p> <p>All new staff are given introductions to Work Health and Safety to enhance Council's "Safe" workplace culture. Training is provided to all staff when a need is identified such as changes in compliance with new legislation.</p>	100%	Human Resources

5.1.4: Third party contractor licences, tickets, certificates and qualifications are held and maintained reflective of the current contract, arrangements checked to ensure they are current

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year.	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.		0%	Workplace Health and Safety

5.2: Accountability

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.1.1	Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions.	Long Term Financial Plan developed in line with QTC format.	This is scheduled to be updated in October 2019 on completion of the Audited Financial Statements.	0%	Finance Manager
5.2.1.2	A business solution (IT) which covers the needs of Council at present and into the future, is supported by each layer of the organisation and training is available to achieve best practice.	Partnership with the RAPAD group to identify future solutions for Boulia in line with the region progressed.	IT Vision Synergy Soft has been implemented.	75%	Chief Executive Officer
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy.	Investments made in accordance with Investment Policy.	Council's funds are reviewed on a daily basis as part of the Bank Reconciliation program. Funds are only invested as per Council's policy. Due to the current economic climate all funds are currently held in QTC and CBA. Council's general bank account is swept of any large amounts on a daily basis.	25%	Finance Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation.	Rates and Annual Charges levied by due date, user charges and other debtors raised and recovered effectively.	End of each month a review is done on all outstanding funds to Council. Action is taken as per our Debt Collection Policy. Work is being done on a regular basis for collection of debt.	25%	Finance Manager
5.2.1.5	Accurate and correct costing of expenditure (including Accounts Payable, Stores, and Assets) on behalf of the functions of the Organisation.	Accounts payable paid within required time-frame, all stores issued at correct value and correctly costed to functions, all assets accounted for accurately.	Reconciliations are done on a monthly cycle for all major general ledger accounts. Any discrepancies are dealt with at the time of issue. Reconciliations are then verified by the Area Manager.	25%	Finance Manager
5.2.1.6	Review Annual Budget for inclusion in the Operational Plan.	Operational Plan (including Budget) adopted by 30 June each year.	Quarterly Budget reviews are conducted. 30th September 2019 is the end of our first quarter, the budget review will be conducted during October and reported to Council and Managers.	15%	Finance Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.1.7	Manage Council's insurance portfolio.	100% of insurances reviewed and maintained annually.	Insurance portfolio is reviewed quarterly in conjunction with the Budget review. LGMS will be doing a site visit on the 24th October 2019 to discuss current and future insurance.	25%	Finance Manager

5.2.2: Maintain high standards of Corporate Governance through effective audits

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.2.1	Audit Committee - Regular meetings are held in line with requirements to review and monitor audit comments and ensure Council is performing in accordance with the Local Government regulations.	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	The August meeting for the Audit & Risk Management meeting has been delayed to October 2019.	15%	Finance Manager
5.2.2.2	Internal Audit Plan to be reviewed quarterly and actioned to achieve goals.	Internal audit to be recorded on Pulse software for updating and permanent record.	Tony Walsh is currently working on the Audit Plan and will be onsite from the 23rd October 2019.	15%	Finance Manager

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
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.	At the grant submission stage we have been submitting the QTC model.	25%	Director Works and Operations

5.2.4: Ensure transparency and accountability through management reporting

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.4.1	Provision of key financial information to ManEx and Council.	Provision of budget information to staff.	Financial information is shared at the ManEx meetings regarding Council's current projects that work is being done on or about to start. This also includes funding programs and milestone reporting. End of Sept quarter the Budget review will be tabled at the next ManEx meeting.	10%	Finance Manager
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the Council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to Council within time frames.	The framework for the Annual Report has been put together ready for finalisation.	45%	Executive Assistant

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.2.4.3	Discharge Council's statutory financial reporting obligations.	Unqualified audit report. Statements submitted to the Office of Local Government by 31st October each year.	Currently working on the audit report with the External Auditor.	25%	Finance Manager
5.2.4.4	Undertake a review of policies and procedures register to identify policies due for review.	Policy owners are to be advised of policy reviews due and time-frame for these to be adopted by Council.	Policies due for renewal have been identified and the relevant Departments notified.	25%	Executive Assistant
5.2.4.5	Council has a clear picture of the overall financial position and performance.	Monthly Financial reporting to Council includes snapshot of current performance against budget figures.	It is reported to each Council meeting where Council stand financially and how performance is running against the current adopted budget.	25%	Finance Manager
5.2.4.6	Council is able to review costs against budget.	Delivery of Quarterly Budget Review to Council.	Monthly reports are given to Council as an overview of costs/ revenue against the budget. Quarterly there is a formal review given to Council, line by line.	20%	Finance Manager
5.2.4.7	Council understands our current cash position.	Delivery of monthly cash and investment reports to Council.	Reported to Council at each monthly meeting and discussed.	25%	Finance Manager

5.3: Stability

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.3.1.1	Embed our Integrated Work Health Safety Framework.	Regular reporting to ManEx on incidents and prevention activities.	WH&S reviewed each week at ManEx.	25%	Workplace Health and Safety
5.3.1.2	Identify key risk areas in Council operations to be reviewed as part of the internal audit.	Undertake two (2) internal audit reviews per annum.	This is ongoing and done daily. Quarterly a formal review is done by the Manager of Corporate & Financial Services and the CEO to gauge progression. Internal Audit is planned to conduct its first formal audit for 2019-20 on the 23rd October 2019.	0%	Finance Manager
5.3.1.3	Implementation of actions set out in the Internal Audit Committee Action Plan.	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year.	This is reviewed quarterly and documented on what has been achieved and or work in progress. This is then reported at our Risk & Audit Management Committee meetings. Next meeting October 2019.	20%	Finance Manager
5.3.1.4	Complete annual audit of work sites.	No breaches of WHS regulatory requirements.		0%	Workplace Health and Safety

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
		Hearing assessments for employees working in noisy environments completed. At least 90% of all work sites are audited annually.			
5.3.1.5	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice.	Reports provided to Council and ManEx in relation to the testing conducted.	Random checking completed as necessary.	0%	Workplace Health and Safety

5.4: Sustainability

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.1.1	Min Min expenditure fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	Fees still in line with other similar attractions. New quality merchandise continually sourced for the centre.	50%	Community Services Manager
5.4.1.2	Stonehouse fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	In line with similar attractions in the region and shows value for money.	50%	Community Services Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.1.3	Depot workshop, Council plant and equipment is fully operational at all times.	Limited downtime and minimal lost productivity.	All the Council plant and equipment has been serviced as per manufactures recommendation. Required vehicles tested by TMR inspectors annually. Lifting chains have been tested. Major maintenance has been carried out on Council days off to eliminate downtime.	25%	Director Works and Operations

5.4.2: Optimise performance of Council business units using available technology

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.2.1	Maintain compliant Closed Circuit Television network operations in the Shire.	No breach of regulatory requirements in relation to operation of CCTV Operations.	No breaches to report.	25%	Finance Manager
5.4.2.2	Maintain Servers and Facilities with adequate licence renewals for current software.	All current software renewed on schedule.	This is reviewed each time a licence is ready to expire, do we need it, is it the best for Council. This is an ongoing program.	25%	Finance Manager
5.4.2.3	Manage telephone and Ergon accounts for electricity and telecommunication equipment and services.	Accounts paid, nil outages and plans are cost effective for Council.	Done on a monthly/ quarterly basis, any issues raised are dealt with immediately.	25%	Finance Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.2.4	Investigate potential utilisation of additional Internet Service Provision capacity for the Shire - cloud technology.	Review of cost/benefit for 'Cloud' technology to be completed.	Will commence Jan 2020.	0%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by Council.	A draft budget is reviewed by Management prior to any workshops with Councillors to ensure all planned work has been accounted for and any major changes there is sufficient information given to endorse the changes as requested. The main work on this begins in January.	10%	Finance Manager
5.4.3.2	Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections.	Quarterly budget reviews completed and presented to Council with comments on variations to budget.	This is done both monthly as a high overview and quarterly in detail. Sept quarterly review will be reviewed in October 2019.	25%	Finance Manager

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.3.3	Mayoral budget preparation commences in January with two Councillor workshops before June each year.	Work to complete budget commenced in Jan and two workshops held.	This is planned for January 2020.	0%	Finance Manager

5.4.4: Implement good practice in managing and maintaining our assets

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.4.4.1	The Plant Committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the Council.	Plant Committee meeting fairly regularly to discuss plant purchases and progress.	25%	Director Works and Operations
5.4.4.2	Stonehouse Museum Business plan incorporating management guides and sustainability review completed.	Plans completed which identify future sustainability and infrastructure requirements.	Business plan updated August 2019.	100%	Community Services Manager
5.4.4.3	Min Min Encounter Business plan incorporating management guides and sustainability review completed with completed manual for the show held by Council.	Business plan and management manuals completed by Greg Tuckwell (consultant).	Business plan updated October 2019.	50%	Community Services Manager

5.5: Advocacy

5.5.1: Advocate for improved services and infrastructure

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.5.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	New internet connection earmarked for Urandangi.	25%	Chief Executive Officer

5.5.2: To have Councillor representation and actively be involved in regional forums

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
5.5.2.1	To have the nominated Councillor to attend and report on meetings they attend.	All external meetings attended by Councillors or senior staff are to have a written report completed and submitted to Council at the following meeting.	Councillor to attend and report back to the following meeting. Mayor reports all meetings held.	25%	Chief Executive Officer

Key Priority 6: Supporting local services and facilities

Active, healthy lifestyles drive our success as a Shire. Health and well-being 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.

Service areas:

Boulia Primary Health Centre, Well-being Centre, Urandangi Health Centre

6.1: Facilitate opportunities

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
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.	Monthly meetings are held on the progress of the Well-being Centre which is almost complete which is promoted as a preventative facility which includes dialysis machines. The clinic at Urandangi upgrade is controlled through Dr Don and as he requests work done it is completed.	25%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
6.1.2.1	Provide 'free' to attend functions and facilities where possible to encourage community engagement.	Council supports 'free to attend' functions where possible.	Council continues to hold free entry events such as film screening of Min Min light documentary in October.	50%	Community Services Manager

6.2: Support an active healthy community

6.2.1: Encourage and promote community well-being, including healthy and active lifestyles

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
6.2.1.1	Support Well-being Centre to completion of building.	Building completed with interior fit-out finished.	Building almost complete with finish date now due in Nov.	95%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
6.2.2.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields.	Facilities are open and usable for the public at least 95% of the year.	Facility is well run and now hosts activities by the Police and Community Services.	25%	Chief Executive Officer
6.2.2.2	Continue to provide Australia Post services for as long as this is required to be provided by Council.	Australia Post facility is operational with trained staff who are available.	Post Office services are provided daily, we have 3 fully trained officers to run the Post Office in Boulia.	25%	Finance Manager

6.2.3: Improve disability access to facilities in each community

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
6.2.3.1	Continue with program of disability access to all Council buildings.	All Council buildings have disability access.	All Council owned buildings now have wheelchair access.	100%	Chief Executive Officer

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
6.2.4.1	Auspiced 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.	Work is completed as requested and reported back to the health department.	25%	Chief Executive Officer
6.2.4.2	Strong relationships built between all levels of government who deliver health services to the people of Boulia.	Improved health and medical facilities for Boulia and Urandangi.	Good working relationships have developed during the implementation of the Well-being Centre.	95%	Chief Executive Officer

Key Priority 7: Valuing our greatest asset - 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.

Service areas:

Council workplaces (inside and outside), Tourist attractions, Local businesses

7.1: An innovative culture

7.1.1: Adopt employment practices that develop and support a motivated and focussed workforce

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.1.1.1	All staff are compliant in the use of the WH&S system and achieve an audit pass on inspections.	JLTA audit is completed and a pass is achieved by the group.	Audit due in Nov.	50%	Workplace Health and Safety
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.	Payroll is prepared each fortnight. The Finance and Corporate Services Manager undertakes the checking of the payments to staff.	20%	Human Resources
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.	Privacy Legislation is implemented for the security of all Human Resource and Payroll Records.	50%	Human Resources

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.1.1.4	Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees.	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	Recruitment is conducted in accordance with Council policies and procedures.	70%	Human Resources
7.1.1.5	Complete annual performance review of the Chief Executive Officer.	Mayor is responsible for the completion of this review - he may opt for a panel.	Review documents have been provided to the Mayor.	50%	Chief Executive Officer
7.1.1.6	CEO to complete six (6) monthly performance reviews on senior staff.	Performance reviews for the July-December period completed.	Quarterly reports are being completed - completed for DWO and Mgr Fin.	25%	Chief Executive Officer
7.1.1.7	Complete annual performance review of your employees for Works and Operations.	Reviews completed on anniversary.	Awaiting on certified agreement to sign off.	25%	Director Works and Operations
7.1.1.8	Complete performance reviews for your staff in Community Services.	Reviews completed on anniversary.	Performance reviews done as required and new staff being currently sourced.	50%	Community Services Manager
7.1.1.9	Complete performance reviews for your staff in Finance and Administration.	Reviews completed on anniversary.	As reviews fall due, reviews are being conducted.	10%	Finance Manager

7.1.2: Keeping pace with technological changes in the workplace environment

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.1.2.1	Support staff to further their development in Local Government in the use of progressive programs, training and resources.	Courses sourced for staff so they are competent in the use of the systems used by Council.	Staff training needs are identified by staff and supervisors as the Council's core business directions and/or technological requirements change. Council endeavours to maintain a high level of professionalism in delivering services which requires ongoing professional development in the appropriate fields within the workforce. Compliance with government legislation such as Work Health and Safety, Environmental etc also places demands on Council to ensure staff are current with their various certifications.	10%	Human Resources

7.2: A great place to work

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.2.1.1	EBA Committee - Staff Committees are formed inclusive of all areas of the Council and employees have input into the group decisions.	Well balanced EBA supporting both staff and the Council sustainability.	EBA Consultative Committee has been established.	100%	Human Resources
7.2.1.2	Implement the new Certified Agreement and State Award 2017 in conjunction with the Consultative Committees.	Modern award implement as released with new Certified Agreement in place.	All Human Resources recruitment continuous, improvement and Payroll processing is being structured in preparation for the implementation of the new Certified Enterprise Bargaining Agreement.	10%	Human Resources

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.2.2.1	All staff are aware of how to notify ideas/complaints/suggestions.	Records of suggestions/complaints/issues to be kept. PID training to be part of training regime.	Planning has commenced for this training.	10%	Human Resources

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.2.2.2	Develop a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention.	Workforce Plan developed in conjunction with all staff.	<p>All Human Resources Recruiting Strategies are being developed with the view to attraction and retention. Once the Certified EBA is implemented this will enhance the attraction and retention rates for existing staff and future recruitment requirements.</p> <p>Professional development and training is always considered to ensure staff confidence in the delivery of their role's responsibilities.</p>	20%	Human Resources

7.2.3: Provide access to external support networks for emotional assistance

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.2.3.1	Continue to provide the Employee Assistance Program and support the local RFDS visits.	Quarterly reports on access to services received (no personal details) only the volume of access.	Arrangements are in place for the Council's Workforce and family members to access this Employee Assistance Program which facilitates referrals to the RFDS should the need arise.	100%	Human Resources

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.2.4.4	Investigate all contractors and workforce to ensure appropriate licences, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project.	All reviews completed for contractors and workforce quarterly.	Provided at the beginning of the year.	25%	Chief Executive Officer

7.3: Living our values

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.3.1.1	Confident staff able to attend to all customer enquiries and deal with difficult situations.	Annual re-fresher training on customer service as required.	Staff are trained and then discussions at team meeting on any areas that require extra training or a change to process. Also liaise with all of Council prior to changes being made to ensure that the change will not impact on their work.	25%	Finance Manager
7.3.1.2	Provide a range of administrative, customer services and facilities for the continued operation of Council.	Policies, forms and up to date information is available on request.	This is done on a daily basis. No complaints to date.	25%	Finance Manager

7.4: Tourism

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.4.1.1	Present the tourist facilities in Boulia to the best of our ability – everyday.	Utilise TV, brochures, magazines to share our story of Boulia and the Min Min Lights.	Displays monitored for the best effect to the visitor and theme decorating in the month of July featuring camel related items.	50%	Community Services Manager

7.5: Education

7.5.1: Partner with relevant groups to support and deliver Emergency services within the shire

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.5.1.1	Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.	Grant applications submitted for equipment as required.	Support has been given whenever required to all emergency services.	25%	Road and Construction Maintenance

7.5.2: Partner with relevant agencies and organisations to provide a range of community awareness and educational programs

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.5.2.1	Partner with Boulia Community Services to provide educational programs in our facilities.	Several planned programs over the school holidays conducted in our facilities.	Council partners with other organisations and local police to offer holiday programs and sports days.	50%	Community Services Manager

7.5.3: Support further education for all employees relevant to their roles

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.5.3.1	Record information gathered from staff performance reviews on future training needs and plan according to budget and numbers.	All staff reviews to be added to the training file request and training arranged in accordance with the budget.	Staff are encouraged to bring their personal professional development plans to their supervisors in order to deliver a high level of professional outcomes and service to all of Council's clients.	10%	Human Resources

7.6: Develop new employment opportunities

7.6.1: Partner with other organisations who can deliver training to improve prospects of future employment roles within Council

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
7.6.1.1	Trainees become part of our workforce and are encouraged and well supported.	All trainee positions offered and filled.	An Administration Trainee has been engaged and is performing their duties in a professional manner and compliant with the Certificate's Training Plan.	40%	Human Resources

Key Priority 8: Proactive and responsible 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 exceptional - people, local enterprise, and natural resources - developing our strategic and competitive advantage underpinned by strong regional partnerships.

Service areas:

Council workplaces (office and depot), Tourist attractions locations, Local businesses

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	What Output	How Activity	Work Completed	% Completed	Officer
8.1.1.1	Annual community meeting after following the end of year financial results are released.	Meeting held in early December after the final results are released.	Future community meeting topics earmarked with intended meeting dates to be finalised.	25%	Executive Assistant
8.1.1.2	Regular information being released through Channel Country Chatter and Facebook with the website content reviewed for accuracy and content twice per year.	Verbal feedback, monitored visits through Facebook.	Reviews on social media, comments and likes by visitors collated by tourism staff.	50%	Community Services Manager

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	What Output	How Activity	Work Completed	% Completed	Officer
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	Council meeting agendas are being released for review within the required time frames.	25%	Executive Assistant
8.1.2.2	Ensure the Mayoral election is conducted in accordance with statutory requirements.	Mayor duly elected March 2020.		0%	Chief Executive Officer
8.1.2.3	Ensure the Deputy Mayoral election is conducted in accordance with statutory requirements.	Deputy Mayor duly elected March 2020.		0%	Chief Executive Officer
8.1.2.4	Ensure Council meetings are conducted in accordance with the Code of Meeting Practice and Code of Conduct.	No breaches to the Code of Meeting Practice or Code of Conduct.	Recorded in the minutes each month.	25%	Chief Executive Officer
8.1.2.4	Provide Councillors with timely information and reports.	Business Papers, Minutes, Councillor correspondence and other Council documents sent within statutory time-frames.	Business papers, minutes, Councillor correspondence and other associated documents are being distributed within the required time frames.	25%	Executive Assistant

8.1.3: Communication with the community is aimed to capture the wide range of media

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.1.3.1	Notifications to customers to be sent via email blast, Facebook, web page, flyers.	All notices sent within 4 hours of receipt.	Customer notifications are being distributed via email blast, Facebook, flyers and the Council website as they are received to ensure the community is kept up to date.	25%	Executive Assistant

8.1.4: Residents are informed about and involved in Council's decision making

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.1.4.1	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.	Council meeting dates until December 2019 have been distributed to the community and any changes to the intended dates updated accordingly.	50%	Executive Assistant

8.2: Strong representation

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

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.2.1.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	All scheduled Council meetings have been held for the quarter.	25%	Executive Assistant

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.2.1.2	Representation at all elected meeting groups supporting Boulia initiatives.	Reports received from attendees at the meetings presented to Council for information.		0%	Chief Executive Officer

8.2.2: Develop and maintain partnerships with regional organisations

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.2.2.1	Active representation in all Council representative bodies including the RAPAD group of Councils.	Attendance at all meetings with success achieved with group projects.	All meetings attended.	25%	Chief Executive Officer

8.2.3: Council acts in a coordinated manner to implement this Plan

Action Code	What Output	How Activity	Work Completed	% Completed	Officer
8.2.3.1	Council supports the implementation of the plan and actively comments on the outcomes.	Plan implemented with success against budget allocation and planned activities.	Budget against plan reviewed each month.	25%	Chief Executive Officer



BOULIA SHIRE COUNCIL

Address all correspondence to:
Chief Executive Officer
18 Herbert Street, Boulia QLD 4829
ABN: 20 492 088 398

Email: admin@boulia.qld.gov.au
Tel: (07) 4746 3188 | Fax: (07) 4746 3136

44 PURCHASING DELEGATION CONFLICT OF INTEREST DECLARATION

DELEGATION OFFICER DETAILS

Employee Name: _____

Position: _____

Delegation Limit (\$): _____

Purpose of Delegation: _____

As a Purchasing Officer of Boulia Shire Council with a Delegated Authority to sign and authorise payments as noted above, I acknowledge that I will act in the best interests of Council in all ordering or purchasing processes I am involved in and will, where practical, remove myself from these processes if I have a conflict of interest* in any given transaction/s.

If my conflict of interest is deemed to be not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest, I will continue to carry out my responsibilities to serve the overall public interest in the matter.

Signature: _____

Date: ____ / ____ / ____

** A conflict of interest may include any matter that may result in a direct or indirect benefit or loss to yourself or people you are connected with (close family member, friend, distant relationship, committee/organisation/club etc)*

I also declare that I (or a close family member of mine) hold a material interest in the following entities or organisations (if none, write 'Nil'):

Item FM2

Bouliia Shire Council - Operating Budget Review 2019-20 as at 30th September 2019															
Description	Adopted Budget as at 20th June 2019			Actual Costs						Proposed Budget Amendments as at 30th September 2019			Amended Budget as at 30th September 2019		
	Revenue (Income)	Expenditure (Expenses)	Net Result	Revenue (Income)	Percentage of Actual against Adopted Budget as at 30th September 2019	Expenditure (Expenses)	Percentage of Actual against Adopted Budget as at 30th September 2019	Net Result	Percentage of Actual against Adopted Budget as at 30th September 2019	Revenue (Income)	Expenditure (Expenses)	Net Result	Revenue (Income)	Expenditure (Expenses)	Net Result
Governance															
Executive Team		(710,203)				(138,537)	20%			0				(710,203)	
Councillors		(315,600)				(72,053)	23%			0				(315,600)	
Public Order & Safety	15,500	(16,600)		0	0%	(4,464)	27%			0		15,500		(16,600)	
Town Planning / Building		(19,500)				(3,978)	20%			0				(19,500)	
Native Title		(10,000)				0	0%			0				(10,000)	
	15,500	(1,071,903)	(1,056,403)	0		(219,032)		(219,032)	21%	0	0	0	15,500	(1,071,903)	(1,056,403)
Works & Operations															
Works Administration	246,000	(363,500)		30,651	12%	(107,641)	30%			0	0		246,000	(363,500)	
Plant Services	2,100,000	(800,000)		832,422	40%	(322,540)	40%			0	0		2,100,000	(800,000)	
Domestic Animal Control	4,200	(8,300)		1,313	31%	(197)	2%			0	0		4,200	(8,300)	
Pest Management (Feral Animals)	3,000	(36,600)		591	20%	(4,404)	12%			0	0		3,000	(36,600)	
Town Common	7,000	(20,500)		5,635	80%	(4,454)	22%			0	0		7,000	(20,500)	
Stock Routes		(23,250)				(7,712)	33%			0	0			(23,250)	
Environmental Management	271,790	(331,250)		137,114	50%	(20,800)	6%			0	0		271,790	(331,250)	
Street Lighting & Camera's		(20,500)				(1,798)	9%			0	0			(20,500)	
Cemetery	5,000	(25,600)		0	0%	0	0%			0	0		5,000	(25,600)	
Bouliia Racecourse Reserve	10,000	(198,705)		0	0%	(51,147)	26%			0	0		10,000	(198,705)	
Parks & Gardens		(620,095)				(145,154)	23%			0	0			(620,095)	
Public Halls	3,000	(52,970)		555	18%	(16,833)	32%			0	0		3,000	(52,970)	
Aerodromes	40,600	(109,920)		4,844	12%	(34,723)	32%			0	0		40,600	(109,920)	
Water Services	171,435	(193,090)		90,226	53%	(39,200)	20%			0	0		171,435	(193,090)	
Sewerage Services	106,065	(46,200)		58,975	56%	(10,879)	24%			0	0		106,065	(46,200)	
Waste Management	98,235	(112,500)		52,871	54%	(56,662)	50%			0	0		98,235	(112,500)	
Shire Roads		(691,390)				(68,245)	10%			0	0			(691,390)	
Main Roads (RMPC)	1,668,800	(1,668,800)		1,546,682	93%	(445,334)	27%			0	0		1,668,800	(1,668,800)	
Blackspot		(1,000)				0	0%			0	0			(1,000)	
Private Recoverable Works	10,000			(151,911)						0	0		10,000		
	4,745,125	(5,324,169)	(579,044)	2,609,966		(1,337,722)		1,272,244	-220%	0	0	0	4,745,125	(5,324,169)	(579,044)
Community Services															
Housing	236,300	(351,000)		51,577	22%	(121,253)	35%			0	0		236,300	(351,000)	
Housing - Pensioner	13,780	(17,660)		2,520	18%	(4,606)	26%			0	0		13,780	(17,660)	
Bouliia Sports / Aquatic Centre	4,950	(251,500)		819	17%	(73,160)	29%			0	0		4,950	(251,500)	
Library	400	(71,845)		87	22%	(21,385)	30%			0	0		400	(71,845)	
Heritage Complex	22,000	(123,019)		14,000	64%	(33,671)	27%			0	0		22,000	(123,019)	
Min Min Encounter	160,000	(283,140)		83,477	52%	(106,334)	38%			0	0		160,000	(283,140)	
Arts & Festivals (RADF)		(2,500)				0	0%			0	0			(2,500)	
Community Bus	5,000			1,537	31%					0	0		5,000		
Community Welfare		(500)				0	0%			0	0			(500)	
Community Celebrations		(7,800)				(348)	4%			0	0			(7,800)	
Tourism & Promotion		(157,021)				(53,898)	34%			0	0			(157,021)	
	442,430	(1,265,985)	(823,555)	154,016		(414,655)		(260,639)	32%	0	0	0	442,430	(1,265,985)	(823,555)
Corporate & Financial Services															
Communication		(26,650)				(1,049)	4%			0	0			(26,650)	
Council Community Assistance		(100,000)				(23,113)	23%			0	0			(100,000)	
Post Office	51,000	(129,900)		19,093	37%	(49,664)	38%			0	0		51,000	(129,900)	
Lease Income	24,243	(5,190)		118	0%	(1,984)	38%			0	0		24,243	(5,190)	
Rates - General	1,028,580			519,580	51%					0	0		1,028,580		
Grants - Operational	3,005,595	(50,000)		395,788	13%	0	0%			0	0		3,005,595	(50,000)	
Sundry Income	5,000			6,749	135%					0	0		5,000		
Bank Interest	260,000			54,944	21%					(40,000)			220,000		
Office Administration		(886,500)				(343,471)	39%			0	0			(886,500)	
Information Technology		(136,500)				(70,186)	51%			0	0			(136,500)	
Employee Entitlements	1,600,000	(1,201,078)		412,703	26%	(181,312)	15%			0	0		1,600,000	(1,201,078)	
	5,974,418	(2,535,818)	3,438,600	1,408,975		(670,778)		738,196	21%	(40,000)	0	(40,000)	5,934,418	(2,535,818)	3,398,600
			\$ 979,598					\$ 1,530,769	156%			(40,000)			\$ 939,598

Capital Works Adopted Budget 2019/20 - Budget Review as at 30th September 2019

Capital Expenditure Summary 2019-20	Cost Of Total Program / Project Split over Years	Grant Value	Budget 18/19	Original Budget 19/20	Combined Final Budget Figure 19/20	Actual Cost as at 30-9-2019	Percentage of Actual against Adopted Budget as at 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 30th September 2019
LAND		994,800	40,000	954,800	994,800	32,977		-	994,800
Boulia Industrial Estate	2018-2020	994,800	40,000	954,800	994,800	32,977	3%		994,800
FURNITURE AND EQUIPMENT		-	15,000	235,000	250,000	5,469		-	250,000
Fuel Reader System Depot			15,000		15,000		0%		15,000
Avgas Bowser service (24hr service Auto)				35,000	35,000		0%		35,000
Business Enterprise System				30,000	30,000	5,469	18%		30,000
IT Server and computer Replacements				170,000	170,000		0%		170,000
CAPITAL WIP - BUILDINGS		270,000	50,000	550,000	600,000	5,216		-	600,000
Entrance Re-design Min Min Encounter Layout			30,000	20,000	50,000		0%		50,000
Sports Centre - Replace roof over eaves			10000		10,000	5,216	52%		10,000
Sports Centre - Café Curtains / blinds			10000		10,000		0%		10,000
Mural Sports Centre Wall				30,000	30,000		0%		30,000
Heritage Complex Theatre Room				20,000	20,000		0%		20,000
Redesign Rodeo Grounds -Stage 1				10,000	10,000		0%		10,000
Re-devopment of Show & office layout of Encounter - subject to Grant funding				200,000	200,000		0%		200,000
Cement Shed Installation incl fence W4Q3 - 2 Yr program	2019-2021	100,000		100,000	100,000		0%		100,000
Sports Centre - Amenities - W4Q3	2019-2021	170,000		170,000	170,000		0%		170,000
CAPITAL WIP - OTHER STRUCTURES		547,267	5,000	630,267	635,267	94,968		25,000	660,267
Tennis Court Resurfacing - Get Playing Places & Spaces	2019-2021	89,800		112,800	112,800	94,968	84%		112,800

Capital Works Adopted Budget 2019/20 - Budget Review as at 30th September 2019

Capital Expenditure Summary 2019-20	Cost Of Total Program / Project Split over Years	Grant Value	Budget 18/19	Original Budget 19/20	Combined Final Budget Figure 19/20	Actual Cost as at 30-9-2019	Percentage of Actual against Adopted Budget as at 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 30th September 2019
Beam Cemetery (Stage 1)			5,000	5,000	10,000		0%		10,000
Flag Poles				20,000	20,000		0%		20,000
Future Projects - Co-contribution				35,000	35,000		0%		35,000
Urandangie Park Upgrade - Play Equipment W4Q3	2019-2021	50,000		50,000	50,000		0%		50,000
Fuel Setup Urandangie - W4Q3 - 2 Yr program	2019-2021	80000		80,000	80,000		0%		80,000
Spelling Yards - Upgrade - W4Q3 - 2 Yr program	2019-2021	100,000		100,000	100,000		0%		100,000
Shade Shelter & Seating Bubbler Park W4Q3 - 2 Yr program	2019-2021	20,000		20,000	20,000		0%		20,000
Depot Upgrade - Shade Shelter for equipment - W4Q3 - 2 Yr program	2019-2021	60,000		60,000	60,000		0%		60,000
Double Garages - Houses 56 Moonah & 35 Wills Sts W4Q3 - 2 Yr program	2019-2021	60,000		60,000	60,000		0%		60,000
Hamilton - Herbert St Cnr Block Development W4Q3 - 2 Yr program	2019-2021	10,000		10,000	10,000		0%		10,000
Security Cameras & Installation LGGSP - 2 Yr program	2019-2021	77,467		77,467	77,467		0%		77,467
Ur dangi Depot Accommodation								25,000	25,000
CAPITAL WIP -AIRPORTS		0	0	0	0	0		0	0
CAPITAL WIP -ROADS		6,762,616	300,000	5,721,856	6,021,856	1,405,151		-	6,021,856
Roads		147,210	-	294,420	294,420	179,773		-	294,420
Upgrade Floodway - Springvale Road - NDRP	2018-20	147,210		294,420	294,420	179,773	61%		294,420

Capital Works Adopted Budget 2019/20 - Budget Review as at 30th September 2019

Capital Expenditure Summary 2019-20	Cost Of Total Program / Project Split over Years	Grant Value	Budget 18/19	Original Budget 19/20	Combined Final Budget Figure 19/20	Actual Cost as at 30-9-2019	Percentage of Actual against Adopted Budget as at 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 30th September 2019
TIDS / TMR - Base TIDS - 50/50		255,583	-	301,166	301,166	-		-	301,166
Resealing - Truck Pads (Coorabulka Rd,Urandangi North Rd,Selwyn Rd,Donohue Hwy)		45,583		91,166	91,166		0%		91,166
Resealing - Urandangi North Rd CH0 - 9.1 - Co-contribution R2R		160,000		160,000	160,000		0%		160,000
Water Bore Contribution		50,000		50,000	50,000		0%		50,000
TIDS / TMR - Discretionary		4,086,000	300,000	4,240,000	4,540,000	1,157,769		-	4,540,000
Donohue Highway Outback Stage 1	5/19-12/19	1,962,000	300,000	1,880,000	2,180,000	1,073,943	49%		2,180,000
Donohue Highway Outback Stage 2	2/20 - 6/20	2,124,000		2,360,000	2,360,000	83,826	4%		2,360,000
Roads to Recovery (R2R)		2,273,823	-	780,220	780,220	67,609		-	780,220
Donohue Highway 10% allocation - Stage 1	2019-2024	2,273,823		218,000	218,000	67,609	31%		218,000
Donohue Highway 10% allocation - Stage 2				236,000	236,000		0%		236,000
Resealing - Urandangie North Rd CH0 - 9.1 - Co-contribution TIDS Base				116,875	116,875		0%		116,875
Resealing - Urandangie North Rd CH86.95-93				183,458	183,458		0%		183,458
Resealing - Urandangie Town Streets				25,887	25,887		0%		25,887
CAPITAL WIP - Footpaths / Kerb / Channelling		-	-	75,000	75,000	-		-	75,000
Footpath				25,000	25,000		0%		25,000
Kerb Channelling				50,000	50,000		0%		50,000

Capital Works Adopted Budget 2019/20 - Budget Review as at 30th September 2019

Capital Expenditure Summary 2019-20	Cost Of Total Program / Project Split over Years	Grant Value	Budget 18/19	Original Budget 19/20	Combined Final Budget Figure 19/20	Actual Cost as at 30-9-2019	Percentage of Actual against Adopted Budget as at 30th September 2019	Proposed Amendments to Budget	Proposed Amended Budget as at 30th September 2019
CAPITAL WIP - STORMWATER		-	-	31,050	31,050	-		-	31,050
WIP - Stormwater				31,050	31,050		0%		31,050
CAPITAL WIP - WATER		1,432,400	1,050,000	392,400	1,442,400	993,058		-	1,442,400
WIP - Bore Pump Replacement				10,000	10,000		0%		10,000
Trial Boulia Water meters Commercial - W4Q3 - 2 Yr program	2019-2021	30,000		30,000	30,000		0%		30,000
Hydrosmart - SES Bore - W4Q3 - 2 Yr program	2019-2021	30,000		30,000	30,000		0%		30,000
Wash Down Bay Upgrade W4Q3- 2 Yr program	2019-2021	120,000		120,000	120,000		0%		120,000
Installation Bores, Reconstruct Floodways, Town Works - DCP Cwlth	2019-2020	1,000,000	1,000,000		1,050,000	991,954	94%		1,050,000
Water Bore Contribution		50,000	50,000						
Urandangie Water Tank Relining & Hydrosmart Installation LGGSP - 2 Yr program	2019-2021	202,400		202,400	202,400	1,104	1%		202,400
CAPITAL WIP - SEWERAGE		-	20,000	-	20,000	-		-	20,000
Pump Station 1 Pump No. 1 - Install macerator pumps			20,000		20,000		0%		20,000
GRAND TOTAL		10,007,083	1,735,000	10,215,323	11,695,323	2,632,470			11,720,323
				-648,817	Expenditure exceeds Income				