

Boulia Shire Council



General Meeting

Friday 20th November 2020





13th November 2020

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 20th November 2020** at the **Boulia Airport Terminal** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the 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 meetings Pg.5
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.13
 - DIRECTOR OF WORKS AND OPERATIONS
 - Item DWO1 Grants Work Status Summary Pg.16
 - INFORMATION REPORTS
 - Item A NDRRA Flood Damage Works Department Pg.18
 - Item B Foreman, Road Maintenance and Utility Services Pg.19
 - Item C Foreman, Roads Maintenance and Construction Pg.24
 - Item D Rural Lands Protection Officer Pg.25
 - Item E Work Camp Pg.28
 - CHIEF EXECUTIVE OFFICER
 - Item CEO1 CEO October 2020 Report Pg.29
 - Item CEO2 Action List Pg.32
 - Item CEO3 Policy Review Pg.36
 - Item CEO4 See closed session
 - DIRECTOR OF CORPORATE SERVICES
 - Item DCS1 Director of Corporate Services October 2020 Report Pg.90
 - Item DCS2 Policy 101 - Purchasing and Acquisition: Policy Review Pg.92
 - Item DCS3 Audit Report Pg.101
 - FINANCE MANAGER
 - Item FM1 Finance Manager Report Pg.185



BOULIA SHIRE COUNCIL

COMMUNITY SERVICES MANAGER

Item CSM1 Community Services Report

Pg.190

INFORMATION REPORTS

(There are currently no Boulia Sports and Aquatic Centre reports as the Centre is currently closed for renovations)

Item F Min Min Encounter

Pg.194

Item G Library

nil this month

Item H Workplace Health and Safety Information Report

Pg.196

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

Item CEO4 Deregulation of Airports - Boulia Airport

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

Ms Lynn Moore
Chief Executive Officer

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

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

DECLARATION OF INTERESTS

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

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



BOULIA SHIRE COUNCIL

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COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 23RD OCTOBER 2020
COMMENCING AT 9 AM**

Attendance:

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mrs Nicole Tonkies (Executive Assistant)

Opening:

The Mayor opened the meeting at 8.58 am.

Mr Harin Karra joined the meeting at 8.58 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.

2020/10.1 MINUTES OF THE SEPTEMBER 2020 ORDINARY MEETING

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Edgar
That the minutes of the Ordinary Meeting held on 25 th September 2020 be accepted.	
<u>Carried</u>	

2020/10.2 ENGINEERING SERVICES REPORT – NEWS BRIEF FOR SEPTEMBER 2020

PURPOSE: To inform Council on the progress of various items through an information update.
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<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Beauchamp
That the Engineering Services Report – News brief for September 2020 be noted.	
<u>Carried</u>	

2020/10.3 GRANTS WORK STATUS SUMMARY – SEPTEMBER 2020

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 Norton

That the Grants Work Status Summary – September 2020 report on the progress of the funded projects be received for information.

Carried

2020/10.4 NDRRA Flood Damage Works Department September 2020 Report

PURPOSE:

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

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

That the NDRRA Flood Damage Works Department September 2020 Report be received for information.

Carried

2020/10.5 FOREMAN ROAD MAINTENANCE AND UTILITY SERVICES SEPTEMBER 2020 REPORT

PURPOSE:

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

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

That Council receive the Foreman, Road Maintenance and Utility Services September 2020 report for information.

Carried

2020/10.6 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION SEPTEMBER 2020 REPORT

PURPOSE:

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

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

That Council receive the Foreman Roads Maintenance and Construction September 2020 Report for information.

Carried

2020/10.7 RURAL LANDS PROTECTION OFFICER SEPTEMBER 2020 REPORT

PURPOSE:

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

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

That the Rural Lands Protection Officer's September 2020 Report be received for information.

Carried

2020/10.8 BOULIA WORK CAMP SEPTEMBER 2020 REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 25th September to 4th October 2020.

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

That the Boulia Work Camp September 2020 report is received for information.

Carried

Meeting adjourned for morning tea at 9.41 am.

Meeting resumed at 10 am.

2020/10.9 CEO SEPTEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp **Seconded:** Councillor Edgar

That the CEO September 2020 Report is received for information.

Carried

2020/10.10 ACTION LIST

PURPOSE:

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

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

That the updated Action List report be received for information.

Carried

2020/10.11 DRAFT PLAN OF MANAGEMENT PARKS, RESERVES AND SPORTSGROUNDS

PURPOSE:

Presentation of the Draft Plan of Management for Parks, Reserves and Sportsgrounds for approval to be placed on public exhibition for 28 days.

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

1. That Council review the Draft Plan of Management - Parks, Reserves and Sportsgrounds.
2. That Council approve the Draft Plan of Management for public display and comment for 28 days with written submissions to be received from relevant parties for a period of 42 days from the date of the first public exhibition/publication.
3. All submissions received during this 42 day period to be reviewed by Council and submitted to the next Council meeting for comment/approval and adoption.

Carried

2020/10.12 1ST QUARTER OPERATIONAL PLAN REPORT 2020-2021

PURPOSE:

To present the first quarter Operational Report for 2020-2021.

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

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

Carried

2020/10.13 COMMUNITY SERVICES SEPTEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Norton **Seconded:** Councillor Britton

That the Community Services September 2020 Report is received for information.

Carried

2020/10.14 MIN MIN ENCOUNTER SEPTEMBER 2020 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 Britton **Seconded:** Councillor Neilson

That the Min Min Encounter September 2020 Report be received for information.

Carried

2020/10.15 LIBRARY SEPTEMBER 2020 REPORT

PURPOSE:

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

Moved: Councillor Edgar **Seconded:** Councillor Beauchamp

That Council receive the Library September 2020 report for information.

Carried

2020/10.16 WORK HEALTH AND SAFETY SEPTEMBER 2020 REPORT

PURPOSE:

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

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

That Council receive the Work Health and Safety September 2020 Report for information.

Carried

2020/10.17 CLOSED MEETING AT 11.37 AM

Moved: Councillor Beauchamp **Seconded:** Councillor Edgar

It was resolved Council moved into Closed Session in accordance with the *Local Government Regulation 2012* section 254J (3)(e) - legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government, in order to discuss a late report, Item CEO5: Braeside - Request for Grading of Access Roads.

Carried

Councillor Britton has declared a Prescribed Conflict of Interest on the Late Report Item CEO5: Braeside - Request for Grading of Access Roads, in accordance with the Local Government Act 2009 section 150E1(c)(i), due to a close associate of his (Brother and Sister-in-law) being the applicant for this approval. In accordance with section 150EM of the Local Government Act 2009, he will leave the meeting and stay away from the meeting while this matter is discussed and voted on.

Councillor Britton and Mrs Sloman left the meeting at 11.37 am.

2020/10.18 OUT OF CLOSED SESSION AT 12.02 PM

<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Norton
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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: 2020/10.19.

2020/10.19 BRAESIDE - REQUEST FOR GRADING OF ACCESS ROADS

PURPOSE: Council has recently received a letter in response to the previous resolution of Council's in September for the grading of property 'access' road. The letter of request has been investigated and this report presents to Council the outcomes and seeks further instructions on how to proceed.
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<u>Moved:</u> Councillor Neilson	<u>Seconded:</u> Councillor Edgar
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That the CEO seek a drafted response from King & Co or other legal service provider for the applicant which supports the Council's position under Policy 136.

Carried

Councillor Britton and Mrs Sloman return to the meeting at 12.02 pm.

Mr Karra left the meeting at 12.02 pm.

Meeting adjourned for lunch at 12.02 pm.

Meeting resumed at 1.10 pm.

Mr Rahul Bhargava entered the meeting at 1.10 pm.

2020/10.20 FINANCE MANAGER SEPTEMBER 2020 REPORT

PURPOSE: Financial Summary as at 30 th September 2020.

<u>Moved:</u> Councillor Beauchamp	<u>Seconded:</u> Councillor Norton
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That the Finance Managers September 2020 Report be received for information.

Carried

2020/10.21 BUDGET REVIEW SEPTEMBER 2020

PURPOSE: Budget Review to 30 th September 2020 based on trends to date.
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Moved: Councillor Neilson

Seconded: Councillor Britton

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

Carried

Mr Bhargava left the meeting at 2.18 pm.

Meeting Closure

The Mayor closed the meeting at 2.18 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'.



**MINUTES OF A SPECIAL CLOSED MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON MONDAY 9TH NOVEMBER 2020
COMMENCING AT 1.30 PM**

Attendance:

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

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

Council Standing Orders:

Voting rights as per resolution 2015/4.9 are equal whether attending in person or by teleconference.

Reason for the meeting:

This special closed meeting of Council was held to discuss the awarding of tender T2020/21-1 'All Services' Supply and Install Bituminous Products and tender T2020/21-2 Supply and Delivery of Precoated Cover Aggregate. Due to the proposed completion date of the intended works, it was necessary for the special meeting to be called prior to the scheduled Ordinary meeting of Council on the 20th November 2020 in order for the tenders to be awarded.

The meeting was closed in accordance with *Local Government Regulation 2012* section 254J (3)(g):

negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

Opening:

The meeting was opened by the Chief Executive Officer at 1.32 pm.

ASSESSMENT OF 'ALL SERVICES' SUPPLY AND INSTALL BITUMINOUS PRODUCTS TENDER

PURPOSE:

To provide a summary and a recommendation for the award of T2020/21-1 'All Services' Supply and Install Bituminous Products tender.

RECOMMENDATION:

That for tender T2020/20-1 'All Services' Supply and Install Bituminous Products, the tender from Boral Resources (QLD) Pty Ltd is accepted.

Moved: Councillor Norton

Seconded: Councillor Edgar

All Councillors present were in support of this motion.
Motion to be ratified at the November Ordinary Meeting of Council.

ASSESSMENT OF SUPPLY AND DELIVERY OF PRECOATED AGGREGATE TENDER

PURPOSE:

To provide a summary and a recommendation for the award of T2020/21-2 Supply and Delivery of Precoated Cover Aggregate tender.

RECOMMENDATION:

That for tender T2020/21-2 Supply and Delivery of Precoated Cover Aggregate, the tender from PE & GC Harris Road Contractors is accepted.

Moved: Councillor Neilson

Seconded: Councillor Britton

All Councillors present were in support of this motion.
Motion to be ratified at the November Ordinary Meeting of Council.

Meeting Closure

The Chief Executive Officer closed the meeting at 1.43 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Engineering Services Report – Newsbrief for October 2020	DOC REF: Item E1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 11/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

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

15-16th October Donohue inspections

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 on this event are completed and acquittal has commenced.

The March 2019 Flood Event (Severe Tropical Cyclone Trevor and Associated Low Pressure System 19-27 March 2019) Emergency Works is completed and approved for value of \$1.050m. In Field assessment was held in Boulia on the 16-19th September 2019 for the REPA works. Submission has been approved by QRA for a total value of \$14,231,596.59. Job Management Plan completed. Cultural Heritage assessment complete, report in progress. Gravel Crushing and Stockpile Request for Tender advertised on the 8th May and closed on 29th May. The contract was awarded to PE & GC Harris. Scope of works updated in Asset Edge Recover system. Work on this event has commenced.

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are completed. REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8th May. Submission has been approved by QRA for value of \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system.

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Sealing scheduled for end of November or early December.
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.7					
2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Sealed work completed

	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					Design Complete. CH clearance pending.
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete.
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Sealing scheduled for end of November or early December.
		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).

Request for Tender for Concrete Works (Concrete Culverts and Grids), All Services Bitumen (Vendor Panel) and Cover Aggregate were released in early September 2019. All tenders closed on 27th September and 4th of October (Concrete) 2019. Tenders awarded to Central Hire and Contracting Pty Ltd (Concrete), Boral Resources (QLD) Pty Ltd (All Services Bitumen) and PE & GC Harris (Aggregate). Extension of time granted to Central Hire extending practical completion date to the end of December 2020.

4. Signage audit

Site inspections of rural road network signage has been completed. Data entry is in progress and nearing completion.

5. Depot Drainage

Design in progress.

6. Industrial Subdivision

Ergon Developer Enquiry submitted to Ergon on 21st May, awaiting detailed underground electrical connect design plans and street lighting plan. Sewer Designs in progress.

7. Bitumen and Aggregate Tenders

Bitumen and Aggregate tenders closed on the 11th of September 2020. The tenders are for seal works on the remainder of stage 5 & 4 of the Outback Way (CH 211.5-223.5 & 233.0-238.6), DTMR Pavement Rehab, Jan 2020 Flood Damage (Donohue Highway) and town streets. Both tenders were extended to 13th of October in order to receive further submissions and for pricing of optional schedule (Crumb Rubber). Due to the proposed completion date of the intended works, it was necessary for a special meeting of Council to be called on 9th November 2020, prior to the scheduled Ordinary meeting of Council on the 20th November 2020, in order for the tenders to be awarded.

8. Wills Street Drain

Survey of Will St and adjacent streets in progress, options analysis to follow.

9. TMR Road Prioritization

Desktop review of TMR roads for rehab/widening priorities is in progress. Some site inspection to be conducted on the high priority sections for detailed estimates.

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 – Newsbrief for October 2020 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 (12/11/2020)

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Grants Work Status Summary – October 2020	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 09/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 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)

COVID W4Q - COVID Works for Queensland

(DLGRMA - Department of Local Government, Racing and Multicultural Affairs – 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)

DCP Ext. - Drought Communities Programme - Extension

(Department of Infrastructure, Transport, Cities & Regional Development – Federal funding)

BoR - Building Our Regions Funding (DSD - Dept of State Development – State funding)**LRCI - Local Roads and Community Infrastructure Program**

(Department of Infrastructure, Transport, Regional Development and Communications – Federal funding)

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

All programs have been included in the budget for 2020-21.

RECOMMENDATION:

That the Grants Work Status Summary – October 2020 report 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

ID	Task Name	Duration	Start	Finish	Comments	Gantt Chart (January to May)											
1	Grant Project Summary	440 days	Wed 1/01/20	Tue 7/09/21		[Gantt bars for Grant Project Summary]											
2	BOR R4 - Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21		[Gantt bars for BOR R4 - Boulia Industrial Estate]											
3	Boulia Industrial Estate	110 days	Tue 1/12/20	Mon 3/05/21	Approval received for extension of time. Earthworks to resume at end of year 2020	[Gantt bars for Boulia Industrial Estate]											
4	LGGS Projects	391 days	Tue 10/03/20	Tue 7/09/21		[Gantt bars for LGGS Projects]											
5	Urundangi Water Tanks Relining & Hydrosmart Installation	190 days	Tue 10/03/20	Mon 30/11/20	Water softener received.	[Gantt bars for Urundangi Water Tanks Relining & Hydrosmart Installation]											
6	Security Cameras & Installation	391 days	Tue 10/03/20	Tue 7/09/21	50% Completed at the Sports Centre.	[Gantt bars for Security Cameras & Installation]											
7	W4Q R3 Projects	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bars for W4Q R3 Projects]											
8	Boulia Town Infrastructure Upgrade	391 days	Wed 1/01/20	Wed 30/06/21		[Gantt bars for Boulia Town Infrastructure Upgrade]											
9	Spelling Yards	391 days	Wed 1/01/20	Wed 30/06/21	Hay feeders have been ordered. Awaiting delivery	[Gantt bars for Spelling Yards]											
10	Cement Shed and Fencing at Industrial Present	72 days	Mon 22/03/21	Tue 29/06/21	Yet to commence (March 2021)	[Gantt bars for Cement Shed and Fencing at Industrial Present]											
11	Earth Bund Around General Waste Pit	40 days	Tue 6/10/20	Mon 30/11/20	Earth bund completed. Greenwast pit requires tidyup.	[Gantt bars for Earth Bund Around General Waste Pit]											
12	Amenities Refurbishment at Sports Centre	106 days	Wed 29/07/20	Wed 23/12/20	Plastering completed, Tiles completed, Electrical 70% completed, ceiling painting completed	[Gantt bars for Amenities Refurbishment at Sports Centre]											
13	Depot Upgrade	391 days	Wed 1/01/20	Wed 30/06/21	Design commenced, 50% completed	[Gantt bars for Depot Upgrade]											
14	Double Garages	185 days	Tue 7/04/20	Mon 21/12/20	Electrical connection to be completed	[Gantt bars for Double Garages]											
15	Hamilton/Herbert Street Cnr Block Development	202 days	Mon 13/07/20	Tue 20/04/21	Irrigation completed	[Gantt bars for Hamilton/Herbert Street Cnr Block Development]											
16	Boulia Town Water Infrastructure Upgrade	347 days	Tue 3/03/20	Wed 30/06/21		[Gantt bars for Boulia Town Water Infrastructure Upgrade]											
17	Hydrosmart at SES Bore	61 days	Fri 14/08/20	Fri 6/11/20	Water softener received	[Gantt bars for Hydrosmart at SES Bore]											
18	Water Meter	341 days	Tue 3/03/20	Tue 22/06/21	Longreach Council will purchase initially, and review performance before rolling to town	[Gantt bars for Water Meter]											
19	Wash-down Bay Upgrade	116 days	Wed 20/01/21	Wed 30/06/21	Yet to commence	[Gantt bars for Wash-down Bay Upgrade]											
20	Urundangi Town Infrastructure Upgrade	168 days	Mon 9/11/20	Wed 30/06/21		[Gantt bars for Urundangi Town Infrastructure Upgrade]											
21	Urundangi Park Upgrade	53 days	Mon 20/07/20	Wed 30/09/20	Completed	[Gantt bars for Urundangi Park Upgrade]											
22	Fuel Setup for Urundangi	276 days	Tue 10/03/20	Tue 30/03/21	Order been sent	[Gantt bars for Fuel Setup for Urundangi]											
23	Boulia Shire Road Network Upgrade - Signage & Weed Control	316 days	Mon 13/04/20	Mon 28/06/21		[Gantt bars for Boulia Shire Road Network Upgrade - Signage & Weed Control]											
24	Shire Road Signage	289 days	Wed 20/05/20	Mon 28/06/21	Field audit has ben completed. Report in progress.	[Gantt bars for Shire Road Signage]											
25	Weed Spraying	281 days	Mon 13/04/20	Mon 10/05/21	Stage II commenced.	[Gantt bars for Weed Spraying]											
26	2020/21 COVID BSC W4Q Projects	297 days	Mon 4/05/20	Tue 22/06/21		[Gantt bars for 2020/21 COVID BSC W4Q Projects]											
27	W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities	296 days	Tue 5/05/20	Tue 22/06/21		[Gantt bars for W4Q COVID 001 - Boulia Town Infrastructure Repairs/Maintenance and Upgrade to Council Owned Facilities]											
28	Robinson Park Fence	72 days	Mon 11/01/21	Tue 20/04/21		[Gantt bars for Robinson Park Fence]											
29	Repair Wooden Bridge on Burke Street	112 days	Tue 6/10/20	Wed 10/03/21	Material quotation recived. Order will be issued soon.	[Gantt bars for Repair Wooden Bridge on Burke Street]											
30	Council Depot CPL Yard Pave & Seal	295 days	Tue 5/05/20	Mon 21/06/21	Design commenced.	[Gantt bars for Council Depot CPL Yard Pave & Seal]											
31	Heritage Complex Fencing Upgrade and Repair Storm Water	95 days	Wed 10/02/21	Tue 22/06/21		[Gantt bars for Heritage Complex Fencing Upgrade and Repair Storm Water]											
32	W4Q COVID 002 - Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21		[Gantt bars for W4Q COVID 002 - Construction of New Residential Building in Boulia Town]											
33	Construction of New Residential Building in Boulia Town	145 days	Mon 2/11/20	Fri 21/05/21	Draft Plan completed.	[Gantt bars for Construction of New Residential Building in Boulia Town]											
34	W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade	96 days	Tue 9/02/21	Tue 22/06/21		[Gantt bars for W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade]											
35	Sewer Pump Stations x2	94 days	Tue 9/02/21	Fri 18/06/21		[Gantt bars for Sewer Pump Stations x2]											
36	Sewer Projects	91 days	Tue 16/02/21	Tue 22/06/21		[Gantt bars for Sewer Projects]											
37	W4Q COVID 004 - Urundangi Waste Facility Infrastructure Upgrade	266 days	Mon 4/05/20	Mon 10/05/21		[Gantt bars for W4Q COVID 004 - Urundangi Waste Facility Infrastructure Upgrade]											
38	Urundangi Dump Fence	266 days	Mon 4/05/20	Mon 10/05/21	Design completed	[Gantt bars for Urundangi Dump Fence]											
39	LRCI Projects	193 days	Mon 5/10/20	Wed 30/06/21		[Gantt bars for LRCI Projects]											
40	Grid Servicing	183 days	Mon 5/10/20	Wed 16/06/21	Working with ORRTG Group, Joint procurement. Tenders will be issued in End of November or early December.	[Gantt bars for Grid Servicing]											
41	Traffic Signage	62 days	Tue 6/04/21	Wed 30/06/21		[Gantt bars for Traffic Signage]											
42	Storm Water	62 days	Tue 6/04/21	Wed 30/06/21		[Gantt bars for Storm Water]											
43	Footpath	62 days	Tue 6/04/21	Wed 30/06/21		[Gantt bars for Footpath]											
44	Stabilise Shoulders	101 days	Wed 10/02/21	Wed 30/06/21		[Gantt bars for Stabilise Shoulders]											

Project: Grant Project Summary
Date: Thu 12/11/20

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	NDRRA Flood Damage Works Department October 2020 Report	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 09/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

PURPOSE:

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

CONTENT:

Current Projects

(A) Toby Harris Crew: New Construction Project, Location Chainage 233.5 to 238.45, Outback Way (last 5kms prior to NT boundary). Project well nearing completion with the following major components completed:

- (1) 5.85 kms side track
- (2) All ground surface treatment e.g. all cut/fill areas, 5 kms to Subgrade level
- (3) Gravel haulage
- (4) 150 mm of unbound Pavement full length 5 kms
- (5) Floodway Construction
- (6) Installation of (3) Box culverts 12 metres in length, 1.2m width, 0.6m in height (work carried out by Central Hire)

Project now is ready for sealing, scheduled to be carried out later in November.

(B) Mixed Crew: March 2019 Flood Damage Event, Work Location South Urandangi Rd. A evaluation of the damage by floods to this road has highlighted major structural issues from Chainage 10.00 to Ch. 40.00. This impact has caused severe rutting (150 mm to 250 mm) thereby creating a risk to all road users. To minimise and strengthen the road pavement so as to achieve VFM, I have engaged the use of a Stabiliser to ensure optimum moisture content is achieved whilst the compaction process is undertaken, great densities result in good road pavements. A full evaluation of this process will be undertaken and a report to be provided to Council.

Future Works

- Urandangi South Rd FD Works Mixed Crew
- Boulia Industrial Estate Construction of Road (Earthworks) Toby Harris Crew

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 2020 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 20th November 2020

TITLE:	Foreman, Road Maintenance and Utility Services October 2020 Report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 09/11/2020
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CORPORATE PLAN REFERENCE:	<p>Key Priority 1: A strong supportive community environment</p> <p style="padding-left: 20px;">1.1: Promotion of community events, services and facilities</p> <p style="padding-left: 40px;">1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>
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PURPOSE:	To inform Council of the current utilisation and activities of the Town Department.
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CONTENT:	
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Race Course:	
Arena and grounds	General maintenance of the grounds has continued as usual.

Town water testing and Depot maintenance:	
Chlorine level testing	Chlorine levels are still low – additional dosing with Chlorine Tablets.

Parks and Gardens:	
<p>Council, Min Min Encounter, ANZAC and Airport gardens</p>	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.</p> <p>The gum trees on the median strips have responded well and have healthy re-growth.</p> <p>The new trees planted in the Hamilton Street Park area are established and continue to grow well.</p> <p>More trees have been planted on the median strips.</p> <p>The steam engine on the medium strip is currently being sand blasted to be repainted.</p> <p>The median strips are back on town water due to drying up of the Burke River.</p> <p>Mosquito fogging has commenced.</p>
Signage	<p>RMPC signage is still an ongoing project. The Sign Crew are currently working on the Boulia – Dajarra section completing surface correction & replacing signage. They are also working on the Winton Road and Bedourie Road replacing signs and guide posts.</p>
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout October:</p> <ul style="list-style-type: none"> • 1st Oct – Pensioner Units, School Safety Park, Vacant Housing, Wills, Burke & Moonah Sts



- 2nd Oct – Robinson Park
- 6th Oct – Moonah St, Robinson Park
- 13th Oct – Median Strips
- 14th Oct – Robinson Park
- 15th Oct – Herbert & Templeton St
- 20th Oct – Post Office, Pensioner Units
- 21st Oct – Council Depot & Stonehouse
- 22nd Oct – Main Office, Diamantina St
- 26th Oct – Airport, Post Office & Herbert St
- 27th Oct – Clinic, Pituri & Wills St
- 28th Oct – Robinson Park, Sports Centre
- 29th Oct – Min Min Encounter, School Safety Park

Town Entrances:

Three Mile Campground	The area has been maintained with general maintenance including regular slashing and whipper snipping. The number of Campers has decreased in numbers this month.
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RMPC: The Sign Crew are currently working on the Boulia – Dajarra section completing surface correction & replacing signage. They are also working on the Winton Road and Bedourie Road replacing signs and guide posts.

RMPC Budget	<u>Boulia Shire RMPC Defects</u>		
	October 2020 Total Defects 665		
	Road	Funded	Safety Defects (Unfunded)
	93D Bedourie - Boulia	45	60
	93E Boulia - Dajarra	55	67
	93F Dajarra - Mount Isa	220	116
	99D Winton - Boulia	46	56
			102

Urandangi:

Regular Council services (mowing, whipper snipping, rubbish collection etc.) continued over the month of October. The position of Urandangi town man has been filled – William Doyle commenced work 26th October and is on 3 month’s probation.

Mikkelsen Electrical has been contacted re the lifting pump and will be installing mid November.

The photo on the left appeared in the Daily Mail 24.10.20, this photo was from 2008. Photo on the right was taken 27.10.20.



Water and Sewerage:

Boulia Township

Call outs – water	1
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity:

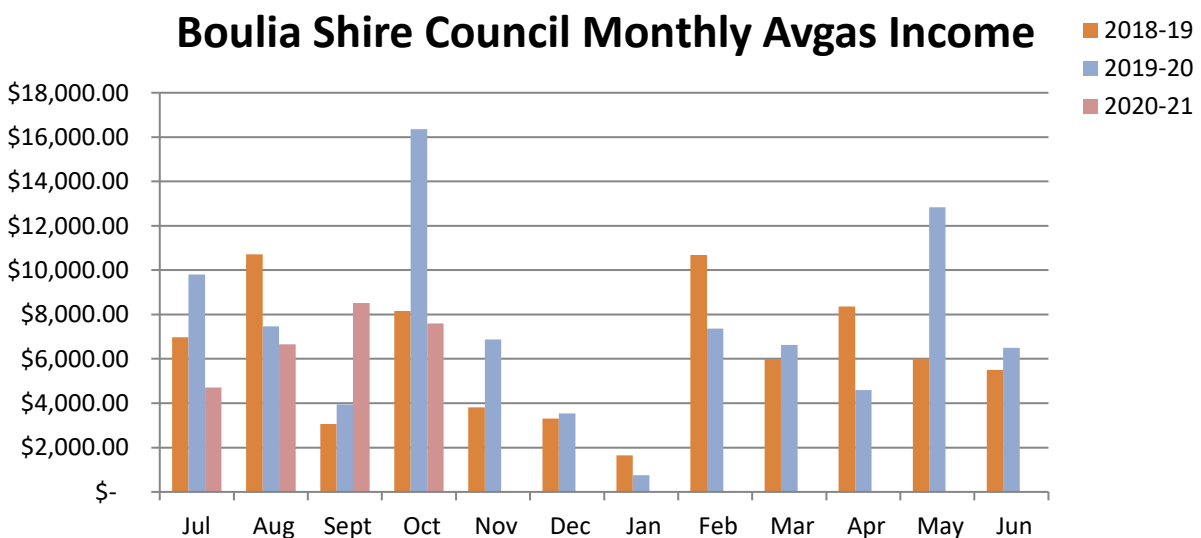
Number of call outs: RFDS	Nil
Fuel re-supply	11 in total, 4 of which were after hours

Concrete Usage: 454.5m³ (October 2020)

Concrete used on Council Jobs	404.5 m ³ – Marion Job
Concrete used on Private Jobs	50 m ³



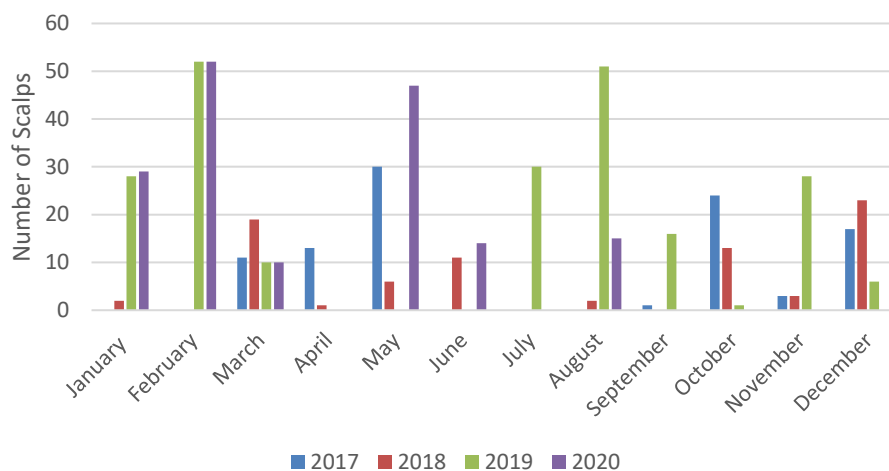
Boulia Shire Council Monthly Avgas Income



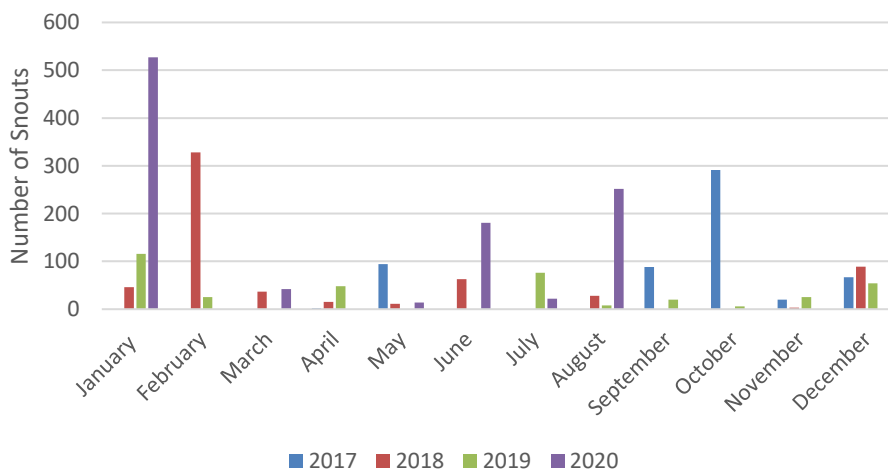
Boulia Feral Animal Bounty Claims:

Feral Pigs	Nil
Feral Dogs	Nil

Boulia Shire Feral Dog Scalp



Boulia Shire Feral Pig Snout



Metro Count Data:

Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
Sept 2020	Burke St (Pool)	Boulia	120	3472	59	1.7
	Coorabulka Rd	Ch 1.20km	14	418	32	7.7
	Donohue Hwy	Ch 2.50km	44	1281	126	9.8
	Donohue Hwy	Ch 201.00km (Kelley's Ck)	39	430	50	11.6
	Headingly Rd	Ch 24.64km (Toby Ck)	13	373	22	5.9
	Selwyn Rd	Ch 2.50km	19	549	10	1.8
	Toolebuc Rd	Ch 0.10km	6	174	21	12.1
	Urandangi North Rd	Ch 0.04km	20	590	14	2.4
	Urandangi Border Rd	Ch 9.22km	4	122	2	1.6

Month	Road	Location	AADT	Total All Vehicles	Total HV	AADT % HV
Oct 2020	Burke St (Pool)	Boulia	97	2996	49	1.6
	Coorabulka Rd	Ch 1.20km	13	392	32	8.2
	Donohue Hwy	Ch 2.50km	43	1341	136	10.1
10 days	Donohue Hwy	Ch 201.00km (Kelley's Ck)	8	84	15	17.9
	Headingly Rd	Ch 24.64km (Toby Ck)	12	383	24	6.3
	Selwyn Rd	Ch 2.50km	16	506	25	4.9
	Toolebuc Rd	Ch 0.10km	7	207	26	12.6
	Urandangi North Rd	Ch 0.04km	21	657	43	6.5
	Urandangi Border Rd	Ch 9.22km	9	282	0	0.0

Roadside Unit at Kelly's Creek required maintenance. Data unavailable 12.10.2020 to 9.11.2020

CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:
That Council receive the Foreman, Road Maintenance and Utility Services October 2020 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 20th November 2020

TITLE:	Foreman Roads Maintenance and Construction October 2020 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 02/11/2020
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<p>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</p>

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

<p>CONTENT: Current and Upcoming Projects are as follows:</p> <ul style="list-style-type: none"> Upper Limestone Project - Primed and sealed end of September and is now fully open to traffic. This job has come up really well and has already had its first test of water running through the culverts with the rain in early October. Official opening will be on the 20th November 2020. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Work on the Donohue Highway is underway. Water will be an ongoing problem. We hope to source water from Glenormiston Bore as there is only 1.7km left on this section to complete. We are hoping to complete this work mid November for sealing in conjunction with the job at Tobermorey. Completed sub grade on this section, carting gravel commenced Monday 2nd November. Currently in the process of shortlisting and interviewing candidates for the MC Truck Driver and Grader Operator positions. Interviews for these positions are ongoing.

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

GOVERNANCE IMPLICATIONS: All work completed within guidelines and budget allocations.
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<p>RECOMMENDATION: That Council receive the Foreman Roads Maintenance and Construction October 2020 Report for information.</p>
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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 20th November 2020

TITLE:	Rural Lands Protection Officer October 2020 Report	DOC REF: Item D
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 03/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

PURPOSE:

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

CONTENT:**RLPO:**

The month was spent on 1080 baiting and pest weed control.

TOWN COMMON:

A cattle muster of the Town Common, run by stock owners, was conducted on the weekend of the 24th and 25th October. The request to muster in October, rather than wait for the intended 7th and 8th November Council coordinated muster, came as a result of owners wanting to send their stock to cattle sales. There are now a total of 89 head of mixed stock running on the Town Common.

The storm on Friday the 23rd October did drop some good rain from the town out to the Five Mile Water Hole but falls from there out to the 15 Mile Stock Route Bore were very light to none at all.

DOMESTIC ANIMAL CONTROL:

There were no dogs impounded this month.

CWRPM (TECHGROUP):

There is a meeting scheduled for the 26th November in Winton where I will be attending the SRLOG meeting.

WEED SPRAYING SHIRE ROADS:

There has been some good falls along some of the shire roads with other roads not getting any rain so once I notice some new growth I will be spraying again.

RMPC:

Will be checking all RMPC roads and when weeds need spraying will carry it out.

GRAVEL/BURROW PITS:

I have been back and put some Regain 200 pellets around the Parkinsonia Bushes that I was unable to get to the first time. As you can see from the below comments and photos, I did get a very good kill in some of the burrow pits along North Urandangi Rd.

75% to 90% kill:



GPS reading of photo: Lat 21.47450 Long 138.88512



GPS reading of photo: Lat 21.47871 Long 138.88023

In the pits where the bushes were that thick and I was unable to get in to the bushes growing in the middle of the pits, I was only able to get a 50% to 75% kill as can be seen in the photo.



GPS reading: Lat 21.47362 Long 138.88571



With the access in to those pits now available, I have put some REGAIN 200 pellets around those bushes that were not poisoned the first time. With a couple of the pits, the larger bushes were poisoned, but after some rain, seeds that had been carried away having been eaten by cattle or carried away in the fur of the kangaroos, that were laying dormant, have started to grow. I have put pellets around them.



GPS reading: Lat 21.47362 Long 138.88571



GPS reading of photo: Lat 21.45596 Long 138.89928

There were a couple of pits with 99% to 100% kill as can be seen in the photos.



Lat 21.48903 Long 138.86696



Lat 21.48117 Long 138.87659

As you can see with the use of these pellets we can achieve, depending on the accessibility to the pest weed and when we get rain, a kill rate in most instances at first use, a 50% to 75% kill and in the odd case a 90% to 100% kill.

In the pits where I could get access to all of the bushes, we achieved a 100% kill in these pits.

I will be keeping an eye on them to see if any of the seeds that were laying on the ground away from the bushes will shoot once we get more rain. With a bit of luck the residue from the pellets that were used the first time will kill new bushes that start to grow after the rain.

All up there was 17 pits that have Parkinsonia Bushes growing in them some as little as 5 to 10 bushes and others up to 100 plus bushes growing in them. I did go and have a look at the Parkinsonia growing along the South Urandangi Rd. I was able to put pellets around the couple of bushes growing in the old burrow pits.

When I was carrying out an inspection of the road sides and old burrow pits along Toolebuc Rd, I noticed that there was approx 50 to 100 small and large Parkinsonia Bushes growing in an old gravel/burrow pit. As the property where these bushes are growing is an organic property, I had to use some Dy-Bak Bioherbicide Capsule's to treat the larger of the bushes.

There is a very large number of Parkinsonia Bushes growing in and along Moonah Creek on Carandotta Station. I have spoken to the Manager of this Station, and AACO, the company that owns Carandotta, are going to be doing some weed control starting late November/early December of this year.

I have been speaking with Mr Peter Spence from Desert Channels Queensland who will be here in early November and has asked me to go with him to have a look at the Parkinsonia growing in and along Moonah Creek starting on North Urandangi Rd and then onto South Urandangi Rd to see if they can get some funding to help with the control of it as Moonah Ck flows into the Georgia River.

STOCK ROUTE:

I have not had any enquires for travel permits for the stock route.

1080 BAITING:

I had three properties do some baiting in October with a total of 900kg of meat treated with Pig Strength 1080 Poison.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

That the Rural Lands Protection Officer's October 2020 Report be 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 20th November 2020

TITLE:	Boulia Work Camp October 2020 Report	DOC REF: Item E
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REPORT BY:	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	DATE: 02/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment
1.1 Promotion of community events, services and facilities
1.1.1 Build a strong sense of community, capacity and pride by supporting partnerships

PURPOSE:

To advise of the activities of the Boulia Work Camp from 24th October to 1st November 2020.

CONTENT:

During this period the below community work was conducted:

- Main Street – Mow and whipper snip
- Main Street – Re-paint curbing
- Main Street – assist with digging holes, planting and watering new trees
- Mow and whipper snip town yards as per latest approved list
- Council top storage yard – started cleaning and tidying
- Mow/whipper snip Tennis Club area
- Mow Sports oval
- Sports Centre area – Mow/whipper snip and remove dead branches from palms
- Mow/whipper snip Sports Centre area
- Racecourse Reserve – watering area
- Engine in main street – sandblasting engine for painting
- Boulia School - mow/whipper snip, clean area
- Golf Club Event – Remove old tree branches, collect and return chairs
- Good Shepherd Church – Lay soil around area and path

RECOMMENDATION:

That the Boulia Work Camp October 2020 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 20th November 2020

TITLE:	CEO October 2020 Report	DOC REF: Item CEO1
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REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 14/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Channel Country Pest and Weed project

The second stage of the Hamilton Channels Project has now been completed with the field day to be held at Blair Athol 3pm on the 16th November. This will be by open invitation to local landholders who are interested in the progress of weed containment within the confines of our waterways. **Desert Channels Queensland** are the enabling partner in this project who are in consultation with our local Land Care Group.

Building Acceleration Funding:

We have submitted 3 applications to and have been notified that the Industrial Estate and Residential Estate were unsuccessful. The third application for the Min Min Encounter renovation is being assessed by QTC and are expecting notification on the result shortly. This means the planned development and upgrading of the Min Min Encounter will proceed quicker than we anticipated.

Australia Day Ambassador

Council has decided to proceed with a local Ambassador for 2021. We are pleased to announce that Elizabeth "June" Jackson, OAM, has graciously accepted the invitation for 2021. June's record of service to the community of Boulia in central-west Queensland is nothing short of exemplary.

As a 40-year member of the town's branch of the Queensland Country Women's Association until 2009, Mrs Jackson was heavily involved in the Boulia School P&C, the Golf Club and Catholic Church over several decades.

She and her husband also managed Boulia's hotel, post office and weather station at different stages over the course of 40 years.

Mrs Jackson was honoured on several occasions for her service, including the Boulia Shire Council's honour board in 2010, Citizen of the Year in 1995 and having a library named after her. She is now retired in South Toowoomba.

Economic Development Statement

I have been working with the Department of State Development on a new concept for smaller Councils which encompasses an Economic Development Statement as opposed to a full blown economic development plan. The statement will capture the essence of what Boulia has to offer in an easily digestible format. It covers a brief overview of the shire, 'Fast Facts', infrastructure, our recent achievements and future project pipelines. It is proposed to have a 'soft launch' at the RAPAD meeting in November.

CEO MEETINGS October 2020

Thu 1/10/2020	Del George - Rainbow Gateway
Mon 5/10/2020	Queens Birthday public holiday

Tue 6/10/2020	Invitation: Registers of interests workshop for Chief Executive Officers
Tue 6/10/2020	Meeting with Focus Productions
Tue 6/10/2020	DCS Catchup
Tue 6/10/2020	ManEx Meeting
Thu 8/10/2020	Outback Way Meeting papers for 8th October 2020
Fri 9/10/2020	Visit to Urandangi to open facilities
Mon 12/10/2020	First aid course - all day
Tue 12/10/2020	ManEx Meeting
Tue 13/10/2020	BOU altus EPM Kick Off Meeting
Tue 13/10/2020	Gidgee Healing Mt Isa - Presentation on services
Fri 16/10/2020	Tender Process catch up
Fri 16/10/2020	Webinar - NBN digital funding Federal
Tue 20/10/2020	ManEx Meeting
Wed 21/10/2020	Meeting with Kim Punch
Wed 21/10/2020	Lives Lived Well coming to Boulia
Thu 22/10/2020	Road Category Policy
Thu 22/10/2020	Budget Review
Thu 22/10/2020	WH&S meeting
Fri 23/10/2020	October Ordinary Meeting of Council
Mon 26/10/2020	New Altus Payroll platform & Online Leave & Timesheets Demo
Wed 27/10/2020	DRFA Training Q&A for local government
Wed 27/10/2020	ManEx meeting
Wed 28/10/2020	Vacant position - MC Truck - Interview Outcome - CEO's Office
Thu 29/10/2020	Boulia Shire Council Risk & Audit Meeting
Fri 30/10/2020	Lynn in Mt Isa

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS

2020	EMAIL CORRESPONDANCE
1/10/2020	FW: UPDATE – FUTURE DROUGHT FUND
2/10/2020	FW: Lake Eyre Basin Catchment Stories have been released
2/10/2020	Deregulation of Airports
2/10/2020	RE: IMPORTANT - Notice of airport deregulation - Boulia Airport [SEC=OFFICIAL: Sensitive]
6/10/2020	RAPAD Board meeting communique
6/10/2020	FW: Outback Queensland Regional Action Plan
7/10/2020	FW: Councillor Conflict of Interest tool is now LIVE
7/10/2020	FW: Conflict of Interest App
8/10/2020	End of year function - P&C meeting
8/10/2020	FW: First Boulia Induction Card been Issued
8/10/2020	FW: Local government annual payments, 2018 – 2019 report
8/10/2020	FW: Boulia DTV retransmission site build - Quote G2260 attached
13/10/2020	Updated DCP list following April Council meeting.xlsx
13/10/2020	FW: Financial Assistance Grants 2020 Trends
14/10/2020	FW: IQ-RAP Update/ renewal by 27 October
14/10/2020	FW: Local government's critical role recognised in Federal Budget
14/10/2020	FW: ACTION REQUIRED: Outback Way – DNA - Outdoor Gallery - Central Australia
21/10/2020	Australia Day 'inaugural' Local Ambassador
21/10/2020	FW: Request for Local Access Road Grading -, Boulia (MN210802) [TM- MATTER.FID757209]

Tue 27/10/20 FW: Boulia Shire Council - Audit Extension of Time Request
Wed 28/10/20 RE: IMPORTANT - Notice of airport deregulation - Boulia Airport
[SEC=OFFICIAL: Sensitive]
Wed 28/10/20 Emailing: Disaster Management Training Certification Form Oct 2020
Wed 28/10/20 Lynn in Mt Isa Friday
Thu 29/10/20 Inaugural Outback Events Hits A Hole In One at the 2020 Australian Event Awards

TABLED DOCUMENT: CEO 1.1 Draft Economic Development Statement

RECOMMENDATION:

That the CEO October 2020 report is received for information.

Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
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	08/10/2020 This is being worked on by Media Officer, meanwhile Youtube clips have been loaded to the employment section on Council website. 09/09/2020 CEO: Joint collaboration with RAPAD and tourism officers with this on the top of the list. 21/08/20 A 12 page digital booklet is being developed for the website with video clips inserted by the Media Officer and Vink Publishing.
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO _ Ltr	18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	08/10/2020 OQTA Assist will help us start a set up with an online booking facility later in the year. 01/09/2020 Have contacted OQTA to ask for help with online booking contacts as Check front company not responding well.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve. 11/08/2020 Report by CEO in progress, will be submitted to September Council meeting. 01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting.

Item CEO2

Monday 25 th May 2020				
25/05/2020		'BO' km signage between Boulia and Winton to be replaced	DWO	09/09/2020 CEO – Audit complete – 11 signs to replace – advice to DWO. 13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
Friday 19 th June 2020				
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO/EA	14/10/2020 Visit by Winton company to review site at Council yard. 09/09/2020 No further action in this space – letter to Zac Britton advising what action Council are taking for the future of recycling. 25/06/2020 – Email from Rainbow Gateway – they are adding the 'frames' for the bags as a project to her budget for participants 2020-2021.
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaela to 'interview' locals on a video for the web?	CSM/Michaela	01/10/2020 Media Officer still working on this. 11/08/2020 In progress. 10/07/2020 Michaela to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		STAFF ATTRACTION – Make a video of the highlights and services available in Boulia for prospective employees. To be available on the web.	CSM/ Michaela	08/10/2020 Media Officer working on this and advert positions as per top suggestion in April. 21/08/2020 As stated above, plus 09/09/20 - new tourism RAPAD group formed.
Tuesday 21 st July 2020				
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	13/11/2020 Have been able to source a third party from Cloncurry able to conduct inspections for us. They would only be available around January/February next year. 11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
Friday 25 th September 2020				
25/09/2020		Replacement of entry signs to Boulia Shire	DWO	01/10/2020 Existing Shire entry signs (NT Border, Bedourie Rd, Winton Rd, Mt Isa Rd) are faded. Replacements to be ordered.
25/09/2020		Tall gates on Spelling Yards: difficult to open/issues with door rolling system	DWO	23rd October Ordinary Council meeting suggestion – consider installing nylon rollers in the future 14/10/2020 Working with Boilermaker to redesign the gates.

Item CEO2

25/09/2020		<p>ClIr Neilson: Consider lobbying to:</p> <ul style="list-style-type: none"> - gain better support for Hospital to Hospital transfers - make the returning patient process smoother and easier for patients and their families <p>Meeting to be arranged with QLD Health Chairs Jane Hancock and Paul Woodhouse</p>	CEO	<p>03/11/2020 Teleconference with Jane Hancock, Mayor and CEO regarding the tfr and capacity of PHN. Jane advises it is the same issue across the western area Councils and she is meeting next week to bring this up with Rural Remote Health and Chief Executive. Solution - nurse co-ordinator to be appointed once a patient is admitted. They will then sort out the 'admin' of patient transfers. Positive outcome but will be dependent on funding.</p> <p>14/10/2020 Emailed Jane Hancock to arrange a meeting for feedback on the patient tfr issue between Mt Isa/Townsville and Winton.</p>
25/09/2020	2020/9.31	<ol style="list-style-type: none"> 1. That the after hours access during daylight hours be granted under strict considerations to current gymnasium members for training purposes and the access be controlled via 'FOB' security token linked to their gym membership. 2. This access is granted strictly for 'training' purposes and not for general family use. 	WHS/Admin	<p>03/11/2020 Flyer and approval documentation has been developed – proposal to happen after 14th Nov.</p> <p>12/10/2020 Implementation process for after hours access to begin following completion of renovations at the Sports Centre.</p>
Friday 23rd October 2020				
23/10/2020		<p>ClIr Britton: Councillors to consider possible feedback/ideas regarding LGAQ's Bush Council Report. To be discussed at November Council meeting</p>	CEO	<p>12/11/2020 To be discussed at the November Council meeting.</p>
23/10/2020		<p>Bouli Community Support Services (BCSS) to engage KJ Ford and Lynn Moore to conduct a 10 week free line dancing course for the community. KJ and Lynn will conduct the course but payment received from BCSS will be fully donated back to the community.</p>	CEO	<p>03/11/2020 Funding not received at this stage.</p>
23/10/2020		<p>Re-installation of 80km speed sign on entry to Bouli from Mt Isa Road – scheduled to be installed between 26th and 31st October.</p>	DWO	<p>03/11/2020 Done.</p>
23/10/2020	2020/10.11	<ol style="list-style-type: none"> 1. That Council review the Draft Plan of Management - Parks, Reserves and Sportsgrounds. 2. That Council approve the Draft Plan of Management for public display and comment for 28 days with written submissions to be received from relevant 	CEO	<p>03/11/2020 Plan out for public display.</p>

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		<p>parties for a period of 42 days from the date of the first public exhibition/publication.</p> <p>3. All submissions received during this 42 day period to be reviewed by Council and submitted to the next Council meeting for comment/approval and adoption.</p>		
23/10/2020	2020/10.19	That the CEO seek a drafted response from King & Co or other legal service provider for the applicant which supports the Council's position under Policy 136.	CEO	03/11/2020 Letter of response discussed with King & Co and submitted to Thyne and Macartney Lawyers.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
25/05/2020	Julie	Cllr Norton: Once State COVID-19 restrictions allow for it, consider hosting a COVID-19 Community Recovery Party	01/10/2020 Opening of Sports Centre could be considered as a recovery party as food and markets will be operating. Perhaps a recovery party could be held in conjunction with other organisations towards the end of the year.
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull'ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter.	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	01/09/2020 CSM Report to Dec Council meeting.
23/10/2020		Cllr Norton: Shading for Robinson Park – over back playground (Pituri Street side), then over Skate Park, pending funding.	

RECOMMENDATION	That the Action List item update be received for information
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BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Policy Review	DOC REF: Item CEO3												
REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 02/11/2020												
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 existing policies following amendments to Acts and Regulation.														
CONTENT: Following local government reforms and, on the 30 th June 2020, the approval of the <i>Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020</i> (Integrity Act), a number of changes were made to the <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> such as renaming and clarifying the way Councillors must declare their conflicts of interest and tightening of topics that may be discussed in a closed meeting of Council. As a result, the Department of Local Government, Racing and Multicultural Affairs, who provide Council with support and resources to help us fulfil our obligations under the Acts and Regulations, have reviewed their suite of documents in relation to Councillor Code of Conduct, Standing Orders for Council meeting, Model Meeting procedures etc. As a number of Council policies are templated and based on these documents, a review has subsequently been completed on the effected documents and below is a list of the Council policies that are required to be updated. <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Policy 122</td> <td>Councillor Interaction Policy</td> </tr> <tr> <td>Policy 129</td> <td>Councillor Code of Conduct</td> </tr> <tr> <td>Policy 141</td> <td>Conflict of Interest Policy</td> </tr> <tr> <td>Policy 148</td> <td>Standing Orders for Council Meetings</td> </tr> <tr> <td>Policy 150</td> <td>Investigation Policy</td> </tr> <tr> <td>Policy 151</td> <td>Model Meeting Procedures Policy</td> </tr> </table> The listed policies have had a number of changes made to them. All suggested changes to the policies have been highlighted in yellow and are attached to this report for review. In relation to policy 122, Councillor Interaction Policy, the proposed policy has been rewritten to try and help ensure that the introduced content regarding administrative support is clear and easy to understand. It is recommended that the policies as listed be adopted.			Policy 122	Councillor Interaction Policy	Policy 129	Councillor Code of Conduct	Policy 141	Conflict of Interest Policy	Policy 148	Standing Orders for Council Meetings	Policy 150	Investigation Policy	Policy 151	Model Meeting Procedures Policy
Policy 122	Councillor Interaction Policy													
Policy 129	Councillor Code of Conduct													
Policy 141	Conflict of Interest Policy													
Policy 148	Standing Orders for Council Meetings													
Policy 150	Investigation Policy													
Policy 151	Model Meeting Procedures Policy													
CONSULTATION: Nil														
GOVERNANCE IMPLICATIONS: The policy is consistent with the guidelines and legislation as issued.														
RECOMMENDATION: 1. That: <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Policy 122</td> <td>Councillor Interaction Policy</td> </tr> <tr> <td>Policy 129</td> <td>Councillor Code of Conduct</td> </tr> <tr> <td>Policy 141</td> <td>Conflict of Interest Policy</td> </tr> <tr> <td>Policy 148</td> <td>Standing Orders for Council Meetings</td> </tr> <tr> <td>Policy 150</td> <td>Investigation Policy</td> </tr> <tr> <td>Policy 151</td> <td>Model Meeting Procedures Policy</td> </tr> </table> as presented be adopted. 2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.			Policy 122	Councillor Interaction Policy	Policy 129	Councillor Code of Conduct	Policy 141	Conflict of Interest Policy	Policy 148	Standing Orders for Council Meetings	Policy 150	Investigation Policy	Policy 151	Model Meeting Procedures Policy
Policy 122	Councillor Interaction Policy													
Policy 129	Councillor Code of Conduct													
Policy 141	Conflict of Interest Policy													
Policy 148	Standing Orders for Council Meetings													
Policy 150	Investigation Policy													
Policy 151	Model Meeting Procedures Policy													
ATTACHMENTS: Policy 122 Councillor Interaction Policy, Policy 129 Councillor Code of Conduct, Policy 141 Conflict of Interest Policy, Policy 148 Standing Orders for Council Meetings, Policy 150 Investigation Policy, Policy 151 Model Meeting Procedures Policy														
Chief Executive Officer		Ms Lynn Moore												



BOULIA SHIRE COUNCIL

Councillor Interaction Policy

- Acceptable Requests for Information
- Advocating constituent service requests

Category:	Policy
Policy Number:	122
Document Version:	1
Obsolete Version:	3rd July 2020
Keyword Classification:	Councillor Interaction, Acceptable Request Guidelines
Summary:	This policy seeks to outline the way in which Councillors will interact with staff in seeking information from employees and placing work requests on behalf of constituents
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	Policy 129 – Councillor Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Public Sector Ethics Act 1994

PURPOSE

This policy seeks to outline the way in which Councillors will interact with Council staff in seeking information and placing work or service requests on behalf of constituents, pursuant to section 170A of the *Local Government Act 2009* (LGA) which mentions:

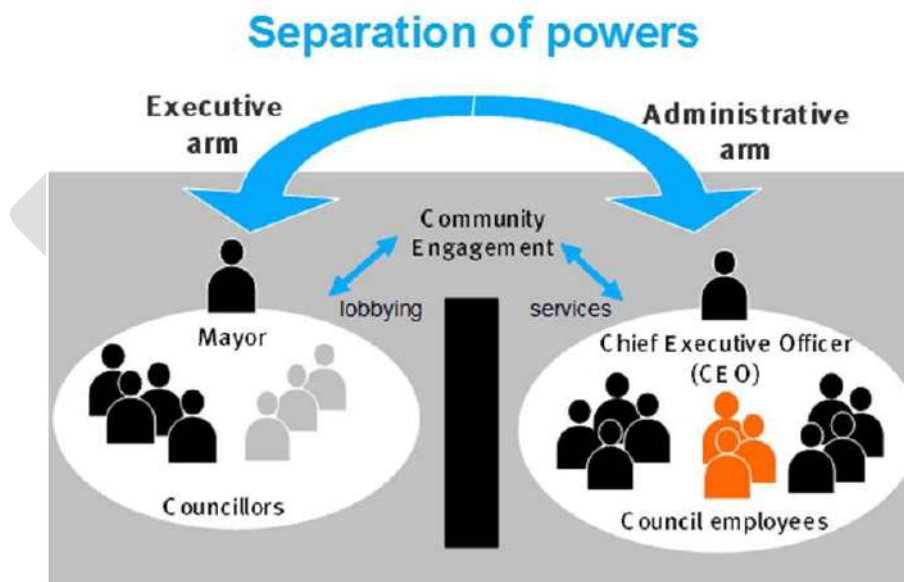
- a) the way in which a Councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- b) reasonable limits on requests that a Councillor may make.

Councillors are of course not precluded from talking to staff, indeed a constructive relationship between staff and elected Councillors is encouraged to ensure that Councillors feel comfortable that they are fully informed about the operations of Council.

BACKGROUND

Boulia is a small community and Councillors will interact with staff in a variety of mediums through personal and family connections, membership in community groups and participation in organising groups for community events and celebrations. Councillors should not be restricted in this active participation within the community by these guidelines and the legislative restriction placed on them by the LGA.

The structure of the Local Government Authority provides for a clear separation between the executive arm of Council (the elected representatives) and the administrative arm (Council employees). The following diagram provides an interpretation of how the LGA defines the relationship between Councillors and Council Staff.



Section 170 of the LGA is explicit in its intent and prohibition of Councillors giving direction to staff and is listed below.

170 Giving directions to local government staff

- (1) *The mayor may give a direction to the chief executive officer*
- (2) *However, a direction under subsection (1) must not be given if -*
 - (a) *it is inconsistent with a resolution, or a document adopted by resolution, of the local government; or*

(b) it relates to the appointment of a local government employee under section 196(3); or

(c) it relates to disciplinary action by the chief executive officer in relation to a local government employee under section 197 or a councillor advisor; or

(d) it would result in the chief executive officer contravening a provision of an Act.

(3) No councillor, including the mayor, may give a direction to any other local government employee, except in accordance with guidelines made under section 170AA about the provision of administrative support to councillors.

Note -

Contravention of subsection (3) is misconduct that could result in disciplinary action being taken against a councillor. See sections 150L(1)(c)(iv), 150AQ and 150AR.

(4) The chief executive officer must -

(a) keep a record of each direction given to the chief executive officer;
and

(b) make available to the local government each direction mentioned in paragraph (a).

Pursuant to the above legislative provisions, a Councillor may ask a local government employee to provide advice to assist the Councillor carry out his or her responsibilities under the Act.

DEFINITIONS

Executive Arm CEO	the elected Council including the Mayor and all Councillors is the Chief Executive Officer appointed by Council from time to time
Administrative Arm	is the Senior Management and all Council staff including both internal and external workers
Councillor Request	is a request received from a Councillor that requires the provision of information or documents, the programming of work and/or the commitment of resources
Administrative support staff	is the Executive Assistant appointed by Council from time to time

POLICY STATEMENT

Pursuant to section 170 of the LGA, whilst Councillors may not *direct* staff, other than administrative support staff in accordance with this policy, to undertake any tasks or work, Councillors are welcome to converse with all employees within the organisation and are encouraged to develop constructive relationships with all staff. Further, Councillors are entitled to seek from all staff such information as they require to confidently make a decision on Council matters. Only the Mayor may direct the Chief Executive Officer in the implementation of Council Policy.

Where Councillors are advocating for works or services (other than simple operational requests such as a burst water main or park maintenance) to be undertaken on behalf of constituents, Councillors are requested to make these requests in writing to the CEO.

Where Councillors are participating in a community committee or group developing a program or event, the Councillor has the same capacity to make requests as other members of the committee/group to Council staff to have work completed.

ROLE OF ADMINISTRATIVE SUPPORT STAFF

Administrative support staff are local government employees funded by Councils to assist Mayors and Councillors meet the responsibilities of their roles and deliver important services and infrastructure for local communities.

Because all Councils are different, administrative support staff may be involved in a range of activities including other responsibilities besides supporting a Mayor or Councillors.

This policy provides guidelines to help clarify the specific types of tasks regarded as administrative that Councillors can direct support staff to complete. Such tasks may include the following:

- answering telephone calls
- drafting or typing replies to simple correspondence
- photocopying, printing and ordering stationery
- liaising with Council about office maintenance or health and safety issues on behalf of the Councillor
- room or travel bookings, for example booking Council vehicles or meeting rooms
- logging requests for service jobs from the community, for example requests for street or park maintenance
- locating information for Councillors such as legislation, or information from Council's website or other sources

Administrative support to the Mayor and Councillors will be prioritised around normal office administration requirements and will be available during normal office hours. Urgent requests for information outside of normal working hours should be directed through the CEO.

Anything outside the scope of this document should be directed in the first instance to the CEO.

ACCEPTABLE REQUEST GUIDELINES FOR COUNCILLORS

Advocating Service Requests

Where Councillors are advocating for services (other than simple operational requests such as a burst water main or park maintenance) on the part of their constituents, the following process has been established:

1. The request is to be given to the CEO in writing (email is acceptable) or via Council Meeting in general business.
2. The CEO is to respond to the Councillor within ten days advising whether the request can be completed within the constraints of the current workloads and budget (where practical).
3. Should the Councillor be unhappy with the response, the request can be escalated to Council.
4. All requests are to be recorded on the Council 'Action List Report' which is reported on at each Council meeting.

Simple operational requests from residents can be forwarded directly to administration for recording and allocation to the relevant Department (i.e. burst water main).

Councillor Request for advice or information

A Councillor request for advice or information must follow these guidelines:

1. Councillors may request, from any employee, assistance or information of a similar nature and in a similar manner to that which the employee would ordinarily give to the public, such as a minor or routine matter;
2. For anything other than minor or routine matters, and outside the scope of the role of administrative support staff, Councillors shall direct requests for assistance or information to the Chief Executive Officer;
3. A request for information or advice must identify the proposed decision that the Councillor needs information or advice on;
4. To facilitate the timely and accountable flow of information, Councillors are required to submit requests, with the exception of straight-forward advice, via email or in writing;
5. Any interaction between a Councillor and employee must have due regard to the provisions of all relevant legislation and policies;
6. Interaction between Councillors and employees shall, at all times, be carried out in a professional manner with due regard for each other's respective roles;
7. A Councillor cannot direct, and must not attempt to direct, any employee about the way in which the employee's duties are performed;
8. A Councillor's request for advice must not take the form of an attempt to direct, or pressure an employee, to prepare a response in a certain manner;
9. A Councillor is to inform the Chief Executive Officer if they believe an employee has not appropriately responded to a request for information or advice.

COUNCILLOR ESCALATION PROCESS

Under legislation, Councillors are not allowed to direct the CEO or local government employees. Mayors are not allowed to direct local government employees, other than the CEO and only in accordance with adopted Council policies. Councillors are, at all times, required to comply with the *Code of Conduct for Councillors in Queensland*, for example by treating administrative staff with courtesy, honesty and fairness.

Councillors should direct any concerns about the performance of administrative support staff to the CEO or other delegate and not direct criticism to the employee themselves. It is not the role of a Councillor to manage the performance of administrative support staff.

ESCALATION PROCESS FOR EMPLOYEES

Administrative support staff are not required to action requests or directions that are not in accordance with this policy.

Staff should refer any requests received outside the scope of this policy directly to the CEO.

COMPLIANCE

A Councillor's failure to follow any Council guidelines about administrative support staff contravenes the behaviour standards set out under the *Code of Conduct for Councillors in Queensland* and is considered inappropriate conduct. Council employees, other Councillors or members of the community may lodge complaints about suspected inappropriate conduct to the Office of the Independent Assessor.



BOULIA SHIRE COUNCIL

Councillor Code of Conduct

Category:	Policy
Policy Number:	129
Document Version:	3
Obsolete Version:	3 rd July 2020
Keyword Classification:	Councillor Code of Conduct
Summary:	The policy outlines ethical behaviour for Councillors
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	<p>Department of Local Government, Racing and Multicultural Affairs <i>Code of Conduct for Councillors in Queensland</i> document (issued 07/04/2020 approved on 04/08/2020)</p> <p>Policy 111 - Councillor Expenses Re-imbusement Policy Policy 121 - Confidentiality (Use of Information) Procedure Policy Policy 122 - Councillor Interaction Policy Policy 127 - Complaints Management Policy and Process Policy 139 - Related Party Disclosure Policy Policy 140 - Statement of Business Ethics Policy 141 - Conflict of Interest Policy Policy 148 - Standing Orders for Council Meetings Policy Policy 150 - Investigation Policy Policy 151 - Model Meeting Procedures Policy</p>
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Crime and Corruption Act 2001

PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

BACKGROUND

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the LGA, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under **section 169 of the LGA the applicable legislation**. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

THE LOCAL GOVERNMENT PRINCIPLES AND VALUES

The **LGA legislation** is founded on five Local Government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement
4. Good governance of, and by, Local Government
5. Ethical and legal behaviour of Councillors and Local Government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open Council meetings
 - properly inform relevant personnel of all relevant information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:
 - manage Council resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
 - show respect to all persons
 - clearly and accurately explain Council's decisions

- accept and value differences of opinion.
4. In exercising good governance, Councillors are committed to:
- the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of decisions.
5. To meet the community's expectations for high level leadership, Councillors will:
- be committed to the highest ethical standards
 - uphold the system of Local Government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

STANDARDS OF BEHAVIOUR

This Code of Conduct sets out the standards of behaviour applying to all Councillors in Queensland. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

- 1. RESPONSIBILITIES**
- 2. RESPECT**
- 3. REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out *RESPONSIBILITIES* conscientiously and in the best interests of the Council and the community

For example, Councillors will, at a minimum, have the following responsibilities:

- 1.1 Attend and participate meaningfully in all Council meetings, committee meetings, informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given
- 1.2 Respect and comply with all policies, procedures and resolutions of Council
- 1.3 Use only official Council electronic communication accounts (e.g. email)

- accounts) when conducting Council business
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner
 - 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
 - 1.6 Cooperate with any investigation being undertaken by the Local Government or other entity.
 - 1.7 **Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland.**

2. Treat people in a reasonable, just, *RESPECTFUL* and non-discriminatory way

For example, Councillors will, at a minimum, act in the following ways:

- 2.1 Treat fellow Councillors, Council employees and members of the public with courtesy, honesty and fairness
- 2.2 Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other Councillors, Council employees **and or** members of the public
- 2.3 Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare

3. Ensure conduct does not reflect adversely on the *REPUTATION* of Council

For example, Councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity

CONSEQUENCES OF FAILING TO COMPLY WITH THE CODE OF CONDUCT

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the **LGA legislation**.

A complaint about the conduct of a Councillor must be submitted to the Office of the Independent Assessor (OIA) who will assess the complaint and determine the category of the allegation. In

order of least to most serious, the categories of complaint are **unsuitable meeting conduct**, **inappropriate conduct**, **misconduct**, and then **corrupt conduct**.

Unsuitable meeting conduct

Under **section 150H of the LGA the legislation**, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt with by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

*Note: Chairpersons of meetings are carrying out a statutory responsibility under the **LGA legislation** to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).*

Inappropriate conduct

Under **section 150K of the LGA the legislation**, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting, or is a series of conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year. The local government is not required to notify the OIA and may deal with the conduct under section 150AG of the LGA.

The OIA is responsible for assessing allegations of suspected inappropriate conduct other than **that those** arising from unsuitable meeting conduct. If the OIA chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

Misconduct

Councillors are required to comply with all laws that apply to Local Governments. This includes refraining from engaging in **misconduct**.

The OIA is responsible for assessing and investigating instances of suspected misconduct. The OIA may **then refer the matter make an application** to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of **the Councillor's** powers, or

- is, or involves:
 - a breach of trust placed in the Councillor, either knowingly or recklessly
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person
 - a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer) ~~and for Brisbane City Council, the Lord Mayor giving direction to the Chief Executive Officer and senior contract officers)~~
 - a release of confidential information outside of the Council
 - ~~failure by a Councillor to report a suspected material personal interest, or conflict of interest of another Councillor, or~~
 - failure to declare a conflict of interest or appropriately deal with a conflict of interest in a meeting
 - attempting to influence a decision maker about a matter in which the Councillor has a conflict of interest
 - failure by a Councillor to report a suspected prescribed conflict of interest of another Councillor
 - failure to submit, update or review your registers of interests, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or the Councillor Conduct Tribunal
 - any acceptable request guidelines of the Council made under ~~section 170A of the LGA the legislation~~
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year, or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

~~The conduct of a Councillor may also be misconduct if a Councillor purports to direct the Chief Executive Officer in relation to disciplinary action regarding the conduct of a Councillor Advisor.~~

Corrupt conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* (Section 15) and must be referred to the Crime and Corruption Commission (CCC). For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillor's responsibilities, and
- involves the performance of the Councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

The OIA has entered into a section 40 (of the *Crime and Corruption Act 2001*) arrangement with the ~~Crime and Corruption Commission (CCC)~~ which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to ~~take over~~ assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at <https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

~~When the OIA deals with corrupt conduct which is a statutory offence under the LGA, the OIA has the discretion to deal with the matter either as misconduct or as a criminal prosecution of the statutory offence. For an understanding of when the OIA will deal with corrupt conduct as misconduct refer to the OIA's prosecution policy at www.oia.qld.gov.au/resources/oia/policy/guidelines-for-commencing-a-prosecution-under-lga.pdf.~~

MORE INFORMATION

The Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within the Local Government Division of the Department of Local Government, Racing and Multicultural Affairs on:

Southern office
Phone: (07) 3452 6762
Email: southern@dlgrma.qld.gov.au

Northern office
Phone: (07) 4758 3472
Email: northern@dlgrma.qld.gov.au



BOULIA SHIRE COUNCIL

CONFLICT OF INTEREST POLICY (EMPLOYEE)

Category:	Policy
Policy Number:	141
Document Version:	Version 1
Obsolete Version:	24 th January 2018
Keyword Classification:	conflict
Summary:	To clarify what a conflict of interest is for staff of the Boulia Shire Council
Adoption Date:	
Resolution:	
Due for Revision:	20 th November 2023
Revision date:	Every three years or as impacted by legislation
Date revoked:	n/a
Related documents:	Gifts benefits policy Policy 104 – Gift Policy Policy 128 - Public Interest Disclosure Policy and Procedure Policy 139 - Related Party Disclosure Policy Policy 140 - Statement of Business Ethics Policy 146 - Code of conduct Policy 151 - Model Meeting Procedures Policy
Responsible Section:	Executive
Responsible Officer:	CEO
Legislation:	Local Government Act 2009 (Chapter 2, Div 3 s24) Public Service Act 2008

Conflict of Interest Policy (Employee)

1 Purpose

Bouliia Shire Council is committed to conducting business and delivering services in a fair, transparent, accountable and impartial manner. This Conflict of Interest Policy deals with situations in which our employees may have an actual, perceived or potential conflict of interest between their public role and their personal interests.

The purpose of this policy is to set out a framework for employees and relevant persons to identify, disclose, manage and monitor conflicts of interest.

The conflicts of interest of a Councillor are managed separately to this policy and in accordance with the directives of the *Local Government Act 2009*.

2 Key concepts and definitions

A **conflict of interest** arises from a conflict between the performance of a public duty and a private or personal interest.

A **conflict of interest** includes the private, professional or business interests of a person, or of the individuals or groups with whom they have a close association, such as relatives, friends or even enemies. Interests may be **real** or **perceived**.

- **Real:** a real conflict of interest refers to an actual or potential financial gain or loss for the person, their family, friends or close associates.
 - An actual conflict of interest occurs when there is a conflict between a person's official duties and responsibilities in serving the public interest, and their personal interest
- **Perceived:** a perceived conflict of interest refers to an interest that is not financial or monetary but arises from such things as personal relationships, beliefs or involvement in social, cultural, religious or sporting activities.
 - a perceived conflict of interest occurs when a reasonable person, knowing the facts, would consider that a conflict of interest may exist, whether or not this is the case
- **Potential:** a potential conflict of interest occurs where a person has a personal interest that could conflict with their official duties in the future.

3 Scope

This policy applies to all persons administered by or working for Bouliia Shire Council including:

- employees, whether full-time, part-time, fixed-term or on contract;
- **councillors** or committee members;
- volunteers; and
- Suppliers or consultants whose contracts specify that they are bound by this policy.

4 Policy Statement

A conflict of interest may affect a person's judgement as to what is in the public interest, or may lead to a bias in their decision making. It is not always possible to avoid a conflict of interest. A conflict of interest is not necessarily unethical or wrong.

It is important that any actual, perceived or potential conflict of interest is identified, disclosed and effectively managed (including avoided if possible). Management of conflicts of interest must be fair, transparent, accountable and free from bias.

Persons to whom this policy applies must:

- disclose any actual, perceived or potential conflict of interest;
- seek independent advice about how a conflict will be managed; and
- are encouraged to report any actual, perceived or potential conflict of interest that they observe.

It is the responsibility of each staff member to identify potential conflicts of interest and report to their supervisor and exclude themselves from any decision making process.

5 Relevant legislation

Statutes may impose obligations in relation to disclosure and/or management of a conflict of interest, including (but not limited to) the following:

5.1 Public Service Act 2008

186 Conflicts of interest (employee/councillor)

(1) If an public service employee, other than a chief executive, has an interest that conflicts or may conflict with the discharge of the employee's duties, the employee—

(a) must disclose the nature of the interest and conflict to the employee's Chief Executive Officer as soon as practicable after the relevant facts come to the employee's knowledge; and

(b) must not take action or further action relating to a matter that is, or may be, affected by the conflict unless authorised by the Chief Executive Officer.

5.2 Local government

The *Local Government Act 2009* covers how interests are to be managed (Chapter 2, Div 3 s24).

6 Related policies and documents

- Gifts and Benefits Policy
- Code of Conduct
- Public Interest Disclosure Policy

7 Policy owner

Chief Executive Officer is responsible for this Conflict of Interest Policy and is responsible for reviewing and evaluating the effectiveness of the policy and procedures on a tri-annual basis.



BOULIA SHIRE COUNCIL

Standing Orders for Council Meetings Policy

Category:	Policy
Policy Number:	148
Document Version:	1
Obsolete Version:	21st December 2018
Keyword Classification:	Standing Orders for Council Meetings, Council Meeting Procedures
Summary:	To provide written rules for the orderly conduct of Council Meetings
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) Policy 129 - Councillor Code of Conduct Policy 146 - Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Information Privacy Act 2009

OBJECTIVE:

To provide written rules for the orderly conduct of Council Meetings

1. STANDING ORDERS:

- 1.1 These standing orders apply to all local government meetings of Council and any including standing committees meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 Any provision of these standing orders may be suspended by resolution of any meeting of Council the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.3 Where at a Council meeting a matter arises at the local government meeting which that is not provided for in these standing orders, such the matters shall be determined by resolution of Council the local government upon a motion which may be put without notice but otherwise in conformity conforming with these standing orders.

PROCEDURES FOR MEETINGS OF COUNCIL LOCAL GOVERNMENT:

2. Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council local government.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 Council The local government will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of Business

- 3.1 ~~Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.~~
- 3.2 The order of business shall will be determined by resolution of Council the local government from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3 Unless otherwise altered, the order of business shall will be as follows:
 - attendances
 - apologies and granting of leaves of absence
 - confirmation of Minutes
 - Officers Reports.

3.4 Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed ~~shall will~~ be taken into consideration, at every ordinary meeting of ~~Council the local government~~, in order that ~~such the~~ minutes may be confirmed. ~~and~~ No discussion ~~shall will~~ be permitted ~~with respect to such~~ about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

4. Agendas

4.1 The Agenda may contain:

- Notice of meeting
- Minutes of the previous meetings
- Business arising out of previous meetings
- Business which the Mayor wishes to have considered at that meeting without notice
- Matters of which notice has been given
- Committees' reports ~~to Council~~ referred to the meeting by the Chief Executive Officer (CEO)
- Officers' reports ~~to Council~~ referred to the meeting by the CEO
- Deputations and delegations ~~from the community that are approved to attend~~
- Any other business ~~the~~ Council determines by resolution be included in the agenda ~~paper~~.

4.2 Business not on the agenda or not fairly arising from the agenda, ~~shall will~~ not be considered at any ~~Council~~ Meeting unless permission for that purpose is given by ~~Council the local government~~ at ~~such the~~ meeting. Business must be in accordance with the adopted terms of reference for each committee.

4.3 ~~The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.~~

4.4 ~~Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.~~

5. Petitions

5.1 Any petition presented to a meeting of ~~Council the local government~~ ~~shall will~~:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures
- include the name and contact details of the principal petitioner (i.e., ~~one person who is the organiser and who will act as~~ the key contact ~~for the issue~~)
- include the postcode of all petitioners, and
- have the details of the specific request/matter appear on each page of the petition.

5.2 Where a Councillor presents a petition to a meeting of ~~Council the local government~~, no debate ~~on or~~ in relation to it ~~shall will~~ be allowed, and the only motion which may be moved is:

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

5.3 ~~Council The local government~~ will respond to the principal petitioner in relation to all

petitions deemed valid.

6. Deputations

- 6.1 A deputation wishing to attend and address a meeting of the Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2 The CEO, on receiving an application for a deputation, shall notify the Chairperson who shall will determine whether the deputation may be heard. The CEO shall will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the Council meeting unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council meeting, the Chairperson may finalise terminate the deputation.
- 6.5 The Chairperson may terminate an address by a person in a deputation at any time where:
 - the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members others.
- 6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

7. Public participation at meetings

- 7.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 7.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government.
- 7.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 7.4 For any matter arising from such an address, the local government may take the following actions:
 - refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 7.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

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

8. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

8.1 A Councillor who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.

8.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of the interest.

8.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:

- if it arises because of a gift, loan or contract, the value of the gift, loan or contract
- if it arises because of an application or submission, the subject of the application or submission
- the name of any entity other than the Councillor that has an interest in the matter
- the nature of the Councillor's relationship with the entity that has an interest in a matter
- details of the Councillor's and any other entity's interest in the matter.

8.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

8.5 Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

9. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

9.1 A Councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.

9.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter

during a Council meeting must inform the meeting of the conflict of interest.

9.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:

- the nature of the declarable conflict of interest
- if it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest in the matter
- if it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.

9.4 After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

9.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.

9.6 The other non-conflicted Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors. The non-conflicted Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors.

9.7 In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

9.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.

9.9 When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the particular circumstances of the matter including, but not limited to:

- how does the inclusion of the Councillor in the deliberation affect the public trust
- how close or remote is the Councillor's relationship to the related party
- if the declarable conflict of interest relates to a gift or other benefit, how long ago

- was the gift or benefit received
- will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them
- how does the benefit or detriment the subject Councillor stands to receive compare to others in the community
- how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting
- whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

9.10 If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the non-conflicted Councillors discuss and vote on the matter.

9.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.

9.12 In making the decision under 9.6 and 9.9, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

9.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

10. Reporting a suspected conflict of interest

10.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

10.2 The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.

10.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

10.4 The non-conflicted Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above.

10.5 If the Councillors cannot reach a majority decision, then they are taken to have determined that the Councillor has a declarable conflict of interest.

11. Loss of quorum

11.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
- defer the matter to a later meeting
- not decide the matter and take no further action in relation to the matter.

11.2 All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.

11.3 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

11.4 If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

MOTIONS:

12. Motion to be moved

12.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.

12.2 When a motion has been moved and seconded, it ~~shall~~ will become subject to the control of the Council and ~~shall not~~ cannot be withdrawn without the consent of the Council meeting.

12.3 Other Councillors can propose amendments to the motion, which must be voted on before voting on the final motion.

- A motion brought before a meeting of Council the local government in accordance with the Local Government Act 2009 LGA or these standing orders shall will be received and put to the meeting by the Chairperson.

- The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

- The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

12.4 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote occur.

12.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

13. Absence of Mover of Motion

13.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council the local government at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting, or

- deferred to the next meeting.

14. Motion to be seconded

14.1 A motion or an amendment to a motion shall not be debated at a meeting of Council the local government unless or until the motion or the amendment is seconded, with the exception of procedural motions.

15. Amendment of Motion

15.1 An amendment to a motion shall will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.

~~15.2 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.~~

15.3 Where an amendment to a motion is before a meeting of Council the local government, no other amendment to the motion shall will be considered until after the first amendment has been put voted on.

15.4 Where a motion is amended by another motion, the original motion shall not be put will not be proposed as a subsequent motion to amend that other motion.

16. Speaking to motions and amendments

16.1 The mover of a motion or amendment shall will read it and shall state that it is so moved but shall will not speak to it until it is seconded.

16.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillors who wish es to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.

16.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.

~~16.4 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.~~

16.5 The mover of a motion or amendment shall have has the right to reply. Each Councillor shall will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

16.6 Each speaker shall will be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.

16.7 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall will determine who is entitled to priority.

16.8 In accordance with section 273 254H of the Local Government Regulation 2012 (LGR), if a decision made at a the Council meeting is inconsistent with a recommendation or advice given to the Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

17. Method of taking vote

17.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall will record the

names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall will declare the result of a vote or a division as soon as it has been determined.

17.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request it, for when voting other than by division.

17.3 Except upon a motion to repeal or amend it, the resolution shall will not be discussed after the vote has been declared.

17.4 Note: If a report contains distinct recommendations, the decision of the Council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

18. Withdrawing a motion

18.1 A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council meeting for its withdrawal.

19. Repealing or amending resolutions

19.1 A resolution of Council the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the Local Government Act 2009 or the Local Government Regulation 2012 legislation.

19.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such The deferral shall will not be longer than three (3) months.

20. Procedural motions

20.1 A Councillor at a meeting of Council the local government may, during the debate of a matter at the meeting, move, as a procedural the following motions, as a procedural motion without the need for a seconder the following motions:

- that the question/motion be now put before the meeting
- that the motion or amendment now before the meeting be adjourned
- that the meeting proceeds to the next item of business
- that the question lie on the table
- a point of order
- a motion of dissent against the Chairperson's decision
- that this report/document be tabled
- to suspend the rule requiring that (insert requirement)
- that the meeting stands adjourned.

20.2 A procedural motion, that 'the question be put', may be moved and where such a the procedural motion is carried, the Chairperson shall will immediately put the question to the motion or amendment to that motion under consideration. Where such the procedural motion is lost, debate on the motion or amendment to that motion shall continue will resume.

20.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify such a time or date; or
- the matter about which the debate is to be adjourned, shall will be included in the business paper for the next meeting.

20.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall will cease and may be considered

again by ~~Council~~ the local government on the giving of notice in accordance with the standing orders.

- 20.5 A procedural motion that the question lie on the table, ~~shall will~~ only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of the Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council ~~shall will~~ proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 20.6 Any Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:
- has failed to comply with proper procedures;
 - is in contravention of the Local Government Act/Regulations legislation; or
 - is beyond the jurisdiction power of the Council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved ~~shall will~~ be suspended pursuant to clause 10.2. The Chairperson ~~shall will~~ determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and ~~thereupon then~~ the Councillor against whom the point of order is raised, ~~shall will~~ immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising ~~shall will~~, until decided, suspend the consideration and decision of every other question.

- 20.7 A Councillor may move a motion of dissent in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter ~~shall will~~ be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made ~~shall will~~ proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it ~~shall will~~ be restored to the business paper and be dealt with in the normal course of business.
- 20.8 The motion that this report/document be tabled may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 20.9 A procedural motion, 'to suspend the rule requiring that ...', may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule ~~shall will~~ specify the duration of ~~such a the~~ suspension.
- 20.10A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and ~~shall will~~ be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the Council ~~meeting shall will~~ continue with the business before the meeting at the point where it was discontinued on the adjournment.

CONDUCT DURING MEETINGS:

21.1 Councillors will conduct themselves in accordance with the principles of the Local Government Act 2009 and the standards of behavior set out in the Code of Conduct. The

~~Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.~~

~~21.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.~~

~~21.3 Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.~~

~~21.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.~~

~~21.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.~~

21. QUESTIONS:

21.1 A Councillor may at ~~a Council~~ the local government meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question ~~shall will~~ be asked categorically and without argument and no discussion ~~shall will~~ be permitted at the ~~Council meeting of Council~~ in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.

21.2 A Councillor who asks a question at a meeting, whether or not upon notice, ~~shall will~~ be deemed not to have spoken to the debate of the motion to which the question relates.

21.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if ~~such motion be~~ carried the Chairperson ~~shall will~~ allow ~~such the~~ question.

MEETING CONDUCT

22. Process for dealing with Unsuitable Meeting Conduct

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors (Add Link to COC). When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

22.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.

22.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.

22.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:

- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
- apologising for their conduct;
- withdrawing their comments.

22.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.

22.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.

22.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

22.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under 22.3, the Chairperson may make one or more of the orders below:

- an order reprimanding the Councillor for the conduct
- an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.

22.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.

22.9 Following the completion of the meeting, the Chairperson must ensure:

- details of any order issued is recorded in the minutes of the meeting
- if it is the third or more order made within a 12-month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the Council and treated as inappropriate conduct
- the Council's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the Council's Councillor conduct register.

22.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 22.1, 22.7 and 22.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

23. General conduct during meetings

23.1 After a meeting of the Council has been formally constituted and the business commenced, a Councillor will not enter or leave from the meeting without first notifying the Chairperson.

23.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('Mayor' or 'Councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

23.3 No Councillor who is speaking will be interrupted except upon a point of order being raised either by the Chairperson or by another Councillor.

23.4 When the Chairperson speaks during the process of a debate, the Councillor speaking or offering to speak will immediately cease speaking, and each Councillor present will observe strict silence so that the Chairperson may be heard without interruption.

24. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

24.1 The Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.

24.2 The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

24.3 Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant Councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 9. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

24.4 The Council must debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

24.5 If a decision is reached that the accused Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the

Council is reasonably satisfied is true.

24.6 The Council may order that no action be taken against the Councillor or make one or more of the following:

- an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct
- an order reprimanding the Councillor for the conduct
- an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense
- an order that the Councillor be excluded from a stated Council meeting
- an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee
- an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.

24.7 A local government may not make an order that the Councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a Councillor.

24.8 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

24.9 The Chairperson must ensure the meeting minutes reflect the resolution made.

MAINTENANCE OF GOOD ORDER:

25. Disorder

25.1 The Chairperson may adjourn the meeting of ~~Council~~ the local government, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson ~~shall will~~ move a motion, ~~which shall to~~ be put without debate, to determine whether the meeting ~~shall will~~ proceed. Where ~~such a the~~ motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE:

26. Attendance of public and the media at meeting

26.1 An area shall be made available at the place where any meeting of ~~Council~~ the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area ~~shall will~~ be permitted to attend the meeting.

26.2 When the ~~Council~~ local government is sitting in Closed Session, the public and representatives of the media ~~shall will~~ be excluded.

~~26.3 The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 275 Local Government Regulation 2012. The Chairperson may direct any persons~~

improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

Public participation at meetings

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

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

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

27.4 For any matter arising from such an address, Council may take the following actions:

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

27.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.

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

27. Closed session

27.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO
- industrial matters affecting employees
- the Council's budget
- rating concessions
- legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council
- negotiations relating to the taking of land by the Council under the Acquisition of Land Act 1967
- a matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

27.2 A Council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.

27.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;

- delegate the matter

- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

27.4 To take a matter into a closed session the Council must abide by the following:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into Closed session must be stated
- not make a resolution while in a closed meeting (other than a procedural resolution).

28. Teleconferencing of meetings

28.1 If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council or committee meeting by teleconference.

28.2 A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

28.3 In order for Councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR that will expire in June 2021.

28.4 These provisions allow the Council:

- the option to conduct the entire Council meeting via phone, teleconference or video conference
- where possible, must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the Council's public offices or on the Council's website
- Chairperson has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.



BOULIA SHIRE COUNCIL

Investigation Policy

Category:	Policy
Policy Number:	150
Document Version:	1
Obsolete Version:	21 st December 2018
Keyword Classification:	Investigation
Summary:	This policy provide guidance for how complaints about the inappropriate conduct of Councillors will be dealt with (however, this policy does not relate to more serious Councillor conduct).
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	Policy 129 Councillor Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 (LGR)

1. OBJECTIVE:

This is Boulia Shire Council's investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor conduct.

2. SCOPE:

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

3. DEFINITIONS:

Assessor	means the Independent Assessor appointed under section 150CV of the LGA
behavioural standard	means a standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LGA
conduct	includes - (a) failing to act; and (b) a conspiracy, or attempt, to engage in conduct
Councillor conduct register	means the register required to be kept by Council as set out in section 150DX of the LGA
inappropriate conduct	see section 150K of the LGA
investigation policy	refers to this policy, as required by section 150AE of the LGA
investigator	means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor
LGA	means the <i>Local Government Act 2009</i>
local government	meeting means a meeting of - (a) a local government; or (b) a committee of a local government.
misconduct	see section 150L of the LGA
model procedures	see section 150F of the LGA
natural justice	a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
referral notice	see section 150AC of the LGA
Tribunal	means the Councillor Conduct Tribunal as established under section 150DK of the LGA
unsuitable meeting conduct	see section 150H of the LGA

4. CONFIDENTIALITY:

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

5. NATURAL JUSTICE:

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness, refers to three key principles:

- that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- that the investigator(s) should be objective and impartial (absence of bias), and
- that any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

6. ASSESSOR'S REFERRAL:

The Council may will receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) any recommendation of the assessor
- (ii) to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or

(iii) in another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for the decision.

7. RECEIPT OF ASSESSOR'S REFERRAL:

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is the subject of the complaint, or the complainant if the complainant is a Councillor, as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting for the Council to decide, by resolution, on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

8. INVESTIGATOR:

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor, or the Mayor as the complainant, then the Chief Executive Officer must may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

9. EARLY RESOLUTION:

Before beginning an investigation, the investigator must should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can includes any recommendations made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

10. TIMELINESS:

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

11. ASSISTANCE FOR INVESTIGATOR:

If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

12. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT:

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

13. COMPLETION OF INVESTIGATION:

On the completion of an investigation, the investigator will provide a report to the a Council meeting outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA as appropriate:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject Councillor has been provided with an opportunity to respond to the complaint and the evidence gathered

- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

If there is a risk to the health and safety of the complainant, under s254J of the LGR the Council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

The Council (with the exception of the Councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA. In accordance with s275(3) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The Chief Executive Officer is also required to ensure the details are entered into the Councillor conduct register.

14. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the Councillor has engaged in inappropriate conduct, the Council may:

- order that no action be taken against the Councillor, or
- make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

15. NOTICE ABOUT THE OUTCOME OF INVESTIGATION:

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation and the subject Councillor.

16. COUNCILLOR CONDUCT REGISTER:

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s ~~must be~~ are entered into the Councillor conduct register.

Where a complaint has been resolved under section 10 of this policy, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

17. EXPENSES:

Council must pay any reasonable expenses of Council associated with the ~~informal early resolution of~~ investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- ~~a mediator engaged under this investigation policy~~
- ~~a private investigator engaged on behalf of or by the investigator~~
- an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice

- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

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BOULIA SHIRE COUNCIL

Model Meeting Procedures Policy

Category:	Policy
Policy Number:	151
Document Version:	1
Obsolete Version:	21st December 2018
Keyword Classification:	Model Meeting Procedures
Summary:	To set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	20 th November 2023
Date revoked:	n/a
Related documents:	Policy 129 - Councillor Code of Conduct Policy 146 - Code of Conduct Policy 148 - Standing Orders for Council Meetings Policy 150 - Investigation Policy
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Acquisition of Land Act 1967

PURPOSE OF THE MODEL MEETING PROCEDURES

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of ~~Local Government meetings and Local Government committee meetings.~~ Council meetings, standing and advisory committee meetings as defined in the Local Government Regulation 2012 (LGR) and the City of Brisbane Regulation 2012 (COBR). However, model meeting procedures do not apply to meetings of the Council's audit committee.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in ~~Local Government Council~~ to deal with the conduct of Councillors in meetings.

BACKGROUND

~~In particular,~~ As required under section 150F of the *Local Government Act 2009* (the LGA) this document sets out:

- the process for how a Chairperson of a ~~Local Government Council~~ meeting may deal with instances of unsuitable meeting conduct by Councillors, and
- the process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (~~the Assessor IA~~) is to be dealt with at a ~~Local Government Council~~ meeting.

PROCESSES

1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 1.1 The Chairperson must ~~decide whether or not~~ reasonably believe that unsuitable meeting conduct has been displayed by a Councillor ~~at a meeting~~.
- 1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson ~~must~~ ~~may~~ consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, ~~or another warning is unwarranted,~~ ~~refer~~ proceed to ~~step~~ 1.7 ~~for the steps to be taken~~.
- 1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
 - 1.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - 1.3.2 Apologising for their conduct
 - 1.3.3 Withdrawing their comments.
- 1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request ~~may~~ ~~could~~ result in an order being issued.
- 1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.

1.7 If the Councillor **still** continues to fail to comply with the Chairperson's request for remedial actions **or the Chairperson decided a warning was not appropriate under 1.3**, the Chairperson may make one or more of the orders below:

1.7.1 An order reprimanding the Councillor for the conduct

1.7.2 An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting. **†**

1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting **by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.**²

1.9 Following the completion of the meeting, the Chairperson must ensure:

1.9.1 Details of any order issued is recorded in the minutes of the meeting³

1.9.2 If it is the third **(3rd)** or more order **made** within a 12 month period **made** against a Councillor, or the Councillor has refused to **comply with an order issued to leave following an order issued to leave** the meeting, these matters are **to be** dealt with at the next meeting of the **Local Government Council** and treated as inappropriate conduct **pursuant to the LGA**⁴

1.9.3 The **Local Government's Council's** Chief Executive Officer (CEO) is advised to ensure details of any order made **must be is** updated in the **Local Governments Council's** Councillor Conduct Register **pursuant to the LGA**.

1.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and City of Brisbane Act 2010 (COBA) to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

2. Meeting process for dealing with suspected inappropriate conduct which has been referred to a Local Government by the IA

Pursuant to **section 150AF of the LGA**, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.

Chapter 5A, Division 5 of the LGA (Referral of conduct to Local Government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the Council must complete an investigation into the alleged conduct:

- consistent with any recommendations from the IA; and
- consistent with the Council's investigation policy; or
- in another way decided by resolution of the council.

¹ Section 150I(2) of the LGA.

² Section 150I(2)(c) of the LGA.

³ Section 150I(3) of the LGA.

⁴ Section 150J of the LGA.

After the completion of the investigation, the **Local Government Council** must decide in a **Council meeting**, whether the Councillor has engaged in inappropriate conduct **in a Council meeting**, unless it has delegated responsibility for this decision under section 257 of the LGA or section 238 of the COBA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a **Local Government Council** by the **Independent Assessor IA**, the **Local Government** must:

2.1 **The Council must** be consistent with the Local Government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the Council. **However**, where the **complainant or other parties matter may directly be adversely affected the health and safety of the complainant** due to the nature of the complaint, the Council may resolve to go into closed session under section **275 254J** of the **Local Government Regulation 2012 (the LGR)** or section 242J of the COBR to discuss the allegation.

2.2 ~~When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.~~

The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor through the Chairperson to assist the other Councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.

2.3 ~~The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct. Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 4. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.~~

2.4 ~~If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:~~

2.4.1 ~~An order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct~~

2.4.2 ~~an order reprimanding the Councillor for the conduct~~

2.4.3 ~~an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense~~

2.4.4 ~~an order that the Councillor be excluded from a stated Local Government meeting~~

2.4.5 ~~an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee~~

2.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct

2.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.

The Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA or deferred to another date when a quorum will be present.

2.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.

If a decision is reached that the subject Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.

2.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.

The Council may order that no action be taken against the Councillor or make one or more of the following:

2.6.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct

2.6.2 an order reprimanding the Councillor for the conduct

2.6.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense

2.6.4 an order that the Councillor be excluded from a stated Council meeting

2.6.5 an order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the local government on a state board or committee

2.6.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct

2.6.7 an order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.

2.7 The Local Government must ensure the meeting minutes reflect the resolution made. A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a Councillor.

2.8 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.

2.9 The Chairperson must ensure the meeting minutes reflect the resolution made.

3. Material Personal Interest Prescribed conflict of interest

Councillors are ultimately responsible for informing of a material personal any prescribed conflict of interest on matters to be discussed at a Council or committee meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a material personal prescribed conflict of interest, Councillors must abide by the following procedures:

3.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:

3.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting

3.1.2 How a person or other entity stands to gain the benefit or suffer the loss

3.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor the nature of the Councillor's relationship to the person or entity.

A Councillor who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting.

3.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a Council meeting must immediately inform the meeting of the conflict of interest.

3.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.

When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:

3.3.1 if it arises because of a gift, loan or contract, the value of the gift, loan or contract

3.3.2 if it arises because of an application or submission, the subject of the application or submission

3.3.3 the name of any entity, other than the Councillor, that has an interest in the matter

3.3.4 the nature of the Councillor's relationship with the entity that has an interest in a matter

3.3.5 details of the Councillor's and any other entity's interest in the matter.

3.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.

The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.

3.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 3.1.

Once the Councillor has left the area where the meeting is being conducted, the Council can continue discussing and deciding on the matter at hand.

3.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:

3.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or

3.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

3.7 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

3.7.1 The name of the Councillor who has a material personal interest in the matter

3.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest

3.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

4. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any personal declarable conflict of interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the LGA or Section 177T of COBA applies.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

4.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:

4.1.1 The nature of the interest

4.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:

4.1.2.i the name of the other person

4.1.2.ii the nature of the relationship or value and date of receipt of the gift or benefit received, and

4.1.2.iii the nature of the other person's interests in the matter.

A Councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a Council meeting must also give notice during the meeting.

4.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of

interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.

A Councillor who first becomes aware of a declarable conflict of interest in a matter during a Council meeting must inform the meeting of the conflict of interest.

4.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.

When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

4.3.1 the nature of the declarable conflict of interest

4.3.2 if it arises because of the Councillor's relationship with a related party:

- i. the name of the related party to the Councillor
- ii. the nature of the relationship of the related party to the Councillor
- iii. the nature of the related party's interest in the matter

4.3.3 if it arises because of a gift or loan from another person to the Councillor or a related party:

- i. the name of the other person
- ii. the nature of the relationship of the other person to the Councillor or related party
- iii. the nature of the other person's interest in the matter
- iv. the value of the gift or loan and the date the gift or loan was made.

4.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.

After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

4.5 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.

4.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:

4.6.1 The size or significance of the benefit the subject Councillor stands to receive or benefit

4.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision

~~4.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.~~

The other Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors. The non-conflicted Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors.

~~4.7 In making the decision under 4.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).~~

In deciding on whether a Councillor may participate in a decision about a matter in which the Councillor has a declarable conflict of interest, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

~~4.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.~~

The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.

~~4.9 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 4.1.~~

When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the circumstances of the matter including, but not limited to:

4.9.1 how does the inclusion of the Councillor in the deliberation affect the public trust

4.9.2 how close or remote is the Councillor's relationship to the related party

4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

4.9.4 will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them

4.9.5 how does the benefit or detriment the subject Councillor stands to receive compare to others in the community

4.9.6 how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting

4.9.7 whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

4.10 In the event the majority of Councillors inform of a personal interest in a matter:

4.10.1 The Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA, or

4.10.2 If the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the non-conflicted Councillors discuss and vote on the matter.

4.11 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:

4.11.1 The name of the Councillor who has declared the conflict of interest

4.11.2 The nature of the personal interest, as described by the Councillor

4.11.3 The decisions made under 4.3 and 4.5 above

4.11.4 Whether the Councillor participated in the meeting under an approval by the Minister

4.11.5 If the Councillor voted on the matter, how they voted

4.11.6 How the majority of Councillors voted on the matter.

A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. briefing sessions or workshops.

4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

4.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

5. Reporting a suspected conflict of interest

5.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the Chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

5.2 The Chairperson should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the

matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.

5.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

5.4 The non-conflicted Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above.

5.5 If the Councillors cannot reach a majority decision then they are taken to have determined that the Councillor has a declarable conflict of interest.

6. Loss of quorum

6.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the Council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA; or
- defer the matter to a later meeting
- not to decide the matter and take no further action in relation to the matter.

All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.

6.2 The Council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3 If the matter cannot be delegated under an Act, the Council should seek ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

7. Recording prescribed and declarable conflicts of interest

When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest
- the particulars of the prescribed or declarable conflict of interest provided by the Councillor
- the actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest
- any decision then made by the eligible Councillors
- whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- the Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision
- the name of each Councillor who voted on the matter and how each voted
- If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a

Councillor's personal interest by someone other than the Councillor, the name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.

- where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible Councillor who voted and how each eligible Councillor voted.

8. Closed Meetings

~~Local Government and standing committees~~ Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its Councillors ~~or members~~ consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of ~~employees~~ the CEO or, in the case of Brisbane City Council only, for senior executive employees
- Industrial matters affecting employees
- ~~Local Government's~~ the Council's budget
- Rating concessions ~~or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government~~
- Any action to be taken by the Local Government under the *Planning Act 2016 (PA)*, including applications made to it under the PA
- ~~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.~~
- legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council
- matters that may directly affect the health and safety of an individual or a group of individuals
- negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council
- negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
- a matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

~~A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting.~~

A Council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the Council must;

- delegate the matter
- decide by resolution to defer to a later meeting
- decide by resolution to take no further action on the matter.

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

5.1 To take an issue into a closed session, the Local Government must first pass a resolution to do so.

5.2 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.

5.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.

5.4 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

To take a matter into a closed session the Council must abide by the following:

8.1 Pass a resolution to close the meeting.

8.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.

8.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.

8.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

9. Teleconferencing meetings

9.1 If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Chairperson may allow a Councillor to participate in a Council meeting, standing or advisory committee meeting by teleconference.

9.2 A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

9.3 In order for Councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR and the COBR that will expire in June 2021.

These provisions allow the Council:

- the option to conduct the entire Council meeting via phone, teleconference or video conference
- where possible, that they must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the Council's public

offices or on the Council's website

- Chairperson the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

DRAFT

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Director of Corporate Services October 2020 Report	DOC REF: Item DCS1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 12/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4 Ensure transparency and accountability through integrated performance management reporting

5.4: Sustainability

5.4.2 Optimise performance of Council business units using available technology

PURPOSE:

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

CONTENT:

IT Vision Rollout of Modules:

AltusEPM -

Online procurement module that has been linked with Council's Policy 101 Purchasing and Acquisition. This module will tighten the controls on raising of orders and to ensure requesting officers are working within our policy, getting the correct number of quotes required. This has been identified as an audit issue that copies of quotes are not always attached to the requisitions.

By being cloud based, officers will be able to do orders in the field/project site and when in the service area they will update to the main system for approval.

Time will be saved in obtaining quotes as this data auto-fills a template and sends the request out, then records the results, the same template is sent to all vendors.

After assessment is done, the requestor will then process/send to the authorising officer who then has access to all the quote requests and responses prior to approving the requisition.

This system is scheduled to go live on the 1st December 2020 during our slower time so that Staff have the time to practice before the busy period.

Altus Payroll Suite –

This is a modern and digital platform that will enable Council's employees to complete their timesheets online, either on the computer, phone or iPad. Each employee will have access to the portal to input their hours worked using linked job numbers, this will improve the costing records as they will become more accurate. If an employee has had a sick day, a form will be auto generated, pre-filled and sent to the supervisor.

At the planning stage of any special projects (grant funded) the employees can be directly linked to the relevant costing numbers by the Payroll so that when the work is in progress the employee doesn't need to go and find new job number as it is already on their profile.

Timesheets can be completed on a daily basis, the supervisor can approve either daily or weekly, once approved this then goes through to the Payroll Officer to check and to include in next pay run.

Applications for leave will be done in the portal, at the time of applying the employee will see if any other team members are away at the proposed time, this will update the team calendar once approval has been granted by supervisor.

Supervisors and Managers will be able to input Rosters and will be able to see their entire team's availability, this can also be done organisation wide.

RPM Portal – Local Government Reporting and Program Management System

Department of Infrastructure, Transport, Regional Development and Communications are rolling out the new portal as the existing Infrastructure Management System portal (IMS) has become unreliable and is not always available.

This system will be used to manage the Australian Government’s Infrastructure Investment Program, and associated subprograms, Roads to Recovery, Blackspot program, Bridges Renewal, Heavy Vehicle Safety and Productivity programs as a one stop shop for all the programs.

Initially we will be using this system for our Roads to Recovery program which runs from 2019-2024 valued at \$3,410,735. We will be loading new projects, progress reporting and acquittals, this year 2020-21, we have budgeted \$852,684 of capital works for Roads, 2021-22 we have been allocated \$568,452.

eGrants:

Department of Local Government, Racing and Multicultural Affairs have created a new eGrants portal. To assist Councils they are running information sessions on the new portal that will encompass the majority of Departmental Grants that they provide as a single information system. Initially they are releasing programs to cover grants LGGSP and W4Q in line with the next quarterly reporting due end of January 2021. All milestone/progress reporting plus applications for variations, media articles are to be saved within the portal. The information that has been saved will form part of acquittal for the project, no longer the Project Manager will have to keep copies to include with the acquittal.

During the progress reporting there is the opportunity to address any potential risks that could arise (eg. rain, delayed delivery of materials) that may impact on meeting the deadlines, by completing this as things happen, it gives the Department time to work on how they can assist the Council.

eGrants will be a time saving for Council Offices as all information is going to the one place, one portal and can be viewed even after the program has completed.

All future programs application process for the Department will be rolled out in this portal.

International Fraud Awareness Week:

15-21 November 2020 is International Fraud Awareness Week.

Prevention of fraudulent activities is an ever changing and evolving process. Having good policies and processes as well as educating Staff at all levels is an excellent start.

When new and old processes are being reviewed, the possibility of fraudulent acts must be reviewed/ identified, if identified a continuous improvement plan is required.

There are 2 keys areas that fraud occurs in organisations currently, Procurement and Internal Audit. Internal Audit does 2 audits a year for Bouliia Shire, any recommendations are reviewed and acted upon with consultation with the Auditor.

We need to be diligent in our endeavour to rule out fraud in Council, the video link from CCC outlines the key areas for Senior Executives. [A presentation by Jen O’Farrell, Chief Executive Officer \[approx. 10 minutes\] – for senior executives \(https://www.youtube.com/watch?v=kIqAhhKtqsg&feature=youtu.be\)](https://www.youtube.com/watch?v=kIqAhhKtqsg&feature=youtu.be)
A video has been sent to Corporate Staff as part of fraud awareness week.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Director of Corporate Services October 2020 Report be received for information.

DOCUMENTS TO BE TABLED: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Policy 101 - Purchasing and Acquisition: Policy Review	DOC REF: Item DCS2
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 05/11/2020
CORPORATE PLAN REFERENCE: Key Priority 5. Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: Regular review of Council policies ensure that Council maintains an up to date guide for staff to refer to in the day to day management of Council. This report deals with changes to the Purchasing and Acquisition Policy following amendments to the <i>Local Government Regulation 2012</i> .		
CONTENT: Council's Policy 101 – Purchasing and Acquisition provides staff with a framework for procurement activities that ensures compliance with the requirements of a number of Acts and Regulations. Within this framework is guidance on the tender process that must be followed when Council is looking to engage in contracts with a value of \$200,000 or higher. Previously, the <i>Local Government Regulation 2012</i> (LGR) stipulated that all tenders must be advertised for a minimum of 21 days in a newspaper publication. Recent changes to the LGR have seen an update to this requirement whereby tender advertisements, while still needing to be advertised for the minimum 21 day period, can now be published on the Council website, together with at least one other publication method, eliminating the compulsory requirement for publication in a newspaper. To reflect this change in the LGR, the Purchasing and Acquisition Policy has been reviewed and updated and is attached for Council review. The proposed changes to be made are highlighted in yellow. It is recommended that the policy as presented be adopted.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: The policy is consistent with the guidelines and legislation as issued.		
RECOMMENDATION: 1. That Policy 101 Purchasing and Acquisition as presented be adopted. 2. That a copy of the policies be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.		
ATTACHMENTS: Policy 101 Purchasing and Acquisition Policy		
Reviewed 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 2019/11.24 - 18 th November 2019 3rd July 2020
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 2021
Date Revoked:	n/a
Related documents:	<p>ATO Statement by Supplier form no. 17 Request for Quotation (Verbal) form no. 34 Contractor Performance Checklist form no. 59 Councillor Reimbursement form no. 24 Delivery of goods form no. 50 Payment Request Approval form no. 4 Purchasing Delegation Conflict of Interest Declaration form no. 44 Tender Declaration form for Tender Evaluation Assessment Panel Member form no. 55 Assessing Quotes Template Council's Tender Register WHS – Safety Management System (Purchasing & Suppliers Controls) WH&S Policy Statement Policy 140 – Statement of Business Ethics Policy 141 – Conflict of Interest Policy Policy 146 – Code of Conduct</p>
Responsible Section:	CEO
Responsible Officer:	Director of Corporate Services
Legislation:	Local Government Act 2009, Local Government Regulation 2012, WHS Act & Regulation 2011, Work Health and Safety Consultation Code of Practice 2011

OBJECTIVE

To provide Council and its Officers with a framework for procurement activities that ensures compliance with requirements of the *Local Government Act 2009*, *Local Government Regulation 2012* (LGR) and *Workplace Health and Safety Act, Regulations 2011*, *Work Health and Safety Consultation Code of Practice 2011*.

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/**VendorPanel**, 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 Council's 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 sect 104(3), LGA Local Government Act 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 on Council's website and at least one other form of publication, 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 228 LGR).
5. Information resulting from any conversation with a Tenderer, 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 no 34.
2. All requisitions/purchase orders must be recorded in the notes section, 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 no. 34 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 no. 34 detailing the price, name, address and telephone number of providers and any terms/conditions that apply to the offer and attached 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 website, **Channel Chatter**, email blast **or newspaper and Facebook page**, 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/VendorPanel 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 On completion of 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 website for download.

A tender advertisement must appear at least once in the Channel Chatter and the local/regional newspaper be published on the Council’s website and distributed via email blast and Council’s Facebook page. The Officer may choose to use the LGAQ Local Buy/VendorPanel to assist with tender selection and to manage formal tender responses.

In any case, the process must allow a minimum 21 days from the first 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 placed 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/VendorPanel 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 then 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 Tenderer's 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, and ~~or~~ in the case of having used Local Buy/VendorPanel, the tender number from the register and the Local Buy number (BSU)/VendorPanel number (VP).
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

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Audit Report	DOC REF: Item DCS3
REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 12/11/2020
CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.2 Maintain high standards of Corporate Governance through effective audits 5.2.4 Ensure transparency and accountability through integrated performance management reporting		
PURPOSE: To present Council with the Audit and Risk Management Meeting Minutes held 29 th October 2020.		
CONTENT: The Committee Chair Peter O'Regan ran the meeting, items covered were: <ul style="list-style-type: none">• Draft Financial Statements 2019-2020 and letter of extension of time to Department• Review of Internal Auditor report on Human Resources and Payroll• QAO briefing paper• Review Audit and Risk Management Registers for<ul style="list-style-type: none">○ Internal Audit 2019-2020 and 2020-2021○ External Audit 2019-2020 and 2020-2021 <p>Further detailed information can be found in the attached minutes of the meeting and associated reports.</p>		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That the Audit Report be received for information.		
DOCUMENTS TO BE TABLED: Audit & Risk Management Minutes 29 October 2020, Draft Financials v2, Internal Audit Report Payroll-HR June 2020 Internal Audit Report 2019-2020 & 2020-2021, External Audit Report 2019-2020 & 2020-2021, QAO Briefing paper		
Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore	



BOULIA SHIRE COUNCIL

MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE

MEETING HELD ON 29th October 2020

Boulia Shire Council's Administration Building, CEO's Office

ATTENDEES: Eric (Rick) Britton – Council representative
Peter O'Regan – Independent Financial expert - Chairperson
David Lloyd - PKF – External Auditor (By teleconference)
Amy Briggs – Qld Audit Office Representative – (By teleconference)
Tony Walsh – Walsh Accounting – Internal Auditor (By teleconference)
Lynn Moore – CEO (Observer)
Kaylene Sloman – Director of Corporate Services (Minute taker – Observer)
Rahul Bhargava – Finance Manager (Observer)

APOLOGIES: Sam Beauchamp – Council representative
Dale Hassell – Qld Audit Office Representative

Opened: 10.02 am

1) CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

The minutes of the Audit and Risk Management Committee meeting held 11th May 2020 and be accepted. *Moved Mayor Eric Britton, Seconded Peter O'Regan* **CARRIED**

2) Reviewed Draft Financial Statements 2019-2020

Application for extension of time to the 30th November 2020 has been to the Minister, awaiting approval. Extension has been requested due to changes in the new accounting standards.

Changes to be made to statements are related to the Revenue note and contract liabilities which will have a flow on affect throughout the statements and notes.

Peter O'Regan noted that a Note to be added to the Statements is the impact of Covid-19.

3) Review Internal Auditor Report – Human Resources and Payroll

Tony advised this was done last June and some of the recommendations may have already been dealt with. At the time EBA had been agreed upon but had not been fully implemented, it was agreed with Management that there will be a desktop review at a later agreed date.

Next Audit will be based on IT Security, Tony will supply an audit plan that will be emailed to Members post this meeting. Dates are yet to be set.

4) QAO – Briefing Paper

Amy Briggs addressed the meeting.

A review of Audit Committees and how the meetings are conducted and independence of the members that form audit committees.

5) Review Audit & Risk Management Register – Pulse

- **Internal Audit & Risk Management Register**
 - ❖ **2019-2020** – all finalised, green lights
 - ❖ **2020-2021** – comments to be updated on latest information
- **External Audit & Risk Management Register**
 - ❖ **2019-2020**– comments to be updated on latest information
 - ❖ **2020-2021**– comments to be updated on latest information
 - ❖

This register is now held in Pulse, Lynn Moore can give access to this for the Auditors if they require.

6) General Business Nil

No further business.

Meeting closed at 11.45am

Bouliā Shire Council

Financial Statements

for the year ended 30 June 2020

DRAFT

Boulia Shire Council

Financial Statements

For the year ended 30 June 2020

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Boulia Shire Council
Statement of Comprehensive Income
For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Income			
Revenue			
Recurrent Revenue			
Rates, levies and charges	3(a)	1,359,973	1,269,480
Fees and charges		259,728	358,264
Rental income		282,979	333,553
Interest received		186,512	323,217
Sales revenue	3(b)	3,195,730	3,138,398
Other income		210,696	384,119
Grants, subsidies, contributions and donations	4(a)	6,796,776	5,940,377
		<u>12,292,394</u>	<u>11,747,408</u>
Capital Revenue			
Grants, subsidies, contributions and donations	4(b)	9,114,439	6,624,964
Total Revenue		<u>21,406,833</u>	<u>18,372,372</u>
Total Income		<u>21,406,833</u>	<u>18,372,372</u>
Expenses			
Recurrent Expenses			
Employee benefits	6	(3,796,927)	(3,056,328)
Materials and services	7	(6,700,056)	(6,371,631)
Finance costs		(44,375)	(46,614)
Depreciation	8	(4,276,239)	(3,679,360)
		<u>(14,817,597)</u>	<u>(13,153,933)</u>
Capital Expenses	5	(52,232)	(440,378)
Total Expenses		<u>(14,869,829)</u>	<u>(13,594,311)</u>
NET RESULT		<u>6,537,004</u>	<u>4,778,061</u>
Other Comprehensive Income			
Items that will not be reclassified to net result			
Increase / (decrease) in Asset Revaluation Surplus	16	7,255,692	-
Total Other Comprehensive Income for the Year		<u>7,255,692</u>	<u>-</u>
Total Comprehensive Income for the Year		<u>13,792,697</u>	<u>4,778,061</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and therefore the comparative information is presented using the previous standard relating to revenue.

**Boulia Shire Council
Statement of Financial Position
as at 30 June 2020**

	Note	2020 \$	2019 \$
Current Assets			
Cash and cash equivalents	9	21,513,165	16,408,614
Receivables	10	298,724	766,378
Inventories	11	328,235	275,114
Total Current Assets		<u>22,140,123</u>	<u>17,450,106</u>
Non Current Assets			
Property, plant and equipment	12	184,386,748	174,597,856
Total Non-Current Assets		<u>184,386,748</u>	<u>174,597,856</u>
Total Assets		<u>206,526,872</u>	<u>192,047,962</u>
Current Liabilities			
Payables	13	1,678,338	1,095,237
Borrowings	14	54,280	52,282
Provisions	15	269,151	98,107
Total Current Liabilities		<u>2,001,769</u>	<u>1,245,626</u>
Non-Current Liabilities			
Borrowings	14	1,009,222	1,061,742
Provisions	15	182,464	199,875
Total Non-Current Liabilities		<u>1,191,686</u>	<u>1,261,617</u>
Total Liabilities		<u>3,193,456</u>	<u>2,507,243</u>
Net Community Assets		<u>203,333,416</u>	<u>189,540,719</u>
Community Equity			
Asset Revaluations Surplus	16	110,690,859	103,435,167
Retained Surplus		92,642,556	86,105,552
Total Community Equity		<u>203,333,416</u>	<u>189,540,719</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and therefore the comparative information is presented using the previous standard relating to revenue.

Bouliā Shire Council
Statement of Changes in Equity
For the year ended 30 June 2020

Council	Note	Asset revaluation surplus 16	Retained Surplus	Total
		\$	\$	\$
Balance as at 1 July 2019		103,435,167	86,105,552	189,540,719
Revaluation surplus / loss		-		-
Net result		<u>7,255,692</u>	<u>6,537,004</u>	<u>13,792,697</u>
Total Comprehensive Income for the Year		<u>7,255,692</u>	<u>6,537,004</u>	<u>13,792,697</u>
Balance as at 30 June 2020		<u>110,690,859</u>	<u>92,642,556</u>	<u>203,333,416</u>
Balance as at 1 July 2018		85,512,316	81,327,491	166,839,807
Revaluation surplus		17,922,851		17,922,851
Net result		-	4,778,061	4,778,061
Total Comprehensive Income for the Year		<u>17,922,851</u>	<u>4,778,061</u>	<u>22,700,912</u>
Balance as at 30 June 2019		<u>103,435,167</u>	<u>86,105,552</u>	<u>189,540,719</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and therefore the comparative information is presented using the previous standard relating to revenue.

Boulia Shire Council
Statement of Cash Flows
For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Cash Flows from Operating Activities			
Receipts from customers		2,504,764	6,890,034
Payments to suppliers and employees		<u>(9,835,946)</u>	<u>(9,361,516)</u>
		(7,331,182)	(2,471,482)
Interest received		186,512	323,217
Rental income		282,979	333,553
Non capital grants and contributions		9,992,506	5,940,377
Borrowing costs		<u>(44,778)</u>	<u>(46,614)</u>
Net Cash Inflow (outflow) from Operating Activities	20	<u>3,086,037</u>	<u>4,079,050</u>
Cash Flows from Investing Activities			
Payments for property, plant and equipment		(7,372,986)	(8,228,920)
Net movement in loans & advances			
Proceeds from sale of property plant and equipment		327,582	79,187
Grants, subsidies, contributions and donations		9,114,439	6,624,964
Net Cash Inflow (outflow) from Investing Activities		<u>2,069,035</u>	<u>(1,524,769)</u>
Cash Flows from Financing Activities			
Repayment of borrowings	14	<u>(50,522)</u>	<u>(48,519)</u>
Net Cash Inflow (outflow) from Financing Activities		<u>(50,522)</u>	<u>(48,519)</u>
Net Change in Cash and Cash Equivalent Held		<u>5,104,550</u>	<u>2,505,762</u>
Cash and Cash Equivalents at the Beginning of the Financial Year		16,408,615	13,902,852
Cash and Cash Equivalents at End of the Financial Year	9	<u>21,513,165</u>	<u>16,408,615</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

The comparatives have not been restated on adoption of AASB 15 / 1058 and therefore the comparative information is presented using the previous standard relating to revenue.

Bouliia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

1 Significant Accounting Policies

1.A Basis of Preparation

These general purpose financial statements are for the period 1 July 2019 to 30 June 2020. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. They comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS). Therefore in some instances these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation gains and losses within a class of assets and the timing of recognition of non-reciprocal grant revenue.

These financial statements have been prepared under the historical cost convention except where stated.

1.B Constitution

The Bouliia Shire Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

1.C Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

1.D New and revised Accounting Standards

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2019, the standard which had an impact on reported position, performance and cash flows was the one relating to revenue.

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2020. These standards have not been adopted by Council and will be included in the financial statements on their effective date. Where the standard is expected to have a significant impact for Council then further information has been provided in this note.

The following list identifies new and amended Australian Accounting Standards, and Interpretation, that were issued but not yet effective at the time of compiling these illustrative statements that could be applicable to Council.

	Effective for NFP annual report periods beginning on or after:
AASB 17 Insurance Contracts	1 January 2021
AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material	1 January 2020

1.E Estimates and Judgements

Where necessary judgements, estimates and assumptions have been used in preparing these financial statements. Those that have a significant effect, or risk of causing an adjustment to council's assets or liabilities relate to:

Valuation and depreciation of property, plant and equipment (Note 12)

Impairment of property, plant and equipment (Note 12)

Provisions (Note 15)

Contingent liabilities (Note 18)

Financial instruments and financial liabilities (note 22)

The full impact of the COVID19 pandemic is unknown at this time, with minor impact expected until the 2020-2021 financial year when the first general rates are issued for the 2021 year in July/August 2020.

1.F Rounding and Comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

1.G Taxation

The income of local government and public authorities is exempt from Income tax. However council is subject to Fringe Benefits Tax, Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

2. Analysis of Results by Function

2(a) Components of Council Functions

The activities relating to the Council's components reported on in Note 2(b) are as follows :

Corporate Support

Secure revenue from governments and ratepayers to finance the general activities of Council
Provide support functions for the Mayor and Councillors, Council and committee meetings and statutory requirements including disaster management, civic receptions and regional services
Provide Council and corporate management of the organisation including:-
Financial and administrative services
Encourage and monitor the planning and construction of the building environment
Information technology
Human resources and payroll
Plan and design Council's infrastructure and provide general engineering and operational support
Provision of tourism attractions and museums and assist with the promotion and development of the local tourism industry
Provide leadership and key industry contacts for the diversification and growth of local industry
Procure and service Council's mobile fleet

Environmental and Natural Resources

Ensure a high level of environmental health is maintained for all residents and visitors. Protect the natural environment and undertake projects to enhance economic and environmental return from use of reserves. Protect and enhance the environmental and natural resources within the Shire. This includes:-
Property pest management
Stock route management
Animal control
Environmental licenses and approvals

Community and Lifestyle Services

Enhance community development and equity through targeted assistance and development activities
Provide activities and services to improve the lifestyle of residents including:-
Providing accessible and quality library materials to residents
Providing entertainment venues for all residents
Community centres and halls
Providing community housing for both staff and non-staff members of the Shire
Community services
Provision of clean and appropriate recreational & sporting facilities and areas and other public spaces for community and tourist use
Parks and gardens
Cemeteries

Health and Welfare

Assist with the provision of facilities and activities to enhance the health and welfare of residents. Lobby government for improved facilities.

Water, Sewerage and Garbage

Water Infrastructure

Supply urban residents and businesses with a clean and reliable water supply
Improve the conservation of water use by the community

Sewerage Infrastructure

Provide sewerage services to the urban community

Garbage Infrastructure

Provide urban residents and businesses with an efficient refuse collection and disposal service

Roads

Provide, maintain and upgrade roads, streets and drainage to the highest standard within limits of resources
Undertake road construction and maintenance works for third parties

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

2 Analysis of Results by Function

(b) Income and Expenses defined between Recurring and Capital are attributed to the following functions:

Year ended 30 June 2020

Functions	Gross Program Income				Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2020	2020	2020	2020		2020	2020				
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Corporate Support		1,355,831		-	1,355,831	(5,356,736)		(5,356,736)	4,000,905	(4,000,905)	22,939,029
Environmental & Natural Resources	2,436,777	24,973		-	2,461,750	(233,125)		(233,125)	2,228,625	2,228,625	386,617
Community & Lifestyle Services	555,153	385,667		-	940,820	(1,122,144)		(1,122,144)	181,324	(181,324)	17,450,055
Health & Welfare	846,865	7,391		-	854,256	(98,658)		(98,658)	755,598	755,598	
Water Sewerage & Garbage	34,792	405,107	5,786,838	-	6,226,737	(1,001,890)		(1,001,890)	561,991	5,224,847	11,365,202
Roads	2,923,189	3,316,649	3,327,601	-	9,567,439	(7,005,044)	(52,232)	(7,057,276)	765,206	2,510,163	132,245,845
Total Council	6,796,776	5,495,618	9,114,439	-	21,406,833	(14,817,597)	(52,232)	(14,869,829)	(2,525,203)	6,537,004	184,386,748

Year ended 30 June 2019

Functions	Gross Program Income				Total Income	Gross Program Expenses		Total Expenses	Net Result from Recurring Operations	Net Result	Assets
	Recurrent		Capital			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2019	2019	2019	2019		2019	2019				
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	2019	
Corporate Support	83,937	1,286,134	-	-	1,370,071	(209,636)	(440,378)	(650,014)	1,160,435	720,057	25,681,362
Environmental & Natural Resources	2,233,855	26,634	-	-	2,260,489	(125,080)	-	(125,080)	2,135,409	2,135,409	255,617
Community & Lifestyle Services	-17,250	878,637	-	-	861,387	(4,183,365)	-	(4,183,365)	(3,321,978)	(3,321,978)	21,418,801
Health & Welfare	815,281	-	-	-	815,281	(13,272)	-	(13,272)	802,009	802,009	-
Water Sewerage & Garbage	449,608	405,101	2,185,622	-	3,040,331	(783,730)	-	(783,730)	70,979	2,256,601	7,922,740
Roads	2,374,946	3,210,526	4,439,342	-	10,024,814	(7,838,850)	-	(7,838,850)	(2,253,378)	2,185,964	136,769,442
Total Council	5,940,377	5,807,032	6,624,964	-	18,372,373	(13,153,933)	(440,378)	(13,594,311)	(1,406,524)	4,778,062	192,047,962

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

3 Revenue Analysis	<u>Note</u>	<u>2020</u> \$	<u>2020</u> \$
		<u>AASB 15</u> \$	<u>AASB 1058</u> \$
Revenue recognised at a point in time			
Rates, levies and charges (excluding those related to services)			839,872
Fees and charges		118,271	
Sale of goods and services		8,133,634	
Grants, subsidies, donations and contributions		138,363	5,602,056
Other income			
		<u><u>8,390,268</u></u>	<u><u>6,441,928</u></u>
Revenue recognised over time			
Fees and charges			
Sale of goods and services			
Grants, subsidies, donations and contributions			5,797,947
Other income			
		<u><u>-</u></u>	<u><u>5,797,947</u></u>
Total revenue		<u><u>8,390,268</u></u>	<u><u>12,239,875</u></u>

(a) Rates, Levies and Charges

2020 accounting policy: Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

2019 accounting policy: Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, the payment is recognised as unearned income and transferred to rates, levies and charges in the relevant rating period.

	<u>2020</u> \$	<u>2019</u> \$
General rates	1,039,305	994,590
Water	180,451	170,022
Sewerage	117,950	115,816
Garbage charges	105,741	106,405
Total rates and utility charge revenue	<u>1,443,447</u>	<u>1,386,833</u>
Less: discounts	(84,419)	(117,158)
Less: pensioner remissions	945	(195)
	<u><u>1,359,973</u></u>	<u><u>1,269,480</u></u>

(b) Sales Revenue

The sale of goods is recognised when the customer has taken delivery of the goods. Revenue from services is recognised when the service is rendered.

Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. There are no contracts in progress at the year end. The contract work carried out is not subject to retentions.

Sale of services

Contract and recoverable works	<u>3,195,730</u>	<u>3,138,398</u>
	<u><u>3,195,730</u></u>	<u><u>3,138,398</u></u>

4 Grants, Subsidies, Contributions and Donations

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

	2020	2020
Note	\$	\$

2020 accounting policy:

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligation is satisfied.

The performance obligations are varied based on the agreement but include [provide details of performance obligations within AASB 15 grants e.g. events, vaccinations - to be confirmed]. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control. Within grant agreements there may be some performance obligations where control transfers at a point in time, and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods, being either costs or time incurred, are deemed to be the most appropriate methods to reflect the transfer of benefit

Grant income under AASB 1058

Assets arising from grants in the scope of AASB 1058 is recognised at the asset's fair value when the asset is received.

Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

All grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them.

Where grants are received that are reciprocal in nature, revenue is recognised as the various performance obligations under the funding agreement are fulfilled. Council does not currently have any reciprocal grants.

(a) Recurrent

General purpose grants	2,436,777	2,774,372
State government and other subsidies and grants	4,357,554	3,163,261
Contributions	2,445	2,744
	6,796,776	5,940,377

(b) Capital

Capital grants

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control, and which are enforceable, are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred. This is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and / or investment in new assets.

State government subsidies and grants	7,839,272	6,243,162
Commonwealth government subsidies and grants	1,275,167	381,802
	9,114,439	6,624,964

Conditions over contributions

Contributions recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:

Non-reciprocal grants for expenditure on services	-	-
	-	-

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

	Note	2020 \$	2020 \$
5 Capital Expenses			
Gain / Loss on Disposal of Non-Current Assets			
Proceeds from the sale of property, plant and equipment		52,232	79,187
Less: Book value of property, plant and equipment disposed of		25,768	(519,565)
		<u>78,000</u>	<u>(440,378)</u>
6 Employee Benefits			
Total staff wages and salaries		2,545,658	2,766,253
Councillors' remuneration		256,518	172,486
Annual, sick, long service leave and entitlements		982,029	322,527
Superannuation	19	<u>335,738</u>	<u>308,150</u>
		4,119,943	3,569,416
Other employee related expenses		28,965	28,181
		<u>4,148,908</u>	<u>3,597,597</u>
Less: Capitalised employee expenses		(351,981)	(541,269)
		<u>3,796,927</u>	<u>3,056,328</u>
Councillor remuneration represents salary and other allowances paid in respect of carrying out their duties.			
Total council employees at the reporting date:		2020	2019
Elected members		5	5
Administration staff		12	15
Depot and outdoors staff		<u>22</u>	<u>22</u>
Total full time equivalent employees		<u>39</u>	<u>42</u>
7 Materials and Services			
Administration supplies and consumables		811,962	1,102,637
Audit of annual financial statements by the Auditor-General of Queensland		55,493	39,407
Communications and IT		112,793	86,682
Consultants		214,717	0
Donations paid		57,863	47,017
Housing		108,796	151,463
Repairs and maintenance		243,983	127,971
Roads		4,666,020	4,278,957
Water & Sewerage		25,409	354,449
Other materials and services		<u>325,020</u>	<u>183,048</u>
		<u>6,622,056</u>	<u>6,371,631</u>
Total audit fees quoted by the Queensland Audit Office relating to the 2019-20 financial statements are \$58,000 (2019-\$55,600).			
8 Depreciation			
Buildings & structures		816,734	708,783
Plant & vehicles		320,755	403,468
Furniture & equipment		81,783	73,395
Road infrastructure		2,671,992	2,141,969
Water infrastructure		143,306	128,424
Sewerage infrastructure		80,237	48,203
Aerodrome infrastructure		<u>161,432</u>	<u>175,118</u>
Total depreciation	12	<u>4,276,239</u>	<u>3,679,360</u>

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

	Note	2020 \$	2020 \$
9 Cash and Cash Equivalents			
Cash and cash equivalents include cash on hand, all cash and cheques received but not banked at the year end and deposits held at call with financial institutions.			
Cash at bank and on-hand		220,994	226,301
Deposits at-call		<u>21,292,171</u>	<u>16,182,313</u>
Balance per Statement of Cash Flows		<u><u>21,513,165</u></u>	<u><u>16,408,614</u></u>

Cash and deposits at call are held in the Queensland Treasury Corporation and Commonwealth Bank of Australia in normal business accounts.

Cash and deposits at call are held in the Commonwealth Bank of Australia in normal at call and business cheque accounts. The bank currently has a short term credit rating of AA2 and longer term rating of P-1.

Restricted Cash

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

	-	-
	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>

In accordance with the *Local Government Act 2009* and Local Government Regulation 2012, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds for security deposits lodged and auspicings projects. The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the statements.

Trust Funds

Trust Funds Held for Outside Parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities

Ausspicing	54,646	48,962
Security deposits	<u>10,470</u>	<u>19,665</u>
	<u><u>65,116</u></u>	<u><u>68,627</u></u>

10 Receivables

Receivables are amounts owed to council at year end. They are recognised at the amount due at the time of sale or service delivery. Settlement is required within 30 days after the invoice is issued.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair rate receivables.

Current

Rateable revenue and utility charges	165,292	167,494
Other debtors & Accrued Revenue	256,998	505,706
Loss Allowance	(35,313)	(141,222)
GST recoverable	3,834	234,400
Prepayments	<u>(92,087)</u>	<u>-</u>
	<u><u>298,724</u></u>	<u><u>766,378</u></u>

Interest rate charged on outstanding rates as at 1st July 2019 was 9.83%. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

Movement in accumulated impairment losses (other debtors) is as follows:

Opening balance at 1 July	141,223	98,960
Impairment provided for during the year	<u>(105,910)</u>	<u>42,263</u>
Closing Balance at 30 June	<u><u>35,313</u></u>	<u><u>141,223</u></u>

Bouliá Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment

Council - 30 June 2020

Note	Land and Improvements	Buildings and Structures	Plant and Vehicles	Furniture & Equipment	Road Infrastructure	Water Infrastructure	Sewerage Infrastructure	Aerodrome Infrastructure	Work in Progress	Total
	Fair Value	Fair Value	Cost	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$	
	789,328	27,414,250	6,690,586	1,484,983	160,834,810	7,986,768	3,593,022	7,402,641	2,291,889	218,488,277
	20,000	300,341	1,205,502	-	-	267,966	267,966	-	5,639,897	7,701,671
5	-	-	(804,498)	-	-	-	-	-	-	(804,498)
16	-	(2,364,965)	-	-	-	1,432,299	43,458	-	2,480,393	1,591,185
	-	3,531,819	(183,853)	(276,382)	79,983	(59,611)	-	34,875	(3,126,830)	(0)
	809,328	28,881,444	6,907,736	1,208,601	160,914,793	9,627,422	3,904,446	7,437,516	7,285,348	226,976,635
Accumulated Depreciation										
	-	8,750,137	3,089,361	741,162	25,780,938	2,380,162	1,276,888	1,871,773	-	43,890,421
8	-	816,734	320,755	81,783	2,671,992	143,306	80,237	161,432	-	4,276,239
5	-	-	(455,672)	-	-	-	-	-	-	(455,672)
16	-	(3,107,098)	-	(300,076)	-	(919,059)	(794,869)	-	-	(5,121,102)
	-	(105,636)	(137,656)	-	216,018	-	-	27,274	-	0
	-	6,354,137	2,816,788	522,869	28,668,948	1,604,409	562,256	2,060,479	-	42,589,886
Total Written Down Value as at 30 June 2020										
	809,328	22,527,308	4,090,948	685,732	132,245,845	8,023,013	3,342,189	5,377,037	7,285,348	184,386,748
	-	-	-	-	-	-	-	-	-	-
	N/A	20-100	2-20	3-10	10-1000	30-80	25-75	20-100	-	-
Additions comprise:										
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
			1,205,502						2,075,562	3,281,064
	20,000	300,341				267,966	267,966		3,557,620	4,413,893
										-
	20,000	300,341	1,205,502	-	-	267,966	267,966	-	5,633,182	7,694,956

Bouliia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

Council - 30 June 2019

Basis of measurement

Asset Values

Opening Gross Value as at 1 July 2018

Additions

Disposals

Revaluation adjustments to revaluation surplus

Transfers between classes

Closing Gross Value as at 30 June 2019

Note	Land and Improvements	Buildings and Structures	Plant and Vehicles	Furniture & Equipment	Road Infrastructure	Water Infrastructure	Sewerage Infrastructure	Aerodrome Infrastructure	Work in Progress	Total
	Fair Value	Fair Value	Cost	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	789,328	26,851,859	5,755,464	1,445,233	145,145,676	7,613,073	3,089,745	6,077,997	3,645,785	200,414,160
	-	-	1,161,875	83,676	-	-	-	-	6,983,370	8,228,921
5	-	(681,444)	(226,753)	(43,926)	-	-	-	(349,503)	-	(1,301,626)
16					9,855,459			1,291,363	-	11,146,822
	-	1,243,835	-	-	5,833,675	373,695	503,277	382,784	(8,337,266)	-
	789,328	27,414,250	6,690,586	1,484,983	160,834,810	7,986,768	3,593,022	7,402,641	2,291,889	218,488,277

Accumulated Depreciation and Impairment

Opening Balance as at 1 July 2018

Depreciation provided in period

Depreciation on disposals

Revaluation adjustments to revaluation surplus

Accumulated Depreciation as at 30 June 2019

	-	8,372,617	2,830,969	711,693	30,548,969	2,251,738	1,228,685	1,824,480	-	47,769,151
8	-	708,783	403,468	73,395	2,141,969	128,424	48,203	175,118	-	3,679,360
5	-	(331,263)	(145,076)	(43,926)	-	-	-	(261,796)	-	(782,061)
16					(6,910,000)			133,971		(6,776,029)
	-	8,750,137	3,089,361	741,162	25,780,938	2,380,162	1,276,888	1,871,773	-	43,890,421

Total Written Down Value as at 30 June 2019

Residual value

Range of estimated useful life in years

	789,328	18,664,113	3,601,225	743,821	135,053,872	5,606,606	2,316,134	5,530,868	2,291,889	174,597,856
		-	-	-	-	-	-	-	-	-
	N/A	20-100	2-20	3-10	10-1000	30-80	25-75	20-100	-	

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment

(a) Fair Value Measurements

Plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised. Replacement of a major component of an asset, in order to maintain its service potential, is treated as the acquisition of a new asset. However, routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred. Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Land under the roads and reserve land which falls under the *Land Act 1994* or the *Land Title Act 1994* is controlled by the Queensland Government pursuant to the relevant legislation. This land is not recognised in these financial statements.

(i) Recognised Fair Value Measurements

Council measures and recognises the following assets at fair value on a recurring basis:

Property, plant and equipment

- Land and improvements
- Buildings and other structures
- Aerodrome infrastructure
- Road infrastructure
- Water infrastructure
- Sewerage infrastructure

Council does not measure any liabilities at fair value on a recurring basis.

(b) Measurements

Property plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs. Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are also included in their cost.

(c) Depreciation

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class. Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council. Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

(d) Impairment

Property, plant and equipment is assessed for indicators of impairment annually. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

(e) Valuation

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 5 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment (Continued)

(e) Valuation (Continued)

In the intervening years, Council uses internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets, the results of which are considered in combination with an appropriate cost index for the region. Together these are used to form the basis of a management valuation for infrastructure asset classes in each of the intervening years. With respect to the valuation of the land and improvements and buildings and structures asset classes in the intervening years, management perform a "desktop" valuation. A desktop valuation involves management reviewing additions, deletions and changes in assumptions such as useful life, residual value and condition rating. Suitable indices are sourced which are applied to each of these asset classes. Management, in consultation with consulting engineers, also assess indices on an annual basis for material movements in relevant indices.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are sound. Further details in relation to valuers, the methods of valuation and the key assumptions used in valuing each different asset class are disclosed below.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life. Separately identified components of assets are measured on the same basis as the assets to which they relate.

The following table categorises fair value measurements as either Level 2 or Level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as Level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in Level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in Level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at 30 June 2020.

Note	Level 2 2020	Level 2 2019	Level 3 2020	Level 3 2019	Total 2020	Total 2019	
	(Observable inputs)		(Unobservable inputs)				
	\$	\$	\$	\$			\$
Recurring Fair Value Measurements							
Land and improvement	12	809,328	789,328	-	-	809,328	789,328
Buildings and structures	12	1,480,000	1,480,000	27,401,162	17,184,113	28,881,162	18,664,113
Road infrastructure	12	-	-	160,914,793	135,053,872	160,914,793	135,053,872
Water infrastructure	12	-	-	9,627,422	5,606,606	9,627,422	5,606,606
Sewerage infrastructure	12	-	-	3,904,446	2,316,134	3,904,446	2,316,134
Aerodrome infrastructure	12	-	-	7,437,516	5,530,868	7,437,516	5,530,868
		<u>2,289,328</u>	<u>2,269,328</u>	<u>209,285,339</u>	<u>165,691,593</u>	<u>211,574,667</u>	<u>167,960,921</u>

There were no transfers between levels during the year.

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

Specific Valuation Techniques Used to Value Council Assets Comprise:

Land (level 2)

Council obtains independent valuations at least every 5 years for all rental properties. The last valuation was undertaken by APV Valuers and Asset Management on 30th April 2020.

Buildings (Level 2 and 3)

The fair value of buildings were also determined by independent valuer, APV Valuers and Asset Management effective 30 April 2020. Where there is a market for Council building assets, fair value has been derived from the sales prices of comparable properties after adjusting for differences in key attributes such as property size. **The most significant inputs into this valuation approach were price per square metre.**

Where Council buildings are of a specialist nature and there is no active market for the assets, fair value has been determined on the basis of replacement with a new asset having similar service potential including allowances for preliminaries and professional fees. The gross current values have been derived from reference to market data for recent projects and costing guides issued by the Australian Institute of Quantity Surveyors, Rawlinson's (Australian Construction Handbook). Where a depth in market can be identified, the net current value of a building asset is the difference between the market value of the asset as a whole (including land) and the market value of the land component. Where there is no depth of market, the net current value of a building asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset.

In determining the level of accumulated depreciation the asset has been disaggregated into significant components which exhibit useful lives. Allowance has been made for the typical asset life cycle and renewal treatments of each component, residual value at the time the asset is considered to be no longer available for use and the condition of the asset. Condition was assessed taking into account both physical characteristics as well as holistic factors such as functionality, capability, utilisation and obsolescence.

While the unit rates based on square metres can be supported by market evidence (Level 2), the estimates of residual value, useful life, pattern of consumption and asset condition that are used to calculate accumulated depreciation comprise unobservable inputs (Level 3). Where these other inputs are significant to the valuation the overall valuation has been classified as Level 3.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment (Continued)

Infrastructure Assets (Level 3)

All Council infrastructure assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (Labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The written down current replacement cost was determined using methods relevant to the asset class as described under individual asset categories below.

1(a) Road Infrastructure - Calculation of Current Replacement Cost

Roads and Aerodrome

Current Replacement Cost

The Road Network has been segmented. Unit rates are applied to the individual road components seal, pavement, formation, footpaths, floodways, culverts and kerb and channel of each road in order to determine the replacement cost.

The unit rates assume an incremental Greenfields approach and exclude Brownfield cost components. These unit rates are estimated using information collated from cost guides, historical costs, contractor rates, future works, regional information and the Queensland Road Alliance project data. Primary factors used in assumptions on unit rates are:- 1) Raw materials have been sourced locally from gravel pits for unsealed roads; 2) Water is available at low to moderate cost for rural road work (<20 km); 3) Contract crushing utilised for aggregate for sealing and aggregation of sealing projects and renewals to reduce low quantity works and increase economies of scale; 4) Quality of material used in pavement construction and extent of compaction of formation varied based on road type and hierarchy.

The last full independent valuation of road infrastructure was undertaken effective 31 May 2019 and was conducted by Shepherd Services Pty Ltd.

Accumulated Depreciation

The remaining useful life was measured based primarily on inspected physical condition data for visible assets and chronological construction dates for underground or inaccessible assets. The condition data was collected through an extensive survey that consisted of physical inspection of 68.5% of rural shire roads and 100% inspection of urban sealed roads. The physical condition score was then combined with any relevant obsolescence factors to arrive at an adopted remaining useful life. The condition score was utilised on a sliding scale of those assets where physical condition is difficult to accurately measure due to short maintenance cycles or other circumstances.

The condition rating inputs can be defined in the following table:

	Description	% of Life Remaining
10	New asset	100%
9	Near new asset or refurbished asset	90%
8	Excellent condition, minimal deterioration noted	80%
7	Very good condition with early stages of deterioration	70%
6	Good condition, some signs of deterioration	60%
5	Fair to good condition, clear signs of deterioration evident	50%
4	Poor to fair condition with clear deterioration. Moderate maintenance requirements	40%
3	Poor condition, clear deterioration, high maintenance required. Renewal required.	30%
2	Very poor condition with severe deterioration.	20%
1	Extremely poor condition with almost failed	10%
0	Failed asset, inhabitable, inoperable	0%

Remaining lives used in the depreciation calculations are estimated using Three (3) different methods: condition, known age and estimated age.

Estimated useful lives and residual values are disclosed in Note 12.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment (Continued)

2(a) Water and Sewerage Infrastructure - Calculation of Written Down Current Replacement Cost

Water and Sewerage

Current Replacement Cost

Water and sewerage infrastructure fair values were determined by independent valuers, APV Valuers and Asset Management effective 30th April 2020. CRC was calculated based on expected replacement costs. In all cases the assets were disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated remaining life.

APV Asset Valuers and Asset Management's Cost Models were derived from the following sources:

- AssetVal database
- Schedule rates for construction of asset or similar assets
- Cost curves derived by experience
- Price index tables
- Recent contract and tender data
- Relevant Indices for building and construction, and
- Suppliers' quotations

Factors taken into account in determining replacement costs included:

- Development factors - the area in which development takes place (e.g. Rural areas would have little or no restoration requirements, whereas a high density area would have large amounts of high quality footpaths, road pavements and associated infrastructure that would require reinstatement, and would also require traffic control).
- Soil Factors - The types of soil or other surface material (e.g. Areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation).
- Depth Factors - All water assets are in trenches at or above 600mm in depth. Most sewerage assets are in trenches less than 1.5m and Council will reline sewers rather than replace them.

Accumulated Depreciation

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the assets were allocated a condition assessment, which was used to estimate remaining useful life as tabled below:

	Description	% Life Remaining
10	Brand new or rehabilitated to new	100%
9	Near new with no visible deterioration	90%
8	Excellent overall condition early stages of deterioration	80%
7	Very good overall condition with obvious deterioration evident	70%
6	Good overall condition, obvious deterioration, serviceability impaired very slightly	60%
5	Fair overall condition, obvious deterioration, some serviceability loss	50%
4	Fair to poor overall condition, obvious deterioration, serviceability loss	40%
3	Poor overall condition, obvious deterioration, some serviceability loss, high maintenance costs	30%
2	Very poor overall condition, severe deterioration, very high maintenance costs. Consider renewal.	20%
1	Extremely poor condition, severe serviceability problems, renewal required immediately	10%
0	Failed asset, No longer serviceable. Should not remain in service	0%

Where site inspections were not conducted (i.e. for passive assets and active assets for which no site inspections were undertaken), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

For wastewater gravity mains the assumption that the pipes will be relined was adopted. The fair value for sewer gravity mains was determined as follows:

- For all pipes, replacement cost was determined based on replacement by trench excavation, useful life was determined as the pipe useful life plus the reline useful life, and the pipe fair value was based on age.
- Where pipes have been relined, the total pipe useful life was determined as the pipe age when the reline occurred plus the reline life.
- The relining of pipes was valued at reline rates and depreciated over the reline life (70 years). The reline fair value was based on age.

In August, 2014, 1.45 kms of the sewerage system was relined after initial visual assessments of the CCTV footage indicated that a number of joint displacements, intruding junctions, fracturing longitudinally and circumferentially as well as root and debris within the invert of the assets. The relining work utilised EX PVC lining. The product is guaranteed for between 20 - 25 years by Abergeldie Complex Infrastructure, the company that undertook the work. However, discussions with our Engineer, Stuart Bourne have indicated 3 studies that have been completed that have stated that PVC pipe has a longevity in excess of 100 years and that it would be further protected by being inside the existing sewerage pipes.

The relining is treated as an addition and depreciated as a separate component to the existing pipe and that the remaining useful life of the existing pipe would then be consistent with the useful life of the relining.

Given the studies that predict that PVC piping has a useful life of in excess of 100 years, we have given the relining a useful life equivalent to the remaining useful life of the existing pipe.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

12 Property, Plant and Equipment (Continued)

(iii) Changes in Fair Value Measurements Using Significant Unobservable Inputs (Level 3)

The changes in Level 3 assets with recurring fair value measurements are detailed in Note 12 (e).

(iv) Valuation Processes

Council's valuation policies and procedures are set by the finance committee of the executive management team which comprises the Chief Executive Officer and the Manager Corporate and Financial Services. They are reviewed annually taking into consideration an analysis of movements in fair value and other relevant information. Council's current policy for the valuation of property, plant and equipment is set out in Note 11 (e). Non-recurring fair value measurements are made at the point of reclassification by a registered valuer.

13 Payables

Creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date.

Salaries and Wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense and is reported as a payable.

Annual Leave

A liability for annual leave is recognised. Amounts expected to be settled within 12 months (the current portion) are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months (the non-current portion) are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense and is reported as a payable.

As Council does not have an unconditional right to defer this liability beyond 12 months annual leave is classified as a current liability.

Sick Leave

Council has an obligation to pay sick leave on termination to certain employees and therefore a liability has been recognised for this obligation. This liability represents an accrued expense and is reported as a payable.

Superannuation

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 19.

	2020 \$	2019 \$
Current		
Creditors and accruals	725,300	597,931
Annual leave	388,411	255,695
Sick leave	545,888	220,734
Other entitlements	18,739	20,877
	1,678,338	1,095,237

14 Borrowings

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these Liabilities are measured at amortised cost.

In accordance with the *Local Government Regulation 2012* Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times. All borrowing costs are expensed in the period in which they are incurred. No borrowing costs are capitalised on qualifying assets.

Current

Loans - Queensland Treasury Corporation	54,280	52,282
	54,280	52,282

Non-current

Loans - Queensland Treasury Corporation	1,009,222	1,061,742
	1,009,222	1,061,742

Loans - Queensland Treasury

Opening balance at beginning of financial year	1,114,024	1,162,543
Loans raised	-	-
Principal repayments	(50,522)	(48,519)
Book value at end of financial year	1,063,502	1,114,024

The QTC loan market value at the reporting date was \$1,262,722.53. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

No Assets have been pledged as security by the Council for any liabilities. However, all loans are guaranteed by the Queensland Government.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. Expected final repayment date is 15th June 2035. There has been no defaults or breaches of the loan agreement during the period.

Principal and Interest repayments are made quarterly in arrears.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

15 Provisions

Long Service Leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

	2020	2019
	<u>\$</u>	<u>\$</u>
Current		
Long service leave	269,151	98,107
	<u>269,151</u>	<u>98,107</u>
Non-Current		
Long service leave	182,464	199,875
	<u>182,464</u>	<u>199,875</u>
Details of movements in provisions:		
Long Service Leave		
Balance at beginning of financial year	297,982	281,974
Long service leave entitlement arising	197,624	64,670
Long service entitlement extinguished	-	-
Long service entitlement paid	(43,991)	(48,662)
Balance at end of financial year	<u>451,615</u>	<u>297,982</u>

16 Asset Revaluation Surplus

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

	Council	
	2020	2019
	<u>\$</u>	<u>\$</u>
Movements in the Asset Revaluation Surplus were as follows:		
Balance at beginning of financial year	103,435,167	85,512,316
Net adjustment to non-current assets at end of period to reflect a change in current fair value:		
Land and improvements	-	-
Buildings and other structures	3,997,615	-
Road infrastructure	(110)	16,765,459
Aerodrome infrastructure	26,246	1,157,392
Sewerage	861,196	-
Water	2,370,746	-
Balance at end of financial year	<u>110,690,859</u>	<u>103,435,167</u>

Asset Revaluation Surplus Analysis

The closing balance of the asset revaluation surplus comprises the following asset categories:

Land and improvements	604,432	604,432
Buildings	16,426,904	12,429,290
Road infrastructure	85,056,638	85,056,749
Sewerage	1,564,115	702,920
Water	4,937,425	2,566,680
Aerodrome infrastructure	2,101,344	2,075,097
	<u>110,690,859</u>	<u>103,435,167</u>

Reserves

17 Contractual Commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

Plant and Vehicles	207,350	72,722
Business Systems	-	-
Water Infrastructure	-	-
Buildings	-	-
	<u>207,350</u>	<u>72,722</u>

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

18 Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

The Council is a member of the Local Government Mutual Liability Self-Insurance Pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2020 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

The Council is a member of the Queensland Local Government Worker's Compensation Self-Insurance Scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the Self Insurance Licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's Workers Compensation Authority may call on any part of the guarantee should the above circumstances arise. The Council's maximum exposure to the bank guarantee is \$41,244.01.

19 Superannuation - Regional Defined Benefit Fund

Council contributes to the LGIA Super Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIA super trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the *Local Government Act 2009*.

The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIA super is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2018. The actuary indicated that "At the valuation date of 1 July 2018, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

The next triennial actuarial review is not due until 1 July 2021.

The most significant risks that may result in LGIA super increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

There are currently 62 entities contributing to the scheme and any changes in contribution rates would apply equally to all 62 entities. Boulia Shire Council made less than 1% of the total contributions to the plan in the 2019-20 financial year.

	2020	2019
Note	\$	\$
Superannuation contributions made to the Regional Defined Benefits Fund	22,264	22,369
Other superannuation contributions for employees	313,474	285,781
Total superannuation contributions paid by Council for employees:	6 335,738	308,150

Reconciliation of Net Result for the Year to Net Cash Inflow (outflow) from Operating Activities

20	Net result	6,537,004	4,778,061
	Non-cash items:		
	Depreciation and amortisation	4,276,239	3,679,360
	Investing and development activities:	4,276,239	3,679,360
	Net (Profit)/Loss on disposal of non-current assets	(78,000)	440,378
	Capital grants and contributions	(9,114,439)	(6,624,964)
		(9,192,439)	(6,184,586)
	Changes in operating assets and Liabilities:		
	(Increase)/ decrease in receivables	467,654	1,724,913
	(Increase)/decrease in inventory	(53,121)	50,021
	Increase/(decrease) in payables	583,101	15,271
	Increase/(decrease) in other provisions	153,633	16,009
		1,151,267	1,806,214
	Net cash inflow from operating activities	2,772,071	4,079,050

21 Reconciliation of Liabilities Arising From Finance Activities

	As at 30 June 2019	Cash Flows	As at 30 June 2020
Loans	1,114,024	(50,522)	1,063,502
	1,114,024	(50,522)	1,063,502

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

22 Financial Instruments

Boulia Shire Council has exposure to the following risks arising from financial instruments:

- Credit risk
- Liquidity risk
- Market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how the Council manages these exposures.

Financial Risk Management

Boulia Shire Council is responsible for the establishment and oversight of the Risk Management Framework, together with developing and monitoring Risk Management Policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Boulia Shire Council does not enter into derivatives.

Credit Risk

Credit Risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State / Commonwealth Bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No Collateral is held as security relating to the financial assets held by Boulia Shire Council.

The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period:

	Note	Council	
		2020	2019
		\$	\$
Financial Assets			
Cash and equivalents	0	21,513,165	16,408,614
Receivables - rates	0	165,292	167,494
Receivables - other	10	221,685	364,484
Other Credit Exposures			
Guarantees	0	0	41,244
Total Financial Assets		21,900,142	16,981,836

Cash and Cash Equivalents

The Council may be exposed to credit risk through its Investments in the QTC Cash Fund and QTC Working Capital Facility. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC cash fund are capital guaranteed. Working capital facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Other Financial Assets

Other investments are held with financial institutions, which are rated AA2 and P-1 based on rating agency Standard and Poor ratings, and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

Receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

Ageing of past due receivables and the amount of any impairment is disclosed in the following table:

	Council	
	2020	2019
	\$	\$
Not past due	188,406	484,909
Past due 31-60 days	59,173	110
Past due 61-90 days	0	3,790
More than 90 days	137,766	170,443
Impaired	(35,313)	(141,223)
Total	350,032	518,029

Liquidity Risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Boulia Shire Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in Note 13.

The following table sets out the liquidity risk in relation to financial liabilities held by Council. It represents the remaining contractual cash flows (Principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements.

Council

	0 to 1 year	1 to 5 years	Over 5 years	Total Contractual Cash Flows	Carrying Amount
	\$	\$	\$	\$	\$
2020					
Trade and other payables	725,300	0	0	725,300	725,300
Loans - QTC	94,897	379,588	948,970	1,423,455	1,063,503
	820,197	379,588	948,970	2,148,755	1,788,802
2019					
Trade and other payables	597,931	0	0	597,931	597,931
Loans - QTC	94,897	379,588	1,047,663	1,522,148	1,095,947
	692,828	379,588	1,047,663	2,120,079	1,693,878

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Boulia Shire Council
Notes to the Financial Statements
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Market Risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest Rate Risk

Council is exposed to interest rate risk through Investments with QTC and other financial institutions.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net Carrying Amount	Effect on Net Result		Effect on Equity	
		1% increase	1% decrease	1% increase	1% decrease
	\$	\$	\$	\$	\$
2020					
QTC Cash Fund	21,292,171	212,922	(212,922)	212,922	(212,922)
Other investments	-	-	-	-	-
Loans - QTC*	(1,063,502)	-	-	-	-
Net Total	20,228,669	212,922	(212,922)	212,922	(212,922)
2019					
QTC Cash Fund	16,182,313	161,823	(161,823)	161,823	(161,823)
Other investments	-	-	-	-	-
Loans - QTC*	(1,114,024)	-	-	-	-
Net Total	15,068,289	161,823	(161,823)	161,823	(161,823)

*QTC Generic Debt Pool - the Generic Debt Pool products approximate a fixed rate loan. There is negligible impact on interest sensitivity from changes in interest rates for Generic Debt Pool borrowings.

Fair Value

The fair value of receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is disclosed in Note 13.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to client's cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

23 Events after the reporting period

There were no material adjusting events after the balance date.

Bouliā Shire Council
Notes to the Financial Statements
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24 Transactions with Related Parties

(a) Transactions with Associates

Nil

(b) Transactions with Joint Ventures

Nil

(c) Transactions with Key Management Personnel (KMP)

KMP include the Mayor, Councillors, Council's Chief Executive Officer and some Executive Management. The compensation paid to KMP for 2019/20 comprises:

	2020	2019
	\$	\$
Short-term employee benefits	583,449	506,189
Post-employment benefits	16,136	26,313
Long-term benefits		95,154
Total	599,585	627,656

Detailed Remuneration disclosures are provided in the annual report.

(d) Transactions with other Related Parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between council and other related parties are disclosed below:

Details of Transaction	2020	2019
	\$	\$
Employee expenses for close family members of key management personnel	186,515	158,267
Purchase of materials and services from entities controlled by key management personnel	368,700	307,631

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

The council employs 42 staff of which only 3 are close family members of key management personnel.

(ii) The purchases of materials and services from entities controlled by key management personnel were on an arm's length basis in accordance with Council's procurement policies. The total disclosed includes the following:

Payments charged by entities controlled by key management personnel	Details of related party	2020	2019
		\$	\$
Purchase of materials and services from entities controlled by key management personnel	Anthony Britton, a contractor employed by Council to undertake various construction works throughout the course of the year, is a related party of Councillor Rebecka Britton. He was engaged on commercial terms and all transactions have occurred in accordance with Council's relevant procurement policy.	182,717	126,713
Purchase of materials and services from entities controlled by key management personnel	Tim Edgar, a contractor employed by Council to undertake various electrical works throughout the course of the year, is a related party of Councillor Rebecka Britton. He was engaged on commercial terms and all transactions have occurred in accordance with Council's relevant procurement policy.	75,071	111,823
Purchase of materials and services from entities controlled by key management personnel	Dannileah Stewart, a contractor employed by Council to undertake various cleaning works throughout the course of the year, is a related party of Ron Callope. She was engaged on commercial terms and all transactions have occurred in accordance with Council's relevant procurement policy.	84,386	53,488
Purchase of materials and services from entities controlled by key management personnel	Various other minor and immaterial related party transactions.	26,526	15,607
Total		368,700	307,631

(e) Loans and guarantees to / from Related Parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(f) Transactions with Related Parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the Bouliā Shire Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Gym membership
- Dog registration
- Venue hiring
- Borrowing books from a council library

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

25 Changes in accounting policy

NEW

During the year ended 30 June 2020, the Council adopted AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-For-Profit Entities and AASB 16 Leases using the modified retrospective (cumulative catch-up) method.

The comparative information for the year ended 30 June 2019 has not been restated and continues to comply with AASB 111 Construction Contracts, AASB 117 Leases, AASB 118 Revenue, AASB 1004 Contributions and associated Accounting Interpretations.

All adjustments on adoption of AASB 15, AASB 1058 and AASB 16 have been taken to retained earnings at 1 July 2019.

The impacts of adopting these standards and associated transition disclosures are provided below:

Revenue standards - AASB 15 and AASB 1058

The following options have been applied on transition to AASB 15 and AASB 1058:

- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements
- Council has not retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modification were minor.

Opening contract balances on transition at 1 July 2019

Consolidated and Council	Balance at 1 July 2019
Contract assets	
- Under AASB 15	
- Under AASB 1058	
Total contract assets	-
Contract liabilities	
- Under AASB 15	
- Under AASB 1058	
Total contract liabilities	-

Comparison of affected financial statements lines between AASB 15 / 1058 and previous revenue standards

The following table shows the amount by which the financial statement line item is affected by the application of AASB 15 and AASB 1058 as compared to the previous revenue standards:

Statement of financial position at 30 June 2020

	Carrying amount per Statement of Financial Position Dr / (Cr) \$	Adjustments Dr / (Cr) \$	Carrying amount if previous standards had been applied Dr / (Cr) \$
Contract assets			
Other assets			
Contract liabilities - current			
Contract liabilities - non-current			
Retained earnings			

Statement of comprehensive income for the year ended 30 June 2020

	Balance per Statement of Comprehensive Income Dr / (Cr) \$	Adjustments Dr / (Cr) \$	Carrying amount if previous standards had been applied Dr / (Cr) \$
Revenue - operating			
Grants			
Fees and charges			
Revenue - capital			
Expenses - materials and services			

Boulia Shire Council
Notes to the Financial Statements
For the year ended 30 June 2020

25 Changes in accounting policy (continued)

Revenue standards - AASB 15 and AASB 1058 (continued)

The adjustments above relate to the recognition of contract assets and contract liabilities for revenue streams where the revenue is recognised over time rather than on receipt of funding under AASB 1004.

Statement of cash flows for the year ended 30 June 2020

The adoption of AASB 15 and AASB 1058 has not caused a material change to the Statement of Cash Flows for the year ended 30 June 2020.

Lease standard - AASB 16

Council as a lessee

Under the previous lease accounting standard, Council assessed whether leases were operating or finance leases, based on assessment of whether the significant risks and rewards of ownership had been transferred to Council or remained with the lessor. Under AASB 16, there is no differentiation between finance and operating leases for the lessee and therefore all leases which meet the definition of a lease are recognised on the statement of financial position (except for short-term leases and leases of low-value assets).

Council has used the exception to lease accounting for short-term leases and leases of low-value assets, and the lease expense relating to these leases is recognised in the Statement of Comprehensive Income on a straight-line basis.

Practical expedients used on transition

AASB 16 includes a number of practical expedients which can be used on transition. Council has used the following expedients:

- Contracts which had previously been assessed as not containing leases under AASB 117 were not re-assessed on transition to AASB 16.
- Right-of-use assets at 1 July 2019 have been measured at an amount equal to the lease liability adjustment by the any prepaid or accrued lease payments.

Impact of adopting AASB 16 at 1 July 2019

Council has recognised right-of-use assets and lease liabilities of \$..... at 1 July 2019 for leases previously classified as operating leases.

Consolidated and Council

Operating lease commitment at 30 June 2019 per Council financial statements	_____
Discounted using the incremental borrowing rate at 1 July 2019	
Add:	
Finance lease liabilities	
Extension options reasonably certain to be exercised not included in the commitments note	
Variable lease payments linked to an index	
[Other reconciling items – provide details]	
Less:	
Short-term leases included in commitments note	
Leases for low-value assets included in commitments note	
[Other reconciling items – provide details]	
Lease liabilities recognised at 1 July 2019	_____ _____ _____

**Boulia Shire Council
Financial Statements
For the year ended 30 June 2020**

**Management Certificate
For the year ended 30 June 2020**

These general purpose financial statements have been prepared pursuant to Sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with Section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages **3 to 28**, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.

**Mayor
Eric Britton**

**Chief Executive Officer
Lynn Moore**

Date: ____/____/____

Date: ____/____/____

Boulia Shire Council

Current Year Financial Sustainability Statement

Certificate of Accuracy - for the Current Year Financial Sustainability Statement

Independent Auditor's Report (Current Year Financial Sustainability Statement)

Boulia Shire Council
Current-year Financial Sustainability Statement
For the year ended 30 June 2020

Measures of Financial Sustainability

	How the Measure is Calculated	Actual	Target
Council's performance at 30 June 2020 against key financial ratios and targets:			
Operating Surplus Ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-20.54%	0% and 10%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	84.70%	> 90%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-154.13%	< 60%

Note 1 - Basis of Preparation

The current year Financial Sustainability Statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2020.

Certificate of Accuracy

For the year ended 30 June 2020

This Current-year Financial Sustainability Statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this Current-year Financial Sustainability Statement has been accurately calculated.

Mayor
Eric Britton

Chief Executive Officer
Lynn Moore

Date: ____/____/____

Date: ____/____/____

Boulia Shire Council

Long Term Financial Sustainability Statement - Unaudited

Certificate of Accuracy - for the Long Term Financial Sustainability Statement

Boulia Shire Council
Unaudited Long-Term Financial Sustainability Statement
Prepared as at 30 June 2020

Measures of Financial Sustainability	Measure	Target	Actuals at 30 June 2020	Projected for the years ended								
				30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029
Council												
Operating Surplus Ratio	Net result divided by total operating revenue	0% to 10%	-20.54%	-19.95%	-24.46%	-28.16%	-28.07%	-28.16%	-27.89%	-27.72%	-27.69%	-27.66%
Asset Sustainability Ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	> 90%	84.70%	105.67%	111.53%	100.88%	73.42%	72.22%	79.62%	72.12%	79.62%	68.70%
Net Financial Liabilities Ratio	Total liabilities less current assets divided by total operating revenue	< 60%	-154.13%	-57.14%	-52.58%	-53.25%	-53.62%	-53.96%	-54.29%	-54.60%	-54.89%	-54.65%

Council's Financial Management Strategy

Council aims to operate within a set of conservative guide-posts to ensure we are financially sustainable in the short, medium and long term. As part of our financial strategy, we have adopted seven (7) key financial performance Indicators to guide our financial health. In addition to the financial Indicators, we have the above three (3) sustainability indicators that have been set by the Department of Local Government, Community Recovery and Resilience to help monitor the long-term sustainability of all Councils across Queensland. Throughout the financial year, these indicators are calculated and reported on monthly at Council meetings, as part of a full suite of financial reports. Should there be any deviation outside these parameters, the executive management and Council will be fully informed and may take corrective action as required.

Certificate of Accuracy
For the Long-term Financial Sustainability Statement prepared as at 30 June 2020

This Long-term Financial Sustainability Statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this Long-term Financial Sustainability Statement has been accurately calculated.

Mayor
Eric Britton

Chief Executive Officer
Lynn Moore

Date: ____/____/____

Date: ____/____/____

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Boulia Shire Council Internal Audit Report

Payroll and Human Resources

June 2020

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1. Executive Summary

The review of Payroll and Human Resources (HR) has coincided with the implementation of the 2019 Enterprise Bargaining Agreement, certified in March 2020. This has meant that pay updates and backpays from the EBA were still being calculated during the visit.

Nevertheless, the project was worthwhile in gaining an overview of the complete control environment and the supporting systems. Overall, the control structure is sound with security built into the Synergy Soft system and authorisation processes in place. Testing of pay calculations identified only one error, relating to a termination pay calculation which is now being reviewed.

Some recommendations have been made mainly regarding improvements to the administration and reporting involved with Payroll and HR.

Internal audit acknowledges that staff of Boulia Shire Council (BSC) fully cooperated in the audit review and we thank all staff for their assistance.

2. Objectives of the Internal Audit Project

The purpose of this assignment was to:

1. review Council's policies, procedures and practices relating to payroll and human resources;
2. Identify risks control measures being applied in payroll and human resources;
3. Test the controls across the various payroll and HR functions.

3. Scope of Work

3.1 Personnel Interviewed

As part of the review process, interviews and checklist 'walk-throughs' were held with:

- Lynn Moore, Chief Executive Officer
- Kaylene Sloman, Manager Financial Services
- Linda Welldon, Payroll officer
- Harin Karra, Director Works Services

3.2 Description of Project

This internal audit project examined the end-to-end processes involved in appointment, payment, and termination of staff, including relevant controls. The payroll module was included in the Synergy Soft financial system implementation in 2018. At the time of this internal audit project, the new financial system has been operational for almost two years, allowing time for some of the changeover issues to be resolved. Typically, there are many inherent risks with payroll as outlined below. This means that Council can be very much exposed to loss due to fraud or error if these risks are not managed. Boulia Shire Council has a strong network of controls and authorisations around payroll, and internal audit has tested these controls over a sample of the population from the current financial year.

The risk associated with human resource practices are related more to inefficiencies, poor productivity or poor organisational culture. Human resource risks are more subjective. Therefore testing involved Council's use of standard systems and procedures and sampling staff files to verify compliance with these procedures.

The risk framework and control measures examined in this audit are summarised in the following table:

Risk Identification	Typical Control Measures
<ul style="list-style-type: none"> • The risk that an employee has been overpaid. • The risk that wages have been paid to the wrong employee. • The risk that wages have been paid to a non-existent employee (fraud). • The risk that incorrect payroll deductions have been made or the risk that correct payroll deductions have not been correctly remitted. • The risk that wages have been incorrectly accounted for in ledger. • The risk that accrued leave and other employee entitlements might be understated or overstated. • The risk of excessive staff turnover. • The risk of inappropriate recruitment and selection processes. • The risk of inefficient or ineffective staff training and development. 	<ul style="list-style-type: none"> • There is written authorisation for pay rates and conditions, leave arrangements. • Duties are segregated – authorisation and payroll processing. • Individual personnel files are maintained. • Authorised deduction forms are held by the employer. • All overtime worked is authorised. • Advances of pay are authorised. • The recording of hours worked is adequately controlled. • Time cards/sheets are accurately completed and approved. • Employees are identified prior to payment. • Payroll transactions are regularly reviewed by an independent person. • Standard recruitment processes exist and adhered to. • System for regular performance management. • Staff development plans and training plans are updated and used regularly. • Effective supervision and oversight of payroll and HR.

3.3 Scope Limitation

This audit project does not include Workplace Health and Safety, due to the specialised nature of WH&S, and also because this function is normally subject to stand-alone audits.

4. Audit Outcomes

4.1 Description of Systems

There are a number of corporate policies and management directives relating to payroll and HR which are available on the Council website and/or Magiq records system. These relate to a wide range of practices including staff conduct, training and development, recruitment, health & safety, and wellness.

The operational procedures involved in the payroll and HR functions are summarised below:

Human Resource Management

- Recruitment files are maintained in the pay office for all advertised positions. Appointments are approved by the relevant Director or CEO;
- All employees have a personnel file with the standard documentation relating to employee qualifications, leave applications, pay deductions, performance appraisals, employee correspondence;
- Some additional or duplicate records are kept in Magiq and on 'H' drive.
- At this stage, Council is not using the full functionality of the SS HR module. However this is planned for future development.

Payroll

- Appointment letter issued by CEO on recommendation from Department (copy to payroll)
- Appointment letter will confirm level, rates of pay and conditions;
- Employee setup on Synergy Soft system;
- All employees complete hard copy timesheet. External staff complete timesheets weekly and administration complete fortnightly (signed by employee and supervisor);
- Leave application forms are attached to timesheets;
- Timesheets are manually entered onto SS weekly;
- Various validation reports are run relating to employee hours e.g. exception report;
- 'Apply Timesheet' function is run on the system;
- Various payroll reports run to manually check pay transactions;
- Finalise pay run and sent to MFS to authorise;
- Distribute payslips;
- Process superannuation through clearing house.

5. Audit Findings and Recommendations

5.1 Pay Increase and EBA Implementation

The overall quality of payroll and HR policies, systems and controls was of a good standard, although there are some gaps in documentation and processes. Audit conducted testing of more than half the employees across a cross-section of areas including:

- Appointment
- Timesheet administration
- Pay transaction processing
- Leave management
- Termination
- Personnel file management.

This particular audit project was complicated by the fact that there has been a new Enterprise Bargaining Agreement (EBA) approved in the current year. The EBA was agreed by the parties in 2019. However it was not certified until March 2020. The effective date of the EBA is 1 July 2019 and at the time of the audit visit, backpays were still being calculated. There will be one backpay calculated between the period 1 July 2019 and 31 August 2019, which is when the State wage increase took effect. There will then be another backpay calculated for the period after 1 September 2019.

The last EBA was adopted in 2013, and Council has applied incremental annual pay increases to that EBA each year. Once the new agreement is implemented, Council can commence with a 'clean slate' and link future pay increases to the current EBA.

Due to the complications in implementing the EBA, management has suggested that there be an interim audit review in about three months to assess accuracy of pays after the EBA is applied. As we have not been able to review the final backpay calculations and wage increases applied, we agree that this interim review would be appropriate. As this is for a very specific purpose, it can be done remotely to reduce costs.

RECOMMENDATIONS

1. That audit conduct a follow-up desktop review in about three months, specifically focussed on reviewing payroll calculations and backpays following EBA implementation.

Management response

Agree

Management Comment

All EBA backpays have now been fully paid, all working papers will be forwarded to the Auditor for audit review to be completed. As part of this there will be a download of data from the SS payroll system to confirm current pay rates for all employees.

5.2 Pay Calculations

During the testing, there were very few errors or details unable to be located, and those missing were able to be resolved through queries. Mostly, these related to differences between the pay rate on the EBA spreadsheet and the rates on the SS system. Investigations indicated this is an adjustment to account for those employees receiving a parity allowance, which is processed as a separate payment in their pay. Audit was satisfied the adjustment is being calculated correctly. As the parity allowance is removed in the new EBA, this will no longer be a concern.

However, there was one audit issue in relation to the calculation of a termination pay for an employee. This was complicated because the EBA pay increase was approved during the year (backdated to 1 July 2019) but was only certified in March 2020 and backpays have not yet been processed. For this reason the employee had not been paid backpay before he resigned. In the course of investigating this however, it was discovered that an incorrect pay rate had been used in the appointment documentation, meaning he was also over-paid for the term of his employment. It is possible the two corrections will compensate each other. This matter was still under review at the conclusion of the audit.

If there is an amount owed to Council, there are Fair Work conditions involving the recovery of overpaid wages. Council might wish to seek independent advice.

RECOMMENDATIONS

2. That Council recalculate pay for the terminated employee to determine if there is a net owing to the employee or to Council. Once the amounts are determined, it will be necessary to decide whether this is materially significant and if further action is necessary.

Management response

Agree

Management Comment

A review was conducted on the said employee, this employee was paid at a higher rate for the duration of employment with Council and when calculating at the correct rate then adding on the back pay the employee was overpaid. The amount of the overpayment was classified as immaterial, no claim will be made to the employee for the overpayment.

5.3 Annual and Long Service Leave Management

There are some very high balances of annual and long service leave in terms of both dollars and hours. This is an increasing liability to Council which grows with each pay increase. As part of the 2019 EBA, there was a proposal to pay out annual leave balances. Since Covid-19, this has been delayed as a precaution to ensure staff have a bank of leave available, if required. The payout of annual leave is still an option to consider in future.

In the meantime, management is working with relevant staff to encourage regular blocks of leave to be taken where appropriate.

RECOMMENDATIONS

3. That Council continue to pursue strategies for reducing annual and long service leave balances where practical. Further, that the situation be reviewed in or about September 2020 to determine whether the payout of annual leave strategy as included in the EBA can be implemented.

Management response

Agree

Management Comment

A review will be completed in September 2020.

5.4 Terminations and Resignations

It was noted that there was not consistent documentation in the employee files in relation to terminations and resignations. Some employees complete a notice of resignation but no completed exit checklists were found on personnel files or electronic files. Council does have standard exit forms/checklists available in its document management system.

RECOMMENDATIONS

4. That Council introduce standard procedures for documenting terminations including exit interviews and exit checklists.

Management response

Agree

Management Comment

Council has introduced a checklist for when employees are leaving Council and this includes exit interviews to be conducted and or if not required a reason will be put on the checklist. The checklist will then form part of the HR file.

5.5 General HR Reporting

At present, there is no systemic HR reporting of general HR trends such as Full Time Equivalent (FTE) count, turnover rates, absenteeism trends, performance reviews conducted and accrued leave trends. This type of reporting is considered valuable to management and Council in performing the strategic oversight roles.

Management has confirmed that the introduction of the SS HR module and the Power BI reporting function will assist to maintain this core data and collation of these reports.

RECOMMENDATIONS

5. That Council develop trend reporting in key HR activities to allow regular monitoring by management and Council of such trends.

Management response

Agree

Management Comment

As part of the implementation of the HR module for Council this will be reviewed and implemented.

5.6 Staff Development Plans

A review of the personnel files indicated that staff development plans (SDPs) often did not exist or were out of date. This is a requirement of the EBA in terms of validating staff progressions. It is also a standard management tool and is important in ensuring staff training plans are up to date. Management has indicated there is currently a review process in place to bring position descriptions up to date and complete SDP's. This will be greatly assisted by the SS HR module which allows collection of this information and a reminder system to be in place for reviews.

The Manager Works Services is currently reviewing the appraisal form for external staff with a view to developing a simplified version for these employees.

RECOMMENDATIONS

6. That Council develop a strategy to complete the implementation of SDP's across the full workforce and ensure there is ongoing recording and monitoring of this function through the SS program.

Management response

Agree

Management Comment

Management is working on completing any outstanding SDPs and implementing that they are conducted on a yearly basis on or near the anniversary of the employees start date with Council.

5.7 Payroll and HR Administration

During the audit, it became evident that HR and payroll documentation is held in a variety of sources – hard copy personnel files, Magiq personnel files, Synergy soft, 'H' Drive and local drives/emails. This makes the administration and tracing of documents very untidy.

As an ideal, we suggest that Council aim to move all hard copy files to electronic on Magiq as the sole record-keeping source. This will eliminate the need for ongoing hard copy files. In addition, there should no longer be a need to keep files on 'H' Drive or local drives if Magiq is used as the central storage area. We also suggest that SS HR module be used for ongoing HR management and tracking with source documents to be kept in Magiq.

RECOMMENDATIONS

7. That Council establish a record-keeping protocol to ensure all personnel files are maintained on the Magiq system as the primary source of information and that the Synergy soft HR module be used to establish critical information in relation to staff development and training.

Management response

Agree

Management Comment

Council is working getting all existing paper records into MagiQ and from September 2020 as the HR module goes live no paper records will be stored, everything will be directly saved in MagiQ and HR.

5.8 Payroll Procedure Manual

The Payroll Officer has been in the position for almost two years (which coincides with the SS implementation) and has developed reliable systems and procedures around payroll processing. However, this has not previously been documented in the form of a handbook or workplace manual. This would also allow some cross-training of other staff in payroll if available, ensuring that knowledge is not restricted to one person. This will be important if anyone else is required to relieve in the position at short notice.

RECOMMENDATION

8. The Payroll Officer develops a complete procedure manual for Payroll, to ensure there is a documented guide in place times when she is not available, and to support training of other staff in an emergency.

Management response

Agree

Management Comment

An emphases is being put on getting all the procedures that have been written into a manual and identifying where there is no procedure, getting one created asap.

5.9 Efficiency of Timesheet Processing

Council is investigating the use of electronic timesheets within the SS system – firstly with internal staff as a trial and then extending to external staff. This is part of the next stage of the SS system rollout through Altus. I am aware that this function has been used at other Councils. There is an obvious efficiency gain as it requires the timesheet to be completed once only, whereas at present the timesheet is effectively completed twice. There will need to be sufficient testing to ensure the timesheet function suits Council's requirements.

RECOMMENDATION

9. That Council continue to trial the use of electronic timesheets as a potential efficiency gain with payroll processing.

Management response

Agree

Management Comment

We are at the early stages of working out the process as well as implementing what will work for Council. During this process we will be referring to both Internal and External Auditors to ensure we have covered all audit processes while still improving the process for our Staff and Payroll Staff.

Authorised:








Tony Walsh
Walsh Accounting
Internal Auditor



Internal Audit Report 2019-20

Post Audit committee meeting update


Key for Status Column:

Not Updated	
Not Progressing	
Completed	
Progressing	
Not Due To Start	

Internal Audit


56: 2019-20 Data Analysis- 4.1 Statistical review

To conduct a review of all payments from the new Synergy-Soft system to identify data based on suppliers, amounts, payments numbers duplication etc.

Finance	The data file has been used to extract a range of samples for conducting audit tests of purchase transactions. The sampling techniques include random sampling from data for the full year to date, material sampling and high value samples were checked.	High potential of fraud.		The only significant variance during the conduct of this test was the number 5. This was easily explained by the unusually high volume of transactions which start with 5 ie: gym deposit refunds and internal payment for rates. The auditors can provide reasonable assurance that data has not been manipulated.
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57: 2019-20 Data analysis - 4.2 Duplicated payments

The use of an audit program to extract duplicated payment within the finance system which will reveal the integrity of the current system.

Finance	That the council review its control practices to reduce the risk of invoices being paid twice. In addition, internal audit periodically run data extraction to test for duplicate payments in future audit visits for the foreseeable future. The investigation into the Synergy-soft (new to council) does not appear to have the ability to identify duplicates which becomes a deficiency in control. This means council will need to have a second level of scrutiny to prevent duplicate payments in the future.	High risk of fraud		<p>Immediate action: conduct staff meeting and address the issue of alert messages being overridden. This happened due to familiarity of previous PCS systems, the process was to over-ride. Rectified instantly for future processing, no alert is to be over-ridden</p> <p>Future action: contact SS about putting a permanent block on message so it cannot be overridden.</p>
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58: 2019-20 Function Overview -5. Purchasing and Procurement

Purchasing and procurement relies on a strong system of controls, involving internal procedures and electronic controls built into Synergy-Soft financial program. Council has adopted a Procurement and Purchasing Policy which is reviewed annually.

Finance	A significant factor in the procurement function for BSC is the use of pre-qualified supplier lists. BSC calls tenders for pre-qualified suppliers periodically, and because of the extreme remoteness, these approved suppliers are used extensively. This system is effective and well managed as a Local Buy purchasing process and provides Council with flexibility as well as meeting legal requirements. Eleven delegations are held by staff members.	Initial/ High-Residual risk-med - good mitigating strategies in place		Both Policy and delegations are reviewed annually for relevance with bi-annual tender process conducted for Intermittent plant hire. Good control
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59: 2019-20 Function Overview- Purchasing- 6.1 Medium Large contracts

Review of purchases of high value contracts consisting mainly of large plant items, roadworks or major constructions projects.

Finance	Tenders are publicly advertised in various media, specifications are well documented, any variations are advised to interested parties, tender documents are kept on file, a detailed assessment process is undertaken against a range of criteria, and there is generally strong oversight by council for large purchases. Documents and supporting reports were kept electronically on the SS system and attached to the purchase order.	Risk;high, Residual: good control.		We will continue to review and improve our process which are sound at present.
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60: 2019-20 Function Overview 6.2 General Procurement procedures.

Review of purchase orders, when they are created and the approval process.

Finance	That council revise its purchasing procedures as follows: Always issue a purchase order before purchase. If supply exceeds the order but is minor, a separate payment be created for he excess amount. Must refer to the original SS order.	High; Res Risk: Medium. effective controls.		We are: Contract Works Overseer (CWO) has an extensive record on all costings on contractor works. but not on purchase orders due to the variability of materials and job requirement changes. - We are trialing with individual orders with a tolerance of \$10K for each contractor. This trial has been working for Standing orders, the process will continue.
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61: 2019-20 Function Overview 6.3 Declaring staff conflicts of Interest

Investigate whether any staff authorizing payment transactions may have a material personal interest in the transaction. Current procedures require staff to declare any material conflict of interest which is consistent with the legislation but does not provide the highest level of protection.

Finance	That council require all staff with purchasing delegations to complete a conflict of interest declaration and register of material interest.Option 1: voluntary disclosure. - Risk High, difficult to identify: Comments mitigated by training Option 2: Include a clause in tender and quote docs that the officer does not have a conflict. Reduces risk: but cannot be tested by audit process: additional bureaucratic impost but can be managed with standard reporting. Option 3: Require staff with delegated authority to complete a declaration and disclose pnl interest. Risk : low. May be considered extreme dependent on level of risk .	Medium-limited opportunity		This was already identified by ManEx with a form being developed. This form has been put to council with policy and it was adopted on 18th Nov 2019. Staff with a delegation are currently completing forms.
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62: 2019-20 function Overview -6.4 Policies and Procedures

That council has a procurement and purchasing policy and it is subject to Regular review. evidence that staff who have delegations are aware of the policy and its requirements.






Finance	That the purchasing policy be reviewed and adopted by council as soon as possible.	Medium		The purchasing policy was under review due to Synergy-soft implementation and has now been put to council and it was adopted on Monday 18th Nov 2019 with significant changes to processes.
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Internal Audit Report 2020-21


Post Audit meeting update


Key for Status Column:


Not Updated	
Not Progressing	
Completed	
Progressing	
Not Due To Start	



Internal Audit


63: HR and Payroll


<p>Finance</p>	<p>IA 20200716 5.1 This particular audit project was complicated by the fact that there has been a new Enterprise Bargaining Agreement (EBA) approved in the current year. The EBA was agreed by the parties in 2019. However it was not certified until March 2020. The effective date of the EBA is 1 July 2019 and at the time of the audit visit, backpays were still being calculated. There will be one backpay calculated between the period 1 July 2019 and 31 August 2019, which is when the State wage increase took effect. There will then be another backpay calculated for the period after 1 September 2019. The last EBA was adopted in 2013, and Council has applied incremental annual pay increases to that EBA each year. Once the new agreement is implemented, Council can commence with a clean slate and link future pay increases to the current EBA.</p> <p>Appointment Timesheet administration Pay transaction processing Leave management Termination Personnel file management</p>	<p>Moderate</p>		<p>Recommendations: 1. That audit conduct a follow-up desktop review in about three months, specifically focused on reviewing payroll calculations and back-pays following EBA implementation.</p> <p>Management Response: Agree: All EBA backpays have now been fully paid, all working papers will be forwarded to the Auditor for audit review to be completed. As part of this there will be a download of data from the Synergy-Soft payroll system to confirm current pay rates for all employees. Audit meeting 29/10/2020 concurred to completion of this action</p>
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
<p>Finance</p>	<p>IA 20200716 -5.2 Pay calculations. During the testing, there were very few errors or details unable to be located, and those missing were able to be resolved through queries. Mostly, these related to differences between the pay rate on the EBA spreadsheet and the rates on the SS system. Investigations indicated this is an adjustment to account for those employees receiving a parity allowance, which is processed as a separate payment in their pay. Audit was satisfied the adjustment is being calculated correctly. As the parity allowance is removed in the new EBA, this will no longer be a concern. However, there was one audit issue in relation to the calculation of a termination pay for an employee. This was complicated because the EBA pay increase was approved during the year (backdated to 1 July 2019) but was only certified in March 2020 and backpays have not yet been processed. For this reason the employee had not been paid backpay before he resigned. In the course of investigating this however, it was discovered that an incorrect pay rate had been used in the appointment documentation, meaning he was also over-paid for the term of his employment. It is possible the two corrections will compensate each</p>	<p>Moderate</p>		<p>RECOMMENDATIONS</p> <p>That Council recalculate pay for the terminated employee to determine if there is a net owing to the employee or to Council. Once the amounts are determined, it will be necessary to decide whether this is materially significant and if further action is necessary.</p> <p>MANAGEMENT RESPONSE:</p> <p>A review was conducted on the said employee, this employee was paid at a higher rate for the duration of employment with Council and when calculating at the correct rate then adding on the back pay the employee was overpaid. The amount of the overpayment was classified as immaterial, no claim will be made to the employee for the overpayment. Audit meeting 29/10/2020 concurred to completion of this action</p>
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
	<p>other. This matter was still under review at the conclusion of the audit. If there is an amount owed to Council, there are Fair Work conditions involving the recovery of overpaid wages. Council might wish to seek independent advice</p>			
Finance	<p>IA 20200716 - 5.3 Annual and Long Service Leave Management: There are some very high balances of annual and long service leave in terms of both dollars and hours. This is an increasing liability to Council which grows with each pay increase. As part of the 2019 EBA, there was a proposal to pay out annual leave balances. Since Covid-19, this has been delayed as a precaution to ensure staff have a bank of leave available, if required. The payout of annual leave is still an option to consider in future. In the meantime, management is working with relevant staff to encourage regular blocks of leave to be taken where appropriate</p>	Immaterial		<p>RECOMMENDATIONS</p> <p>That Council continue to pursue strategies for reducing annual and long service leave balances where practical. Further, that the situation be reviewed in or about September 2020 to determine whether the payout of annual leave strategy as included in the EBA can be implemented.</p> <p>MANAGEMENT RESPONSE : A review will be completed in September 2020</p>

Finance	IA 20200716 -5.4 Terminations and Resignations: It was noted that there was not consistent documentation in the employee files in relation to terminations and resignations. Some employees complete a notice of resignation but no completed exit checklists were found on personnel files or electronic files. Council does have standard exit forms/checklists available in its document management system	Moderate		<p>RECOMMENDATIONS</p> <p>That Council introduce standard procedures for documenting terminations including exit interviews and exit checklists.</p> <p>Management response; Agree</p> <p>Council has introduced a checklist for when employees are leaving Council and this includes exit interviews to be conducted and or if not required a reason will be put on the checklist. The checklist will then form part of the HR file. Audit meeting 29/10/2020 concurred to completion of this action</p>
Finance	IA 20200716 -5.5 General HR Reporting; At present, there is no systemic HR reporting of general HR trends such as Full Time Equivalent (FTE) count, turnover rates, absenteeism trends, performance reviews conducted and accrued leave trends. This type of reporting is considered valuable to management and Council in performing the strategic oversight roles. Management has confirmed that the introduction of the SS HR module and the Power BI reporting function will assist to maintain this core data and collation of these reports	Moderate		<p>RECOMMENDATIONS</p> <p>That Council develop trend reporting in key HR activities to allow regular monitoring by management and Council of such trends.</p> <p>Management response: Agree</p> <p>As part of the implementation of the HR module for Council this will be reviewed and implemented</p>

Finance	<p>IA 20200716 -Staff Development Plans;A review of the personnel files indicated that staff development plans (SDPs) often did not exist or were out of date. This is a requirement of the EBA in terms of validating staff progressions. It is also a standard management tool and is important in ensuring staff training plans are up to date. Management has indicated there is currently a review process in place to bring position descriptions up to date and complete SDPs. This will be greatly assisted by the SS HR module which allows collection of this information and a reminder system to be in place for reviews. The Manager Works Services is currently reviewing the appraisal form for external staff with a view to developing a simplified version for these employees.</p>	Moderate		<p>RECOMMENDATIONS</p> <p>That Council develop a strategy to complete the implementation of SDPs across the full workforce and ensure there is ongoing recording and monitoring of this function through the SS program.</p> <p>Management response; Agree</p> <p>Management is working on completing any outstanding SDPs and implementing that they are conducted on a yearly basis on or near the anniversary of the employees start date with Council.</p>
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Finance	<p>IA 20200716 -5.7 Payroll and HR Administration; During the audit, it became evident that HR and payroll documentation is held in a variety of sources hard copy personnel files, Magiq personnel files, Synergy soft, H Drive and local drives/emails. This makes the administration and tracing of documents very untidy. As an ideal, we suggest that Council aim to move all hard copy files to electronic on Magiq as the sole record-keeping source. This will eliminate the need for ongoing hard copy files. In addition, there should no longer be a need to keep files on H Drive or local drives if Magiq is used as the central storage area. We also suggest that SS HR module be used for ongoing HR management and tracking with source documents to be kept in Magiq</p>	Moderate		<p>RECOMMENDATIONS</p> <p>That Council establish a record-keeping protocol to ensure all personnel files are maintained on the Magiq system as the primary source of information and that the Synergy soft HR module be used to establish critical information in relation to staff development and training.</p> <p>Management response; Agree</p> <p>Council is working getting all existing paper records into MagiQ and from September 2020 as the HR module goes live no paper records will be stored, everything will be directly saved in MagiQ and HR.</p>
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Finance	IA 20200716 -5.8 Payroll Procedure Manual; The Payroll Officer has been in the position for almost two years (which coincides with the SS implementation) and has developed reliable systems and procedures around payroll processing. However, this has not previously been documented in the form of a handbook or workplace manual. This would also allow some cross-training of other staff in payroll if available, ensuring that knowledge is not restricted to one person. This will be important if anyone else is required to relieve in the position at short notice.	Moderate		<p>RECOMMENDATION</p> <p>The Payroll Officer develops a complete procedure manual for Payroll, to ensure there is a documented guide in place times when she is not available, and to support training of other staff in an emergency.</p> <p>Management response;Agree</p> <p>An emphases is being put on getting all the procedures that have been written into a manual and identifying where there is no procedure, getting one created asap</p>
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Finance	<p>IA 20200716 -5.9 Efficiency of Timesheet Processing; Council is investigating the use of electronic timesheets within the SS system firstly with internal staff as a trial and then extending to external staff. This is part of the next stage of the SS system rollout through Altus. I am aware that this function has been used at other Councils. There is an obvious efficiency gain as it requires the timesheet to be completed once only, whereas at present the timesheet is effectively completed twice. There will need to be sufficient testing to ensure the timesheet function suits Councils requirements</p>	Moderate		<p>RECOMMENDATION</p> <p>That Council continue to trial the use of electronic time sheets as a potential efficiency gain with payroll processing.</p> <p>Management response; Agree</p> <p>We are at the early stages of working out the process as well as implementing what will work for Council. During this process we will be referring to both Internal and External Auditors to ensure we have covered all audit processes while still improving the process for our Staff and Payroll Staff</p> <p>27/10/2020 We have agreed to transition to electronic time sheets and have had initial training for Executives this week.</p>
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External Audit Report 2019-20

Post meeting update


Key for Status Column:

Not Updated	
Not Progressing	
Completed	
Progressing	
Not Due To Start	

External Audit

51: Long Term Asset Management Plans not up to date

Asset Management Plans updates are on track to be finalised in early 2021. Staff have attended training in the establishment of an AMP and this is currently being formulated






Asset Management	15IR 1.1 Status update - work in progress	Significant deficiency		Long term financial plans are now complete up to and including 2020-21. The plan is now part of the yearly budgetary process for Council.
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External Audit Report 2020-21


Post meeting update.

Key for Status Column:

Not Updated	
Not Progressing	
Completed	
Progressing	
Not Due To Start	


External Audit

50: Landfill restoration recognised


Financial	EA/20200630 -18CR 3.1 Provision for Landfill Restoration	Notification		The Council has only one landfill site and as at 30.06.19 has set aside \$10k for landfill restoration. This will be set-aside annually. To be recognised in the financial statements in the 2020 year and to be re-assessed
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51: Long Term Asset Management Plans not up to date


This issue was raised in a previous audit and council is advised that Asset Management plans for all asset classes should be in place to support budgetary decisions in the future..

Asset Management	EA/20200630 - 15IR 1.1 Status update -Long Term Asset Management Plans not up to date	Significant deficiency		Asset Management Plans updates are on track to be finalised in early 2021. Staff have attended training in the establishment of an AMP and this is currently being formulated.
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52: Un-reconciled Account Balances

Finance	EA/20200630 -18IR 1.1 Un-reconciled Account Balances	Significant deficiency		With the 2020 year being the first full year on the new IT-Vision software issues previously encountered will be remedied. All balance sheet accounts are now being reconciled on IT Vision.
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53: Asset register not reconciled to General Ledger

Finance	EA/20200630 -16CR Asset register not reconciled to General Ledger	Deficiencies		<p>Consistent variance remains present at current time. With the implementation of the fixed asset register onto ITVision in the 2020 audit period, this will be investigated and corrected.</p> <p>Audit meeting 29/10/2020 concurred to completion of this action.</p>
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54: Internal Audit Function

Finance	EA 20200630 -18IR 1.1 Internal Audit Function	Deficiencies		<p>Internal auditor appointed in March 2019. Currently appraising Councils operations. Full understanding of any Council issues by June 2020. Previously there was no internal audit function at March 2019.</p> <p>Audit meeting 29/10/2020 concurred to completion of this action</p>
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55: Presentation of Financial Statements and Mapping

Finance Reporting	EA 20200630 -19FR-1 Presentation of Financial Statements and Mapping	Significant deficiency		<p>During the audit period, the Council changed its accounting system from Synergy to ITVision in November 2018. As a result of the change of accounting software, transactional data was recorded on two different accounting packages with journal transactions being utilised to record the balances brought forward from the old Synergy system. On the new ITVision accounting software, all</p> <p>transactions when posted to a general ledger account are also allocated a function code for reporting purposes. However, with the journaling of the transactions from the old system, no function codes were allocated to these transactions and hence there was no mapping trail automatically generated. This created issues within Work-in-Progress allocations, fixed asset reconciliations for the year ended 30 June 2019. .Audit meeting 29/10/2020 concurred to completion of this action</p>
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56: Non-Current Asset Valuations

Finance	EA 20200630 -18CR 3.2 Land and Building valuations	Notification		A land and buildings comprehensive valuation is being performed in 2020 as these were last comprehensively re-valued in 2014
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57: Valuation/depreciation of assets are materially misstated

Finance	EA 20200630 1. Property plant and equipment is the most material balance in the financial statements at \$175 million Valuation involves significant estimates and judgements Comprehensive revaluations will be performed on land & buildings and water and sewerage infrastructure in early 2020. Infrastructure assets generally have long lives which require significant estimation	Significant deficiency		A review of the Assets has been conducted and once finalisation of 2019-20 Financials, depreciation will be brought up to date for the current quarter.Audit meeting 29/10/2020 concurred to completion of this action
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58: Probity, Procurement Policies and Propriety Considerations

Finance	EA 20200630 -2. Probity, Procurement Policies and Propriety Considerations Appropriateness of expenses and liabilities recorded in the financial statements Transactions with related parties Management override of controls	Moderate		A review and update of all related parties transactions is updated on a quarterly basis and reported yearly in the Statements. Council's procurement policies are currently being changed due to changes in processes. Council is in the process of implementing on the 1st December 2020 a new module that uses the Procurement policy to assist staff in procurement in a step by step process, electronic authorisation from supervisors with delegated authority required.Audit meeting 29/10/2020 concurred to completion of this action
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59: Financial Sustainability

Finance	EA 20200630 -3 Separate audit opinion issued Key inputs dependent on management judgement. The classification of capital and revenue can be subjective and complex. Public interest in financial sustainability of Councils	Moderate		Council has updated the LGFM - QTC model for financial long term planning and has updated the budget to include different scenario's as part of the budget process for 20-21. Audit meeting 29/10/2020 concurred to completion of this action
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Bouliia Shire Council

ASP representative

Liam Murphy – Partner

David Lloyd - Manager

QAO representative

Amy Briggs – Manager

Audit Committee briefing paper

29 October 2020

1. Our reports to parliament



Reports recently tabled

Reports to parliament issued since our last briefing to the audit and risk committee are shown below. Video and podcast presentations for each report are also available on our website.

Report	Tabling date
Family support and child protection system (link)	3 August 2020
Effectiveness of audit committees in state government entities (link)	8 September 2020
Queensland Government response to COVID-19 (link)	22 September 2020
Queensland Health's new finance and supply chain management system (link)	23 September 2020
Responding to complaints from people with impaired capacity—Part 1: The Public Trustee of Queensland (link)	24 September 2020
Awarding of sports grants (link)	29 September 2020
Delivering successful technology projects (link)	30 September 2020

Report to Parliament - Effectiveness of audit committees in state government entities

(tabled 8 September 2020)

Effective audit committees can catalyse better governance in an entity. They help entities become more efficient, effective, and economical, and promote accountability, integrity and transparency. To be effective, audit committees require leadership's support and engagement, and need to provide meaningful and relevant oversight and advice.

Without an effective audit committee, entities may face issues that erode their performance and public trust.

The objective of this Auditor-General's insights report is to provide insights on the current profile and practices of audit committees in the Queensland public sector and to identify actions that can help lift their performance and effectiveness.

We found that effective audit committees:

- need an engaged chief executive officer or director-general
- understand and tailor their role to maximise their value to the entity
- carefully consider the mix of skills and experience in their committee's membership and its training needs
- have open and frank conversations supported by succinct and relevant information and input from the business
- continue to improve and evolve by engaging in meaningful annual performance assessments.

We provided 11 actions for audit committees, audit committee chairs, chief executive officers, and Queensland Treasury to consider. Further details regarding the wider learnings from this report are included in Appendix A.

2. Planned performance audits



Strategic audit plan

QAO's [strategic audit plan](#) outlines the performance audit topics we plan to undertake in the next three years. Performance audits provide independent assurance that public resources are being used appropriately and that government programs are delivering on their objectives efficiently, effectively, and economically.

The Queensland public sector, local governments, and wider community are facing unprecedented challenges during COVID-19.

We are working with entities on how best to deliver our program of work. We acknowledge that some entities are facing difficulties as they change how they do their work and deliver their services, and we are changing our audit activities and services as needed.

Our 2020–23 strategic audit plan was published in December 2019. Since then, we have re-assessed our previously proposed audits for financial year 2020–21 to determine if they remain relevant following the COVID-19 pandemic.

The revised topics for 2020–21 are available on our website: <https://www.qao.qld.gov.au/audit-program>.

QAO's audit program for the next three years is in development and we will engage entities once available.

Reports in progress

The Queensland Audit Office (QAO) continues to evolve its operations to focus more on meeting our clients' and stakeholders' needs. We are implementing new approaches to our work to ensure our deliverables are focused on our vision of better public services.

In the coming months, you will see QAO publish some new types of reports to parliament in addition to our existing audits. These new publications balance analysis and conclusions, with faster delivery of our insights. These include full performance audits, Auditor-General's insights, information briefs and topic overviews. Further information on these new publications is contained in our blog [New Ways of Sharing Our Insights](#) which is available on our website.

3. Other matters of interest



QAO's online blog

We have issued blogs on our website www.qao.qld.gov.au/blog on topical accounting and auditing issues, as well as wider learnings from our recently tabled reports to parliament and general news from QAO.

The latest posts that may be of interest to your entity include:

Month	Topic	Description
September 2020	Advice Aligning financial and asset management systems	Many public sector entities own and manage large asset portfolios amounting to many millions (or billions) of dollars.
	Advice Using risk appetite in the public sector	Risk appetite and risk tolerance continue to be important conversations in how the public sector applies risk management practices.
	Advice Audit committees adding value during COVID-19	In our recent Auditor-General's insights report on audit committees in state government entities, we highlight the importance of audit committees and how they can catalyse better governance.
August 2020	Advice Lessons learned: Project steering committees for digital transformation projects	Members of project steering committees for major digital transformation projects need to be appropriately qualified and experienced to help ensure a successful project.
	Advice Using risk appetite in the public sector	A good risk management framework defines and uses risk appetite and risk tolerance to help an entity achieve its strategic and operational objectives while keeping risk exposures in check.
	Advice Returning to the office: does this affect your control environment?	Many people worked from home on a full-time basis due to the COVID-19 pandemic, and are now able to start returning to their workplaces. However, these workplaces are not the same environments they left
July 2020	Advice Local Government audit committees – getting the right membership	Appointing the right members to a council's audit committee allows for informed, effective oversight.
	Advice Assessing COVID-19 events after the reporting date and why auditors are required to review this	For many entities, disclosure about the impacts of COVID-19 in this year's financial report and annual report will be a key point of difference compared to previous years.
June 2020	Advice Increased scrutiny of going concern	COVID-19 has affected the cash flows of many public sector entities. Their ability to earn revenue may have decreased, potentially permanently, and they are implementing cost reduction strategies.
	Advice Financial reporting considerations in uncertain times	We have experienced COVID-19 impacts on working arrangements, our community and the economy.

Audit committee chair briefing

QAO regularly briefs the chairs of public sector audit committees about the results of our audits, expectations for the financial audit process and client feedback obtained.

QAO held a live stream briefing for audit committee chairs on Tuesday 16 June 2020. Slides from that presentation are available on our website <https://www.qao.qld.gov.au/reports-resources/events>

CCC Publications

The CCC has recently issued the following publications that may be of interest to your entity:

[Managing corruption risks associated with timesheet and leave activities – July 2020](#)

[Role clarity in councils: understanding the respective roles of Mayor and CEO – 22 June 2020](#)

[Current and emerging corruption risks: opportunities to detect, intervene and prevent corruption - June 2020](#)

[Personal relationships, professional boundaries: how to manage potential corruption risks – 14 April 2020](#)

Below is a summary of recently tabled reports to parliament that we consider relevant to your entity.

Report	Key themes
<p>Effectiveness of audit committees in state government entities</p>	<ul style="list-style-type: none"> • Audit committees should review the language and responsibilities in the audit committee charter to clearly define the committee’s role, ensuring it is appropriate and specific to the entity. • Audit committees should remain informed of the entity’s core functions and systems, and the key risks and issues facing the entity. They should use this knowledge to focus the committee’s attention throughout the year, and when developing the committee’s annual workplan.
<p><u>Report 2</u> 8 September 2020</p>	<ul style="list-style-type: none"> • Audit committees should review their performance annually and tailor the assessment to align with and measure their performance against the committee’s annual workplan.
<p>Relevance: High</p>	<ul style="list-style-type: none"> • Audit committee chairs and chief executive officers should communicate regularly about the key risks, issues and other matters facing the entity. They should also discuss outcomes from committee meetings, particularly those not attended by the chief executive officer. • Chief executive officers should demonstrate their commitment to their audit committee. Where practicable, they should attend all meetings, as agreed with their audit committee chair, as an observer. • Chief executive officers should support audit committee members to access appropriate training and other resources, to ensure adequate knowledge of the role and other subject matter areas relevant to committee discussions. • All members of audit committees for Queensland state government entities should be independent of management and not an employee of the entity, or another Queensland state government entity. • Regional audit committees should consider how they can use technology to connect with a bigger pool of nominees to be members on their audit committee.

qao.qld.gov.au



- Suggest a performance audit topic
- Contribute to a performance audit in progress
- Subscribe to news and our blog
- Connect with QAO on LinkedIn

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BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Finance Manager October 2020 Report	DOC REF: Item FM1
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REPORT BY:	Rahaul Bhargava Finance Manager	DATE: 10/11/2020
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<p>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</p>

PURPOSE: Financial Summary as at 31 st October 2020.
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Cash Position:

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

	31 st October 2020	30 th September 2020
Cash at Hand	16,869,816	18,057,580
Net Cash Equivalent (Debtors-Creditors)	1,173,448	687,069
Total	\$18,043,264	\$18,744,649

Income

- Total revenues 31st October 2020 are \$4,807,684. This equates to approx. 41% of this year's budget.

Expenditure

- Operating expenses to 31st October 2020 are \$4,724,774. This equates to approx. 33% of this year's budget.

Liquidity

• CBA		\$ 137,580
• Floats		\$ 1,300
• Investments		
CBA At Call 0.1%	\$ 1,070,980	
QTC .96%	\$ 15,659,956	
		\$16,730,936
Total		\$16,869,816

Additional Information on Cash Position

Cash Balance as at 31st October 2020 16,869,816

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	2,772,293
Working Capital Cash	1,500,000
Capital Grants	1,359,230
Operating Results for 2020/2021	(136,484)
Less Capital Expenditure 2020/2021	(4,250,139)
	7,522,869

Uncommitted Cash 31st October 2020 **\$9,346,947**

AGED DEBTORS 31st October 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	14,375.43	1330.99	22,650.00	931,449.03	(16,547.26)	953,258.19

90+ Days Outstanding

Of the \$953,258.19, majority of outstanding amount relate to Private Works income totalling \$847,287. \$1,635.36 are currently under a payment arrangement, \$8,391.93 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

RATES 31st October 2020

Total Outstanding **\$250,357.41**

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre- paid OR Water & Gravel Compensation)	Total Outstanding
Urban	29,106.59	38,899.27	31,416.93	29,304.77	(30,564.23)	98,163.33
Rural	0.00	0.00	2,468.48	155,577.41	(16,050.40)	141,995.49
Mining	0.00	0.00	5,230.50	5,350.74	(382.65)	10,198.59
	29,106.59	38,899.27	39,115.91	190,232.92	(46,997.28)	250,357.41

CREDITORS 31st October 2020

\$ 7,391.18

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 31st October 2020

2020 Actual

Income		
Revenue		
Recurrent Revenue		
Net rate and utility charges		690,244
Fees and charges		303,815
Rental income		70,913
Interest received		38,024
Sales - contract and recoverable works	▼	1,312,820
Other Income		283,017
Grants, subsidies, contributions and donations	▼	509,172
Total Recurrent Revenue		3,208,005
Capital Revenue		
Grants, subsidies, contributions and donations	▼	1,372,924
Total Capital Revenue		1,372,924
Total Revenue		4,580,929
Total Income		4,580,929
Expenses		
Recurrent Expenses		
Employee benefits		(1,088,052)
Materials & Services		(2,245,562)
Finance Costs		(10,875)
Depreciation		0
Total Recurrent Expenses		(3,344,489)
Total Expenses		(3,344,489)
Net Result Attributable to Council		1,236,440

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 31st October 2020

2020 Actual

Current Assets		
Cash and cash equivalents		16,869,816
Trade and other receivables		1,207,461
Inventories		344,917
Total Current Assets		18,422,194
Non-current Assets		
Property, plant and equipment		188,637,211
Total Non-current Assets		188,637,211
TOTAL ASSETS		207,059,405
Current Liabilities		
Trade and other payables		(34,013)
Borrowings		(41,431)
Provisions		(1,222,190)
Total Current Liabilities		(1,297,634)
Non-current Liabilities		
Borrowings		(1,009,222)
Provisions		(182,464)
Total Non-current Liabilities		(1,191,686)
TOTAL LIABILITIES		(2,489,320)
NET COMMUNITY ASSETS		204,570,085
Community Equity		
Asset revaluation reserve		110,690,860
Retained surplus		93,879,225
TOTAL COMMUNITY EQUITY		204,570,085

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 31st October 2020

2020 Actual

Cash Flows from Operating activities:

Receipts from customers	399,068
Payments to suppliers and employees	<u>(4,041,678)</u>
	(3,642,610)
Interest received	38,024
Rental income	70,913
Non-capital grants and contributions	1,791,264
Borrowing costs	<u>(10,875)</u>
Net Cash Inflow (Outflow) from Operating Activities	(1,753,284)

Cash Flows from Investing activities:

Payments for property, plant and equipment	(4,250,139)
Proceeds from sale of property, plant and equipment	0
Grants, subsidies, contributions and donations	<u>1,372,923</u>
Net Cash Inflow (Outflow) from Investing activities	(2,877,216)

Cash Flows from Financing activities

Repayment of borrowings	<u>(12,850)</u>
Net Cash Inflow (Outflow) from Financing activities	(12,850)

Net Increase (Decrease) in Cash and Cash Equivalents held	<u>(4,643,350)</u>
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Cash and Cash Equivalents at beginning of Reporting period	21,513,166
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Cash and Cash Equivalents at end of Reporting period	<u>\$ 16,869,816</u>
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CONSULTATION: Kaylene Sloman

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION: That the Finance Manager October 2020 Report be received for information.

DOCUMENTS TO BE TABLED: Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Community Services October 2020 Report	DOC REF: Item CSM1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 11/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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	4
Total units available (includes 2 pensioner units which need refurb)	3
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	3
Formal applications for rental for October	1
Enquiries re housing availability for October	0

Housing:

- Central West Health commenced a lease on a Council house on the 28th September 2020. They no longer wish to lease this particular house and have requested an alternative. An alternative Council house has been offered which they are going to lease once it has been painted this week. The other house has subsequently been arranged to be leased to another tenant.
- A Council employee will also be taking up a lease on another Council house.
- Two other homes are being painted and one is being further renovated, so suitable housing will be available for future staff.

Tourism:

Compared to the coastal regions Boulia has fared very well in this area as to what was expected for the year. Tour groups have been few and far between as to be expected but Queenslanders have not let the region down and more are finding what we have to offer in the West.

The Library will be trialling new opening hours with a new permanent staff member in November. The Library will now be opened in the mornings instead of the afternoons, this will give a chance for us to fulfil all State Library obligations in regards to the First Five Forever program funding we receive. There are many under fives in the region but it has been exceedingly hard to gather this market because of the ages and sleep patterns of the children.

Media:

The Media Officer continues to work hard in this area and submits articles and social media posts which garner interest from many areas.

Grants:

- A grant submission for **\$1,000** to the COVID Safe Australia Day Grant Branding \$1,000R2 was sent in on Monday the 9th November. This funding is to purchase Australia Day merchandise.
- A second submission to the COVID Safe Australia Day Grant R2 for **\$13,850.00** was also sent the same day for an art workshop to be held the weekend before Australia Day and for additional hand sanitisers, cleaners and catering.

Community:

Unfortunately the re-opening of the sports centre which was scheduled for the 14th November has been put back to the 21st. There will be free food available and market stalls.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Community Services October 2020 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	30th June 2018	
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800.00	3/05/2021	
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	
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	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,000,000		\$ 1,000,000.00		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,836,283

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party - on hold	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party
Min Min Encounter renovation	Building Acceleration Fund (State Gov)	\$ 476,735	\$ 52,970		\$ 529,705	4/09/2020	CEO	
Indigenous Language Grants	DATIS	\$ 25,000	\$ 2,000		\$ 25,000	7/10/2020	CSM	Pitta Pitta alphabet book
Reflection through art	Covid Safe Australia Day grant	\$ 13,850	\$ -		\$ 13,850	9/11/2020	CSM	art workshops/other
Australia Day Branding Grant	National Australia Day Council with assistance of Commonwealth Government	\$ 1,000	\$ -		\$ 1,000	9/11/2020	CSM	Merchandise for Australia Day 2021
Total Amount of Funding applied for		\$ 521,585						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 20th November 2020

TITLE:	Min Min Encounter October 2020 Report	DOC REF: Item F
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REPORT BY:	Roni Harris Tourism Officer	DATE: 09/11/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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 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 2020	\$11,987.00
MME Visitor Stats for October 2020	509
MME Show Stats for October 2020	292
BHC Stats for October 2020	142

Social Media Statistics for October 2020:

Page	Page Likes	Reached	Shares
Boulia Shire Council	1949	8008	224
Min Min Encounter	1170	4588	617

REPORT ON ACTIVITIES HELD FOR OCTOBER 2020

October has seen a significant drop in visitor numbers compared to last month but still an increase on the previous year. We had less family groups for the school holidays compared to the July break although the older demographic was well represented.

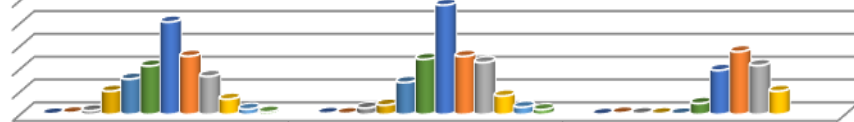
Our takings figures compared quite well against last year which is very encouraging. We are getting some lovely feed back from visitors who are hearing of our venue from fellow travellers encountered before arriving in Boulia which is pleasing to this team.

We only welcomed one tour group this month who were quite weary and hot when they arrived. I was disappointed with the amount of time allocated to our two venues by the tour company.

Our COVID Safe process continues to meet requirements and most visitors are happy to comply.

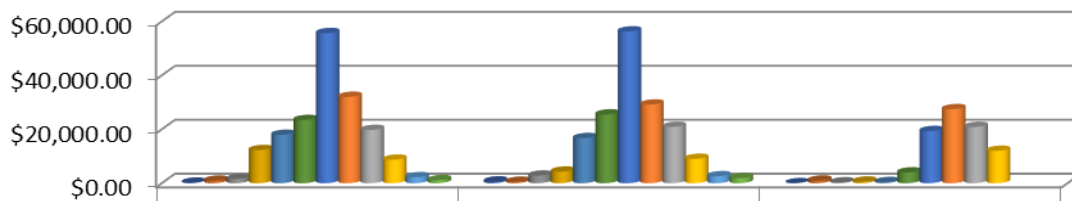
We continue to supply information on road and border passes but as numbers are dropping off and the weather changing this may diminish in the coming months.

Min Min Encounter Visitor Numbers



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

Min Min Encounter & BHC Tickets & Merchandise Sales



	2018	2019	2020
■ January	\$199.50	\$635.90	\$27.80
■ February	\$941.90	\$534.95	\$974.45
■ March	\$1,570.40	\$2,810.65	\$315.35
■ April	\$12,261.15	\$4,295.05	\$590.20
■ May	\$17,912.50	\$16,721.75	\$412.80
■ June	\$23,428.55	\$25,490.35	\$3,985.95
■ July	\$55,628.45	\$56,252.85	\$19,329.20
■ August	\$32,009.00	\$29,131.05	\$27,432.71
■ September	\$19,744.51	\$20,876.55	\$20,851.55
■ October	\$8,699.05	\$9,028.75	\$11,987.00
■ November	\$2,198.20	\$2,580.05	
■ December	\$1,127.96	\$1,884.50	

RECOMMENDATION:

That the Min Min Encounter October 2020 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 20th November 2020

TITLE:	Work Health and Safety October 2020 Report	DOC REF: Item H
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REPORT BY:	Brett Hyde Work Health and Safety Advisor	DATE: 06/11/2020
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<p>CORPORATE PLAN REFERENCES: Key Priority 7: Valuing our greatest asset – people</p> <p>7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices</p> <p>7.2.4 Provide a safe, healthy working environment and be proactive in all Work Health and Safety matters</p>

<p>PURPOSE: To inform Council of progressions and or issues of concern regarding Workplace Health and Safety.</p>
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LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> Ongoing monitoring with contractors on the Donohue Highway projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Continually updating the Boulia Shire Council Hazard and Risk Register. Conducting Noise Level monitoring on various motorised and mechanical plant. Continually populating the audit criteria with the required evidence.
Toolbox talks/ Presentations	<ul style="list-style-type: none"> Ongoing Weekly Toolbox meetings/talks have been held with Council workforce. Introduced monthly Toolbox meetings with Administration/Office staff.
Compliance and Education	<ul style="list-style-type: none"> Attended a two day WHSA Conference in Hughenden covering a whole range: Workplace Health & Safety industry news, RTO's, energy providers and LGW representatives. Cross section of staff obtained their First-Aid certification. Works Department staff obtained a Working at Heights certification. A few Works Department staff obtained their Skid Steer and Front end Loader certifications. Updated on alerts from Workplace Health & Safety Queensland. Ongoing education through Toolbox presentations: Eg: Summer Work & Snakes, Silica Dust, Spotter Role, Office-Ergonomics.
Assistance to Staff/ Contractors on paperwork for compliance audit	<ul style="list-style-type: none"> Edit and review of current Toolbox Pre-Start form and upload into Magiq system. Sort information and advise staff on current Workplace Health and Safety in relation to their work areas and queries they have. Supply updated compliance green "Exit" signs for the Post Office to replace the red "Exit" signs.

Near Misses, Incidents and issues	<ul style="list-style-type: none"> Near Miss – 0 Hazard – 0 Damage – 2 Other – 0
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Category	Description	Site	Outcome
Damage	Damage to Gym door/Lock	Sports Complex	On list of works to be repaired.
Damage	Hand rails rotting	Footbridge near school	On list of works to be repaired/ replaced.

Completed Tasks and/ or Achievements	<ul style="list-style-type: none"> Continue monitoring of the Boulia Shire Council Hazard Risk Register (this is a live document). Design a range of Toolbox presentations for Council Admin/Office/Tourism staff to be held on a monthly basis. Continually updating the Noise Level Monitoring spreadsheet register for plant and equipment. Conducted a "No Smoking" sign audit around Council Buildings, Parks and facilities to reflect areas in need of attention. Sports Complex staff received Bronze Medallion training and certification by Royal Life Saving Association. Arranged by Julie Woodhouse.
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Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with CEO to discuss current and future WHS items concerning the Shire. • Weekly consultation with Director for Works and supervisors on current and upcoming projects and what is required from a WHS perspective. • Final stages of adaptation with the Boulia Shire Council Induction onto an online platform with a lot of work and assistance from Nicole Tonkies. • Review and updating Sports Complex evacuation plan and allocate required signage locations within the complex to meeting compliance. • Regularly monitor the Boulia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required. • Development of future Toolbox presentations with some that encompass mini questionnaires/tests on various topics for both BSC and contractor groups. • Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification. • Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements. • Review, edit and development of the iAuditor system templates, designed to streamline checklists for continued user friendly access, reporting, accountability, monitoring and archiving. • To advise installation of “No Smoking” signs around Council buildings, Parks and Facilities when supplies arrive. • Erect “Assembly Point” signs around the steam engine on Herbert Street to be the assembly location for the BSC Hall and Post Office. • Ongoing noise level monitoring of Council plant and equipment. • Liaising with Harris WHS advisor re development of Stone Crusher documentation prior to any works commencing of the crusher.
WHS Alerts and Updates	<ul style="list-style-type: none"> • Regularly send out emails to Council Directors, Supervisors and relevant staff of Workplace Health & Safety alerts, updates and changes within the industry. • Adopt various alerts/updates into weekly Toolbox talks and training. • Review WHS Queensland website and Alert board. • Receive WHS alerts from Workplace Australia
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Achieving the LGW and TMR compliance standard requirements for compliance re-certification (ongoing). • Submission of the Boulia Shire Council’s Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards (ongoing). • Create Toolbox presentation to use iAuditor, inspection templates, reporting. • Where possible, create media content for the Channel Country Chatter publication. • Updating of evacuation plans for Council facilities.
Training Required	<ul style="list-style-type: none"> • Continue with iAuditor training for staff as needed. • Continue with the Chemwatch software familiarisation, access and training to staff. • Familiarisation of Safe Work Method Statements (SWMS). • Familiarisation of Safe Operating Procedures (SOP’s). • Consult with Supervisors where competencies or extra training maybe required.

Special note:

A big thank you and job well done to Kristell Steinhardt, Danni Stewart and Narelle Walker for their work and due diligence making sure the Boulia Shire Hall was COVID-19 compliant to accept bookings and a variety of functions.

Recommendation:

That Council receive the Work Health and Safety October 2020 report for information.

Reviewed and approved by Chief Executive Officer

Ms Lynn Moore