

BOULIA SHIRE COUNCIL



ORDINARY MEETING

Friday 18 November 2022



Photo by: Pearl Pocock

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

14th November, 2022

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 18 November 2022** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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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

RISK MANAGEMENT

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

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

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

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

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

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

1 Meeting Opening with the Acknowledgement of Traditional Owners

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

The Mayor will also acknowledge past and present service personnel.

2 Present

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

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

3 Apologies / Leave of Absence

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

4 Declaration of Interests

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

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

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

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

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

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

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

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

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

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

8 Petitions

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

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

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

9 Deputations

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

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

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

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

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

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

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

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

10 Confirmation of Minutes from Previous Meetings

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



**MINUTES OF THE ORDINARY MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON Friday 21 October 2022
COMMENCING AT 9:00 am**

1 Meeting Opening with the Acknowledgement of Traditional Owners

Please note:

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

The Mayor opened the meeting at 9.03 am.

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

The Mayor also acknowledged past and present service personnel.

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

2 Present

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

Officers: Ms Lynn Moore (Chief Executive Officer)
Mrs Kaylene Sloman (Director of Corporate Services)
Mr Ajay Agwan (Director of Works and Operations)
Ms Karen Haer (Executive Assistant)
Mrs Nicole Tonkies (Records Officer)

3 Apologies / Leave of Absence

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

4 Declaration of Interests

Councillor Britton declared a Prescribed Conflict of Interest in the closed session item 14.2.2 (Rodeo Paddock - request for change of term with reduced numbers) in accordance with the *Local Government Act 2009* section 150EI(a), due to being related to the person entering into a contract with Council. In accordance with section 150EM of the *Local Government Act 2009*, Councillor Britton left the meeting while this matter was discussed.

5 Mayoral Minutes

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

6 Notice of Motion

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

7 Request to Address Council in a Public Forum

There were no requests to address the Council.

8 Deputations

David Royston-Jennings from JLTA (via Zoom) presented the LGMS Risk report - self assessment.

Councillors visited Hartnell Downs - Anglo American (by Council Bus).

9 Confirmation of Minutes from Previous Meetings

Moved: Cr Norton

Seconded: Cr Neilson

That the minutes of the Ordinary Meeting held on 16th September 2022 be accepted.

Resolution No.: 2022/10.1

Carried

10 Reports

10.1 Works and Operations

TITLE:	Engineering Service Report – Newsbrief for September 2022	DOC REF: 10.1.1
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PURPOSE:

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

Moved: Cr Beauchamp

Seconded: Cr Edgar

That the Engineering Services Report – Newsbrief for September 2022 be noted.

Resolution No.: 2022/10.2

Carried

TITLE:	Foreman Road Maintenance and Utility Services Report September 2022	DOC REF: 10.1.2
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PURPOSE:

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

Moved: Cr Edgar

Seconded: Cr Neilson

That Council receive the Foreman, Road Maintenance and Utility Services September 2022 Report for information.

Resolution No.: 2022/10.3

Carried

Mr David Royston-Jennings joined the meeting via Zoom at 9.31 am. Mr Royston-Jennings presented to Council the LGMS Risk report - self assessment.
Mr Royston-Jennings left the meeting at 9.38 am.

TITLE:	Foreman Roads Maintenance and Construction Report September 2022	DOC REF: 10.1.3
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PURPOSE:

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

Moved: Cr Neilson

Seconded: Cr Britton

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

Resolution No.: 2022/10.4

Carried

TITLE:	QRA Flood Damage Works Department September 2022 Report	DOC REF: 10.1.4
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PURPOSE:
To inform Council of the current utilisation and activities of the Flood Damage Program.

Moved: Cr Norton

Seconded: Cr Neilson

That the QRA Flood Damage Works Department September 2022 Report be received for information.

Resolution No.: 2022/10.5

Carried

The meeting was adjourned for morning tea at 10.00 am.
The meeting resumed at 10.20 am.

TITLE:	Rural Lands Protection Officer SEPTEMBER 2022 Report	DOC REF: 10.1.5
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PURPOSE:
To advise Council of current activities relating to weed management, pest control, animal management and stock routes.

Moved: Cr Norton

Seconded: Cr Beauchamp

That the Rural Lands Protection Officer September 2022 report be received for information.

Resolution No.: 2022/10.6

Carried

10.2 Office of the Chief Executive

TITLE:	Chief Executives Report for September 2022	DOC REF: 10.2.1
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PURPOSE:
To advise Council of relevant activities undertaken through the office of the CEO.

Moved: Cr Beauchamp

Seconded: Cr Norton

1. *That the CEO September 2022 report be received for information.*
2. *In relation to the LGGSP funding for 58 Pituri Street that the decision for the development application for the material change of use for multiple dwellings be endorsed.*

Resolution No.: 2022/10.7

Carried

Councillor Norton left the meeting at 11.28 am.
Ms Lynn Moore left at 11.29 am.

TITLE:	Action List Update September 2022	DOC REF: 10.2.2
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PURPOSE:

To present to Council an updated Action List.

Moved: Cr Neilson

Seconded: Cr Beauchamp

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

Resolution No.: 2022/10.8

Carried

Councillor Norton returned to the meeting at 11.32 am.

TITLE:	Consideration for Annual Valuation 2022	DOC REF: 10.2.3
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PURPOSE:

To ascertain councils' response to the request for Annual Valuation by the State Valuation Services – Department of Resources for the 2023 year.

Moved: Cr Beauchamp

Seconded: Cr Edgar

That the Council endorse the response to the Department of Resources – State Valuation Service that we have no objection to a valuation for the 2023 period not be conducted.

Resolution No.: 2022/10.9

Carried

Ms Moore returned to the meeting at 11.35 am.

Mr Agwan left the meeting at 11.35 am.

TITLE:	Regional Drought Resilience Planning Program - Round 2	DOC REF: 10.2.4
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PURPOSE:

Advise council of the opportunity to be involved in the Regional Drought Resilience Planning Program – Round 2

Moved: Cr Neilson

Seconded: Cr Britton

That the Regional Drought Resilience Planning Program - Round 2 report be received for information in conjunction with further details to be received from RAPAD.

Resolution No.: 2022/10.10

Carried

TITLE:	Council Meeting Dates from January 2023 to December 2023	DOC REF: 10.2.5
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PURPOSE:

Information provided to enable participation in Council Meetings to the general public.

Moved: Cr Norton

Seconded: Cr Britton

1. That the dates for the Council meetings from January 2023 until December 2023 be ratified and displayed on Council's website and all other approved distribution methods.

Friday 20 th January 2023	Boulia Shire Hall	9 am
Friday 24 th February 2023	Boulia Shire Hall	9 am
Friday 24 th March 2023	Boulia Shire Hall	9 am
Friday 21 st April 2023	Boulia Shire Hall	9 am
Friday 26 th May 2023	Boulia Shire Hall	9 am
Friday 23 rd June 2023	Boulia Shire Hall	9 am
Friday 28 th July 2023	Boulia Shire Hall	9 am
Friday 25 th August 2023	Boulia Shire Hall	9 am
Friday 22 nd September 2023	Boulia Shire Hall	9 am
Friday 20 th October 2023	Boulia Shire Hall	9 am
Friday 24 th November 2023	Boulia Shire Hall	9 am
Friday 15 th December 2023	Boulia Shire Hall	9 am

2. That the location be the Boulia Shire Hall with the commencement time of 9 am.

3. That the meeting dates be send the Outback Highway Group and RAPAD.

Resolution No.: 2022/10.11

Carried

TITLE:	Workplace Health and Safety - WHSA / RRTW September 2022 Report	DOC REF: 10.2.6
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PURPOSE:

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

Moved: Cr Britton

Seconded: Cr Beauchamp

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

Resolution No.: 2022/10.12

Carried

TITLE:	Work Health and Safety Policy Statement Review	DOC REF: 113
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PURPOSE: Regular review of council policies and documents ensure that council maintains an up to date guide for staff to refer to in the day to day management of council. This report deals with minor changes to an existing document which does not have any material effect on the intent of the document.

Moved: Cr Neilson

Seconded: Cr Britton

That the Workplace Health and Safety Policy Statement as presented, be adopted.

Resolution No.: 2022/10.13

Carried

TITLE:	Local Government WorkCare (LGW) - Safety Management System (SMS)	DOC REF: 10.2.8
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PURPOSE: To provide Council with an update on the Safety Management System.

Moved: Cr Britton

Seconded: Cr Norton

That the Local Government Workcare (LGW) - Safety Management System (SMS) report be received for information.

Resolution No.: 2022/10.14

Carried

10.3 Corporate Services

TITLE:	Director of Corporate Services September Monthly Report	DOC REF: 10.3.1
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PURPOSE: To advise Council of the activities of the Director of Corporate Services.

Moved: Cr Neilson

Seconded: Cr Britton

That the Director of Corporate Services September 2022 report be accepted as presented for information.

Resolution No.: 2022/10.15

Carried

TITLE:	Risk Self-Assessment Report	DOC REF: 10.3.2
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PURPOSE: To inform Council of the outcome of our annual LGM (Local Government Mutual) Risk Self-Assessment for 2022

Moved: Cr Edgar

Seconded: Cr Norton

That Council accept the Risk Self-Assessment report for information purposes as presented.

Resolution No.: 2022/10.16

Carried

TITLE:	Financial Report for September 2022	DOC REF: 10.3.3
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PURPOSE:
Financial Summary as at 30th September 2022

Moved: Cr Beauchamp Seconded: Cr Britton

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

Resolution No.: 2022/10.17 Carried

10.4 Community Services

TITLE:	Community Services report for September 2022	DOC REF: 10.4.1
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PURPOSE: To provide Council with an update of the activities associated with Councils' community development activities.

Moved: Cr Edgar Seconded: Cr Britton

1. *That Community Services report for September 2022 be received for information.*
2. *That the distribution for Why Leave Town cards go to Council employees for Christmas and that further distribution pending availability of funds be released from February 2023.*

Resolution No.: 2022/10.18 Carried

11 Late Reports

There were no late reports presented to Council.

12 Closed Session

CLOSED MEETING AT 12.19 PM

Moved: Cr Edgar Seconded: Cr Britton

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

- (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;*

Resolution No.: 2022/10.19 Carried

Councillor Britton left the meeting at 12.36 pm and returned at 12.48 pm.

OUT OF CLOSED SESSION AT 12.49 PM

Moved: Cr Neilson

Seconded: Cr Norton

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

Resolution No.: 2022/10.20

Carried

The following recommendations were resolved from the closed session: 2022/10.21 and 2022/10.22

TITLE:	Boulia Aquatic Centre - Swimming Pool Lease	DOC REF: 14.2.1
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PURPOSE: To provide background for council to consider the future management of the Boulia Aquatic Centre- Swimming Pool lease. A proposed draft contract has been prepared to be reviewed and discussed for a three year lease of the Boulia Swimming Pool.
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Closed under Local Government Regulation 2012 (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;

Moved: Cr Neilson

Seconded: Cr Edgar

That the Council receive the Boulia Aquatic Centre - Swimming Pool Lease report and associated proposed draft contract for review, discussion and approval to go to tender to test the market response.

Resolution No.: 2022/10.21

Carried

TITLE:	Rodeo Paddock - request for change of term with reduced numbers	DOC REF: 14.2.2
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PURPOSE: To seek Councils response to the request to amend the term and numbers of the MOU for the Rodeo Paddock.

Closed under Local Government Regulation 2012 (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

Councillor Britton declared a Prescribed Conflict of Interest in the item 14.2.2 in accordance with the Local Government Act 2009 section 150E1(a), due to being related to the person entering into a contract with Council. In accordance with section 150EM of the Local Government Act 2009, Councillor Britton left the meeting while this matter was discussed.

Moved: Cr Edgar

Seconded: Cr Neilson

That the Council have agreed to extend the term to 12 months for the rodeo paddock lease commencing 1st November 2022 subject to Council review of ground cover. The price will remain at \$480.00 per month, for up to 40 head as per the original MOU.

Resolution No.: 2022/10.22

Carried

The meeting was adjourned for lunch and the Council trip to Hartnell at 12.50 pm.
The meeting resumed at 3.38 pm.

13 General Business

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

14 Meeting Closure

The Mayor closed the meeting at 3.58 pm.

15 Confirmed

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

11 Reports

11.1 Works and Operations

TITLE:	Engineering Service Report – Newsbrief for October 2022	DOC REF: 11.1.1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment

2.3: Well planned - land, open spaces and assets

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

Key Priority 3: Economic Development

3.2: Advocate for the region through regional networks

3.2.1: Advocate and support the development of the Outback Highway

Key Priority 4: Natural Environment

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

1. Visits to the Shire

9 th - 11 th October	Golf Links Seal
30 th October – 2 nd November	Jan 2022 Flood Damage pickup DTMR Flood Damage Pick Up – Boulia-Bedourie Road, Boulia-Winton Road

2. Flood Damage Works

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

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

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

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

3. Other

Donohue Highway: Outback Way Funding Package 3

There is 76.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).
Design and CH clearance is complete for Stage 7 and 8.

4. Industrial Subdivision

Subgrade has been completed, gravel to commence 8th November. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ has commenced on site.

5. DTMR 20D Flood Damage and Dump Road Access

Prime took place on the 3rd of December, initial seal completed December. Golf Links final seal occurred October 10th.

CONSULTATION:

Nil – information update only

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS:

1. Flood Damage Events - Detailed Summary (ID 439552) [11.1.1.1 - 1 page]
2. Donohue Priorities October 2022 (ID 439546) [11.1.1.2 - 1 page]

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

Boulia Shire Council

Flood Damage Events - Detailed Summary (7/10/2022)

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96		REPA - Approved Betterment submission Lodged Acquittal Started
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved. Betterment submission Lodged
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged

Donohue Highway Projects - Prioritisation

Chainage from Bouliia - Dajarra Rd Intersection	Length (km)	Location	Scope of Work	Justification	Priority
0 - 11km	11.0		10mm Reseal (16/17 FY)		
Bengeacca crossing			Widening/ reconstruction. Design in progress, CH cleared refer to report 210108	Very narrow floodway	2021 / 2022 Preconstruction works \$100k, 2022 / 2023 Construction \$1.4m.
11 - 23.4km	12.4		10mm Reseal (15/16 FY)		
23.4 - 25.5km	2.1		Resealed 2020		
25.5 - 36.0km	10.5		Seal (14/15 FY) Resealed 2020		Completed as part of Section 1 Outback Way - FY 2014/2015
36.0 - 46.0	10.0	Telstra Tower Area/Badalia	10mm Reseal (14/15 FY) Resealed 2019		
46.0 - 49.67	3.7	Badalia/Herbert Downs Border	Seal Top Coat (15/16 FY)		Top Coat Seal Completed as part of Section 2 Outback Way - FY 2015/2016
49.67 - 53.53km	3.9	Realigned Section	Seal (15/16 FY)		As part of Outback Way remaining funding section 2 (\$1.5m) 2015/2016 amalgamated with \$2m from 16/17 FY Funding
53.53 - 60.90km	7.4	Realigned Section	Seal (16/17 FY) Sealed in Oct-16		As part of Outback Way \$2m for 16/17 FY Funding
60.90 - 62.00 km	1.1		Seal (16/17 FY) Sealed in Jun-17		
62.00 - 65.00 Km	3.0		Seal (17/18 FY) Sealed in April-18		
65.00 - 70.3	5.3		To be complete 18/19 (Design Stage 3)		
70.3 - 87.75	17.5	Herbert Downs	Resealed April 2018		
87.75 - 97.6	9.8		18/19 (Design Stage 3)		
97.6 - 103.66	6.06	Burnt out car	Reseal (16/17 FY) Completed October		
103.66 - 111.1	7.4		Seal (16/17 FY)		
111.1 - 114.46	3.36		Completed Dec 19		
114.46 - 114.7	0.24	Georgina River Crossing (Structure Approaches)	Planned reconstruction (16/17 FY)		Pave and Seal as part of the Bridge Renewal Programme
114.7 - 116.45	1.75		Sealed Dec 2020		
116.45 - 122.4	5.95	Glenormiston	Resealed (14/15 FY)		
122.4-134.5	12.1	PPR 4	Stage 8 Design Complete DWG 200111-1. CH cleared refer report 190087 Oct 2021	PPR4: A: 122.4-126.4 -> \$2m B: 126.4-130.4 -> \$2m C: 130.4-134.5 -> \$2m PPR5: A: 134.5-138.5 -> \$2m B: 138.5-142.5 -> \$2m C: 142.5-146.5 -> \$2m PPR6: A: 146.5-150.5 -> \$2m B: 150.5-154.5 -> \$2m C: 154.5-157 -> \$2m PPR7: A: 157-161 -> \$2m B: 161-165 -> \$2m C: 165-167.57 -> \$2m 122.4-138.4 Top rock underlying gravel which damages tyres when gravel is depleted. 138.4-167.57 Poor natural soils provide low bearing pressure, resulting in gravel pavement failure and section turning to bulldust in the dry and bog holes in the wet	\$6m
134.5 - 146.5	12.0	PPR 5		\$6m	
146.5 - 157	10.5	PPR 6		\$6m	
157 - 167.57	10.57	PPR 7		\$6m	
167.57 - 170.5	3.1	Piturie Creek	Reseal FY 16/17		
170.5 - 182.5	12.0	PPR 1	Stage 7 Design Complete DWG 190162-1. CH cleared refer report 190087 Oct 2021	A: 170.5-174.5 -> \$1.95m B: 174.5-178.5 -> \$1.95m C: 178.5-182.5 -> \$2m PPR2: A: 182.5-186.5 -> \$2m B: 186.5-190.5 -> \$2m C: 190.5-194.5 -> \$2m 188 - 198.71 High Maintenance section a considerable distance from Bouliia resulting in high repair costs PPR3: A: 194.5-197 -> \$2m B: 197-198.71 -> \$1.2m	\$6m
182.5 - 194.5	12.0	PPR 2		\$6m	
194.5 - 198.71	4.2	PPR 3		\$3m	
198.71 - 200.635	1.9	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
200.635 - 202.65	2.0	Kelleys Creek	Reseal FY 15/16		
202.65 - 206.455	3.8	Kelleys Creek	Seal FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
206.455 - 211.6	5.1		New Pave and Seal complete 2020/2021 Aug 27th 2020		
211.6 - 220.3	8.7		Sealed July 2021		
220.3-223.5	3.2	PPR 3	Stage 5 Design Complete DWG 170105-3, CH Cleared BWW refer report 170105 Aug 2020	C: 220.3-221 -> \$0.8m D: 221-223.5 -> \$2m	\$3m
223.5 - 226.5	3.0	Emergency Airstrip	Sealed FY 15/16		
226.5 - 232.1	5.6	The Ridges	Seal Rehab FY 15/16		
232.1 - 233	0.9	The Ridges	Sealed FY 15/16		Initial Seal Completed as part of Section 2 Outback Way - FY 2015/2016 Change in scope of works confirmed after TMR meeting
233 - 238.6	5.6	The Ridges	Completed Dec 2020		
Total Unsealed	76.6	Kms			
Total Sealed	162.1	Kms		Total to seal remainder	\$37.5m
Total Length	238.7	Kms			

TITLE:	Foreman Road Maintenance and Utility Services Report October 2022	DOC REF: 11.1.2
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REPORT BY:	Ron Callope Road Maintenance & Utility Services Foreman	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

RISK MANAGEMENT:

Information Report only - not applicable

PURPOSE:

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

CONTENT:

Race Course:

Arena and grounds	General maintenance of the grounds has continued by the Racecourse Caretaker. A leak has been located in the bottom of the ground tank; a requisition has been raised to order a new tank. We are currently still awaiting the arrival of the new tank.
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Town water testing and Depot maintenance:

Chlorine level testing	Plant is running to desired chlorine levels within town. All bores are back online and operating well.
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Town Entrances:

Three Mile Campground	All signage has been erected as we received the brackets, so the project is completed. All tourists coming through have been keeping the area in a tidy condition.
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Parks and Gardens:

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order. We are currently working on upgrading the entrances to town. Recent rain has the town looking great, however mowing & whipper snipping have increased. Due to staff shortages the WORK Camp has been helping out.
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Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout October 2022:
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	<ul style="list-style-type: none"> - 04th October – River Front - 05th October – Min Min Encounter - 06th October – Council Depot - 10th October – Medium Strips & Post Office - 11th October – Fire Station, School Safety Park & Town Entrances - 12th October – Oval - 13th October – Robinson Park & Airport - 14th October – Melrose - 17th October – Medium Strips & Fire Station - 19th October – Pensioner Units & Town Entrances - 20th October – Min Min Encounter & River Front - 24th October – Post Office - 25th October – Stonehouse & School Safety Park - 26th October – Sports Centre & Council Depot - 27th October – Airport - 28th October – Medium Strips - 31st October – Melrose
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RMPC/Works crew:

RMPC signage is still an ongoing project.

The Sign Crew have completed their work along the Bedourie Road.

Surface correction has commenced for Dajarra/Mount Isa & Winton roads.

Concrete batching is an ongoing interruption to RMPC Works.

Urandangi:

Urandangi	<p>Regular Council services continued over the month of October (mowing, whipper snipping and rubbish collection etc.).</p> <p>The Urandangi town man is in charge of cleaning and rubbish collection at the new rest area on Dajarra/Mount Isa Road with regular servicing twice weekly.</p> <p>Chlorine testing has been conducted on a weekly basis. The new control box has arrived and is still to be installed. We are currently using the generator and a larger pump which is also helping flush silt out of the bore hole. This is ongoing.</p>
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Water and Sewerage:

Boulia Township

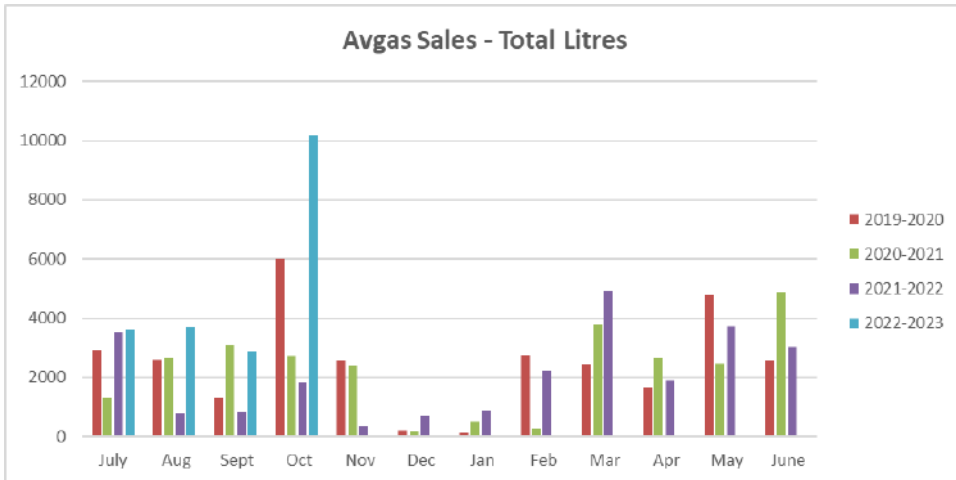
Call outs – water	Nil
Call outs – sewer	Nil
Broken mains	Nil

Urandangi Township

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

Boulia Airport activity:

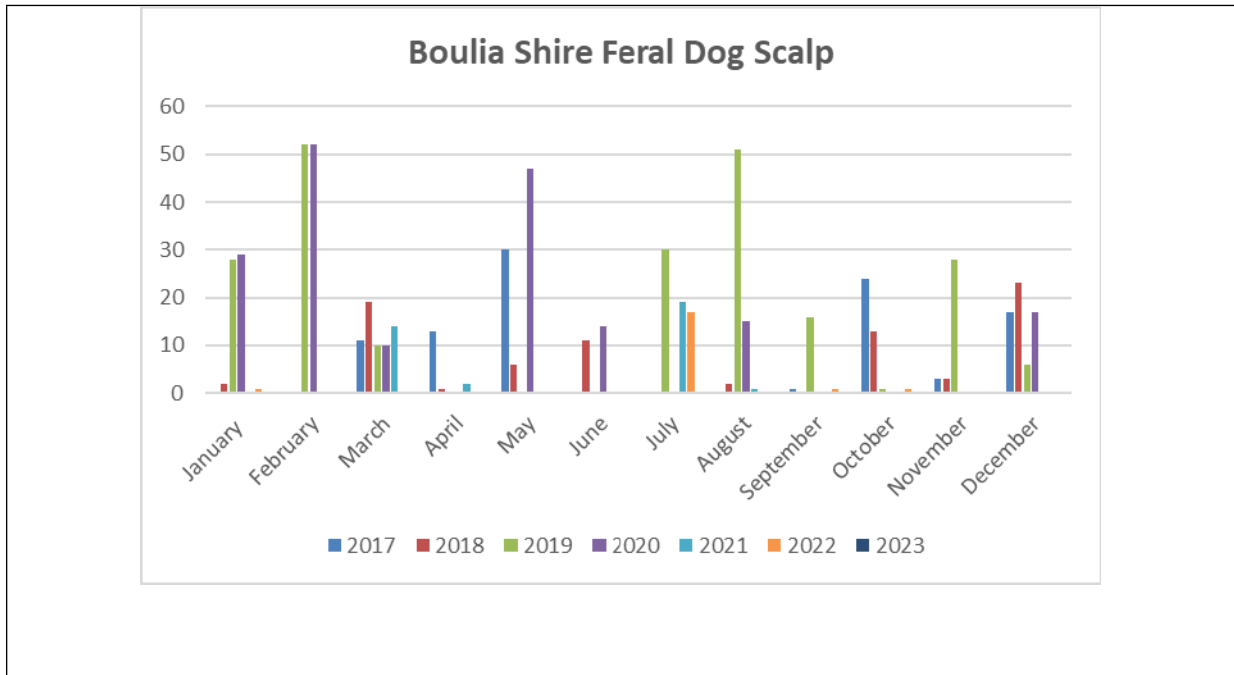
Number of call outs: RFDS/Lifeflight Rescue	Nil
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Boulia Feral Animal Bounty Claims:

Feral Pigs	0
Feral Dogs	1





CONSULTATION: Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

RECOMMENDATION:

That Council receive the Foreman, Road Maintenance and Utility Services October 2022 Report for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

TITLE:	Foreman Roads Maintenance and Construction Report October 2022	DOC REF: 11.1.3
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REPORT BY:	Jimmy Newman Roads and Construction Foreman	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 2: Built Environment
 2.1: Fit for purpose - roads, airport infrastructure
 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety
 2.1.2: Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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



CONTENT: Current and upcoming projects are as follows for **Dajarra:**

- Finished all base course.
- Selwyn Connection Road intersection has been completed.
- Auzscot came and completed the concrete works; installed a new grid on the Buckingham/Alderley boundary, and finished the margins on flood ways and the remaining culvert batter works.
- Completed shoulders on base course
- TMR Approved the 800m section and we have started the detour for this job
- Erecting road signs on this job

CONSULTATION:

Director of Works and Operations as required.

GOVERNANCE IMPLICATIONS:

All work completed within guidelines and budget allocations.

RECOMMENDATION:

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

ATTACHMENTS: Nil

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

TITLE:	QRA Flood Damage Works Department October 2022 Report	DOC REF: 11.1.4
REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 15/11/2022
CORPORATE PLAN REFERENCE:		
Key Priority 2: Built Environment 2.1: Fit for purpose - roads, airport infrastructure 2.1.1: Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety Key Priority 4: Natural Environment 4.2: Resilient management plans which support the community in times of crisis 4.2.1: Implement initiatives for flood responses and to plan, prepare, respond, recover and build resilience from disasters for the communities of our region		
RISK MANAGEMENT:		
Information Report only - not applicable.		
PURPOSE:		
To inform Council of the current utilisation and activities of the Flood Damage Program.		
CONTENT:		
Completed Project:		
Jan/February 2022 Flood Damage Event		
<ul style="list-style-type: none"> • Submission Value \$2,514,057.71 This Flood Damage Event consisted of (10) Road Projects to the above value, all projects were completed well within the approved timeframe and Budget Constraints. 		
Current Project:		
<ul style="list-style-type: none"> • Springvale Rd RRUPP Funded Project - Value \$1,800,000.00 Total Project Length 21Klms, 50% prior to Xmas 2022. i.e. (10.5kms) • Work Completed - <ul style="list-style-type: none"> ○ (1) 10 Kms of Side-track ○ (2) 8 Kms of Sub-Base Preparation. ○ (3) 11,580 Tonnes of Gravel haulage ○ (4) 4Klms of Un-Bound Pavement (Top Layer), Production Rates / Quality Control has been outstanding, credit to the Harris Road Group • Future Projects - <ul style="list-style-type: none"> ○ Planning / Co-ordination of the April /May Flood Event ○ Approved by Queensland Reconstruction Authority (QRA) ○ Submission No BoSc0020.2122J.REC, Submission Value \$1,810,518.53 		
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 2022 Report be received for information.		
ATTACHMENTS: Nil		
Reviewed by Director of Works and Operations	Mr Ajay Agwan	
Approved by Chief Executive Officer	Ms Lynn Moore	

TITLE:	Rural Lands Protection Officer October 2022 Report	DOC REF: 11.1.5
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 15/11/2022
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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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

RLPO:

The month was spent doing some 1080 baiting, mozzie fogging and domestic animal control/street patrols.

TOWN COMMON:

The continuing falls of small amounts of rain has kept the feed in a better state than this time last year.

The new fence and stock baulk will be up and finished early in November. Once this is in place, a muster will need to be carried out to bring all of the cattle in off of the stock route back onto the town common.

PONY/CAMEL PADDOCKS:

With the continuing falls of rain, even though they are small amounts, this is helping to keep the feed in these paddocks looking good.

DOMESTIC ANIMAL CONTROL:

While doing the street patrols I picked up two dogs that were roaming the streets. One of the dogs was registered and was returned to its owner. The other dog was unclaimed and had to be humanely destroyed.

With the continuing street patrols, dog owners are keeping their dogs locked/tied up.

CWRPM (TECHGROUP):

There was a meeting held on the 07/09/2022 in Charleville at the last SRLOG meeting due to other commitments I was unable to attend.

The group has been spraying Sticky Florestina around Longreach and Barcaldine Shires. There were all so some concerns about the spread of Cactus and the state of some of the washdown bays being good enough. And are they working to help stop the spread of pest weeds or do they need to be upgraded.

There was \$50,000 Allocated from the RAPAD Council Contributions to Sticky Florestina Research Program as the RLPO's have all seen the way it has spread and is becoming a pest weed and it could be the next emerging WONS, Weed of National Significance if nothing is done to halt its spread.

WEED SPRAYING SHIRE ROADS:

No weed spraying was done this month.

RMPC:

No weed spraying has been done this month.

I have been keeping a look out and once there is any sign of pest weeds along the side of the roads I will start spraying.

GRAVEL/BURROW PITS:

I have been back and put some Grasland Pellets out in some of the old pits where some small Parkinsonia bushes have come up after the rain.

The pits where I put pellets out in September have had good falls of rain. I have gotten up to a 90% kill in the larger pits and a 100% kill in the small pits, this is due to there being more water in the larger pits diluting the poison in the bigger pits giving a small kill %.

I will be going back once there is less water and giving them another dose to kill what has not died all ready.

STOCK ROUTE:

No Travel Permits or any enquires for one.

1080 BAITING:

There were two properties that did some 1080 baiting with a total amount of 400kg of meat being treated with Pig Strength 1080 Poison.

CONSULTATION: NIL

GOVERNANCE IMPLICATIONS: NIL

RECOMMENDATION:

That the Rural Lands Protection Officer's OCTOBER 2022 Report be received for information.

ATTACHMENTS: Nil

Reviewed by Director of Works and Operations

Mr Ajay Agwan

Approved by Chief Executive Officer

Ms Lynn Moore

11.2 Office of the Chief Executive

TITLE:	Chief Executives Report for October 2022	DOC REF: 11.2.1
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

5.2.4: Transparency and accountability through management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGAQ Conference – Cairns Oct 2022

The Annual General Meeting for LGAQ was held in Cairns and most of the councils across Queensland attend along with a myriad of organisational sponsors. Mayor Rick, Deputy Mayor Jack, and I attended as your representatives. LGAQ is the peak body for councils across Queensland to submit motions for action to make positive changes for councils and their constituents. It is a great opportunity to be able to network and catch up with others, in my case CEOs, in the Mayors case 'everybody', Mayors, politicians, sponsors, etc. It is a hectic 3 days but well worth it. While I was there, I was able to arrange a meeting with an NBN representative dealing with our 'Fibre-to-the-premises' agreement and we were able to cement this process going forward. I was able to catch up with Surepact – our new project management system provider and attend a 'Leading Ladies' dinner with a very passionate group of Mayors, Councillors, and CEOs.

Employee Assistance Program (EAP) – visit by Dr Lisa Patterson-Kane For several years now we have engaged Lisa to provide EAP support to our staff and their families. She is our safety net, so we can let off steam without her being actively involved with the situations at hand. Lisa was able to visit the council this month and talk to senior management, staff on site and staff out in the camps. Lisa spoke to senior management about dealing with stressors and being able to identify these and what we can do to manage our reactions to them. It was a very interesting take on a very old problem, and we appreciated her insights.

All of Lisa's interactions with management and staff are of course confidential and nothing which is discussed on a one to one basis is revealed to council management /officers. Lisa has been invited back to visit us again at the "Start-up" for 2023 when she will talk about many issues confronting us each day, we head off to work, in the office, on the road or working away from home and family – in the camps.

Urandangi – transfer of land – Marmanya:

Documentation has been sent to the lawyers for the process of transfer – further follow up from the solicitor has not progressed this and we are still waiting on the Department.

Donohue Highway – Outback Way Funding - Stage 7 PPR 1 (a/b):

Federal Budget confirmed the Outback Way funding has been supported up to \$1b. We are now waiting for the signed agreement for this first PPR document so the council crews can start work in January.

Attendance at Meetings for Councillors:

Date	Attendees	Location	Reason
14 th – 17 th Nov	Mayor Rick Britton	Longreach	Rural Financial Counselling Service (RFCS)
21 st – 25 th Nov	Mayor Rick Britton CEO Lynn Moore	Brisbane	Annual Friends of RAPAD meeting and AGM

Grants applied for

Program	Reason	Amount	Approved/declined
LGGSP	Staff Housing	\$2.1m	Approved
QRRF	Coorabulka/Slashers Crk Rd	\$1.7m	Approved
RRUP	Springvale Rd	\$1.54m	Approved
RCP	Telecommunications (NBN)	\$3.8m	Approved
LRCI	Industrial Estate	\$1.13m	Approved
PPR 1(a/b)	Donohue Highway	\$3.9m	Confirmed in Federal Budget
BBRF	Bouli Community Hub	\$10m	Discontinued by Gov

Bouli Community Hub- Building Better Regions Fund discontinued.

This application which was lodged last December through the Building Better Regions Funding initiated by the previous Government was discontinued and not supported in the current budget. The new Government however will be providing another grant round under the Growing Regions program which will allow application for similar projects to be submitted. Those projects which had been submitted previously will now have to be resubmitted under the new guidelines.

Positions Vacant:

Team Leader Financial Services	The position is being advertised and a temporary officer is due to arrive mid Nov.	
Tourism Officer	Position Description being reviewed and will be advertised in January	
Parks and Gardens	One position is now vacant but due to the closeness of Christmas closedown on 16 th Dec it will be advertised in January.	

CONSULTATION: Nil**GOVERNANCE IMPLICATIONS:**

Donohue Highway funding package will be included in the 2022-2023 budget.

RECOMMENDATION:

That the CEO October 2022 report be received for information.

ATTACHMENTS: Nil

Chief Executive Officer

Ms Lynn Moore

TITLE:	Action List Update October 2022	DOC REF: 11.2.2
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 15/11/2022
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as Low L-1 .		
PURPOSE: To present to Council an updated Action List.		
CONTENT: Council maintains an Action List that outlines actions to be taken as a result of a Council resolution or a request for action made by Councillors in between meetings. Items on the list are updated as progress on each item is made and is presented to Council on a monthly basis for information. Once an action has been shown as completed it is removed from the list.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Nil		
RECOMMENDATION: That Council receive the Action List update for September 2022 for information.		
ATTACHMENTS: 1. CEO Action List [11.2.2.1 - 5 pages]		
Chief Executive Officer	Ms Lynn Moore	

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 25th September 2020				
25/09/2020		Replacement of boundary entry signs to Bouliia Shire <ul style="list-style-type: none"> • Winton / Bouliia • Bouliia/ Diamantina • Mt Isa/ Bouliia • NT border (Tobermorey) / Bouliia 	DWO Remove after Nov meeting	10/11/2022 – Completed - installed 13/10/2022-Purchase order issued to local contractor.
Friday 26th March 2021				
26/3/2021		Investigate the 'speed advisory signs' (solar) with smiley faces for both the Herbert St and outside the school.	DWO/ CSM Remove after installation	10/11/2022 – TMR confirmation of location requested. 13/10/22 Signs have arrived -depot staff to arrange installation. Location on town entry sports.
Thursday 15th July 2021				
15/07/2021		Investigate - purchasing a coffin lowering device	DWO Remove after Nov meeting	10/11/2022- received -ready for action 13/10/2022 CLD is in the country – expected delivery by end of October.
Friday 27 August 2021				
27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. <ol style="list-style-type: none"> 1. Waverley Creek 2. Burke River (Bouliia) 	DWO	10/11/2022 – road marking has been completed. RMPC to increase gravel footprint. 13/10/2022 Waiting on TMR approval- possible RMPC project no separate funding.,
Friday 24 September 2021				
24/09/2021	2021/9.16	Community Drought Support 2021 Funding - To provide Council with an update of the activities associated with Councils' community development activities. That Council arrange for 500 (five hundred) cards to be uploaded with \$200 (two hundred dollars) each.	CSM Remove after Nov Meeting	10/11/2022 Second round to be completed in 2023- some funding has been provided to hardship cases. They will not receive the second round in 2023 13/10/22 Blank cards to be sold at post office, report to council re prepaid ones. 14/9/22 cards have been handed out to relevant residents in Urandangi.
Friday 21 January 2022				
21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min	DWO	13/10/2022 Report received. Under investigation, short term and long-term solutions have been proposed. An Air-Conditioning Technician needs to be employed now to finalise the issues. Sam to be involved in project.
Friday 18 February 2022				
18/02/2022		Sewage pump station is 50 years old and failing, sits under water level, no screening - look at putting in a new pump	DWO Remove after Nov meeting	10/11/2022 Design received; Tenders have been advertised and will close 8th Dec.

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 18 March 2022				
18/03/2022		Local Laws Enforcement Signage <ul style="list-style-type: none"> Ensure angle parking signs are erected as well as signs stating where other parking is for oversized vehicles Signs at angle parking with a line through showing caravans / trucks not to park there (eg. Like no smoking signs) Time limits if required eg. No overnight stay Camping areas, signage to be checked Racecourse Reserve signage to be reviewed to ensure local laws are covered Eg. No parking, parking enforcement laws apply 	RLPO DWO Remove after Nov meeting	10/11/2022 Completed 12/09/2022 Signs received. Installation in progress
18/03/2022		Parking spaces at LPO required – angle parking so more cars can park, Wills St as well angle parking. Disabled parking for PO also required 21/10/2022 – It was asked if we could please investigate the Disabled Parking option for Post Office: <ul style="list-style-type: none"> - Requires line marking - Line marking for caravans in Main Street - Parking in Wills Street - Caravan Parking in Pituri Street 	DWO	13/10/2022 Affected by manpower shortage 12/09/2022 Affected by manpower resources. Will be complete by end of next month
18/03/2022		Chinese Graves, not fenced anymore. To be included in penetration imaging when doing Bouliia & Urandangi Cemetery, funding to be put into 22/23 budget.	DWO DCS Remove after Nov meeting	8/11/2022 will include in next budget review, Dec 2022. 13/10/2022 Awaiting report 12/09/2022 GPR process for all 3 cemeteries has been completed.
18/03/2022		Bouliia Winton Road boundary (Shire) the Welcome sign, TMR removed when widening at Lucknow, not been replaced.	DWO Remove after Nov meeting	10/11/2022 Completed 13/10/2022 Purchase order for installation issued to local contractor. 12/09/2022 Welcome sign have been received. Under procurement for installation

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Friday 17 June 2022				
		Front garden area of Min Min Encounter needs to be beautified.	DWO Remove after Nov meeting	10/11/2022 A/Grass arrived-order issued for installation by local contractor – no council manpower available. 13/10/2022 Artificial grass- awaiting delivery.
17/06/2022		Replace grids at 15 mile / Trial grids to Town Common and reserve	RLPO/ DWO Remove after Nov meeting	10/11/2022 Stock Baulk installed and working, trial to be arranged. 13/10/2022 Material has arrived -installation to be arranged. 12/07/2022 Baulk grids have been ordered.
Friday 19 th August 2022				
19/08/2022		Diamantina Street guttering – investigate	DWO	12/09/2022 Under investigation- would need to be done in conjunction with town re-seals.
19/08/2022		Washdown Bay double gantry – what is the current status	DWO	10/11/2022 DabFab has been emailed and called - MIA 13/10/2022 Under fabrication. 12/09/2022 DabFab has been issued a PO.
19/08/2022		Cost of NBN line from town to Rodeo Grounds – look into costing	DCS	8/11/2022 Waiting on quotation from nbn provider. 13/10/2022 Discussion with NBN at LGAQ Conference 21 st Nov. 09/09/2022 Waiting on quotation from nbn provider.
Friday 16 th September 2022				
16/09/2022	2022/09.10	Resolve that Council investigate implementing a systematic inspection for dog registration in Boulia town area.	RLPO	10/11/2022 Under review by RLPO
16/09/2022		Cr Britton: Refer to Murweh Shire Council to see what their set up is in relation to rural addressing to enable residents to receive registered mail through Australia Post.	DCS	8/11/2022 awaiting reply. 13/10/2022 Under investigation.
16/09/2022		Cr Norton: look at capturing the history of the Beef Road near Buckingham	CSM	13/10/2022 CSM has had discussions with Cllr Norton.
Friday 21 st October 2022				
21/10/2022		Meeting to be held regarding Urandangi and Racecourse Reserve Bore. Potential Silt/Bore Clean. Consider allocating funds for a new bore at Urandangi in the next Budget Review.	DWO DCS	10/11/2022 - Meeting has not been organised yet. Likely to happen within next two weeks 8/11/2022 allowed for in Sept 2022 budget review.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
21/10/2022		Cr Edgar: Asked if we could organise for the Work Camp to clean the dump	DWO	10/11/2022 Will place on suggested work activities list.
21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	DWO	10/11/2022 ...The request has been sent to TMR. Awaiting response
21/10/2022		<ol style="list-style-type: none"> 1. Cr Britton: Requested that we take a look at the Passing Pad – Litter signage as he believes it is facing the wrong way. 2. Cr Britton also mentioned that the Dropping dust sign should face another way? Can we please investigate. 	DWO DWO	10/11/2022 ... 1. one of the two litter signs will be changed to face Winton Road 2. the dropping dust sign will be removed
21/10.2022		Cr Britton: Asked the question if Stations are paying a fee to use the dump, are they then entitled to 2 x Wheelie Bins?	DCS	8/11/2022 Reviewed and this is not viable for Council- they are paying a fee for ‘filling’ up the dump and do not pay bin collection fees.
21/10/2022		Cr Beauchamp: MME Aircon – organise to get the urgent things done before Summer. Then Sam to talk to Ajay about organising a refrigeration mechanic.	DWO	10/11/2022 ...Discussed with Tim. Report has been sent to him. PO will be issued once we receive the quote. Tender for rest of the works is under review
21/10/2022	2022/10.11	<ol style="list-style-type: none"> 1. That the dates for the Council meetings from January 2023 until December 2023 be ratified and displayed on Council’s website and all other approved distribution methods. 2. That the location be the Boulia Shire Hall with the commencement time of 9 am. 3. That the meeting dates be send the Outback Highway Group and RAPAD. 	EA	10/11/2022- completed
	2022/10.18	<ol style="list-style-type: none"> 1. That Community Services report for September 2022 be received for information. 2. That the distribution for Why Leave Town cards go to Council employees for Christmas and that further distribution pending availability of funds be released from February 2023. 	CSM	10/11/2022- Councils normal \$20 voucher will be converted to the Why leave Town Cards for employees. Second round will be open in 2023 except for those who inadvertently received a second round in 2022 - they will not be eligible.
	2022/10.21	That the Council receive the Boulia Aquatic Centre - Swimming Pool Lease report and associated proposed draft contract for review, discussion and approval to go to tender to test the market response.	CEO	10/11/2022 – Advert has been released – further enhancements to the MOA as suggested by Cllr Jan Norton have been included.

Bouliia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
17/08/2020		Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds	CSM	9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project. 7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the 'visioning' project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
19/06/2020	Julie/DWO	Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future? 14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Bouliia. 7/12/2021 to be reviewed during the 'visioning project' 20/01/2022
27/08/2021	DWO	Cllr Neilson - Cooridgee end of the Town Common – consider adding a tank and trough	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget
26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the 'visioning project' 20/01/2022 and 22-23 budget

TITLE:	Development Application DA2022/02 Material Change of use 58 Pituri Street Boulia.	DOC REF: 11.2.3
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REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 3: Economic Development - A sustainable local economy
 3.1: Facilitate employment and investment opportunities
 3.1.1: Encourage a diverse supply of housing affordability and choices

RISK MANAGEMENT:

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

PURPOSE:

For council to determine a response for the Material Change of Use of Lot 27 on BP2672 (58 Pituri Street, Boulia) to enable 6 Units (Duplex) to be built on this block.

CONTENT:

Staff Housing and accommodation is at a premium at present. The application meets our newly adopted Town Planning Scheme and it fits with council's vision of the future to enable this larger block to be developed for unit development.

BOULIA SHIRE PLANNING SCHEME 2020-2040

The following codes are applicable to this application: -

Township Zone Code
General Development Code
Material Change of Use

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance outcomes and Acceptable outcomes.

Based on a performance assessment of the above-mentioned code, it is determined that the proposal is acceptable and generally complies with the relevant Performance outcomes and sufficient justification has been provided.

Adopted Infrastructure Charges Resolution Boulia Shire Local Government Area 2015 for Reconfiguring a Lot applies to the application. One (1) additional lot is being created. Therefore, a total charge of \$9000 is payable and will be issued an Infrastructure Charges Notice for the development. As this is a council application for council use the charge will be an internal charge.

The proposed development is in accordance with the purpose of the *Township Zone Code*, *General Development Code* and the *Material Change of Use*. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is, therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

Statement of Reasons

Description of the development	The proposed development is for
Reasons for Decision	<ol style="list-style-type: none"> a. The proposed use does not compromise the strategic framework in the Boulia Shire Planning Scheme 2020-2040. b. Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; c. The proposed development does not compromise the relevant State Planning Policy; and d. The application should be approved because the application follows all aspects of the assessment benchmarks.
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Township Zone Code • General Development Code
Compliance with assessment benchmarks	The development was assessed against all the assessment benchmarks listed above and complies with all of these.
Matters prescribed by regulation	<ol style="list-style-type: none"> I. The <i>State Planning Policy – Part E</i>; II. The <i>Boulia Shire Planning Scheme 2020-2040</i>; and III. The common material, being the material submitted with the application

CONSULTATION:

- GBA Engineers
- Gideon Town Planning

GOVERNANCE IMPLICATIONS:

- Remains in line with council Town Planning Scheme

RECOMMENDATION:

RECOMMENDATION A

That in relation to the application for a Development Permit for a Material Change of Use for a Multiple Dwelling, consisting of six (6) dwellings, made by Boulia Shire Council, on Lot 27 B2672, located at 58 Pituri Street, Boulia, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

1. The developer and his employee, agent, contractor, or invitee are responsible for ensuring compliance with the conditions of this development approval.
2. Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
3. All conditions, works, or requirements of this development approval must be undertaken and completed:
 1. to Council's satisfaction;
 2. at no cost to Council; and
 3. prior to the commencement of the use

4. Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the sue, unless otherwise stated.
5. The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
 1. Plumbing and Drainage Works; and
 2. Building Works
6. All Development Permits must be obtained prior to the issue of a Development Permit for Building Works.
7. All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards unless otherwise stated.
8. All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

1. The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Proposed Site Plan – Option A	GBA Consulting Engineers	02/08/2022	230008-SK1	01

2. Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

3.0 ACCESS AND PARKING WORKS

1. All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines* (Refer to Note 4). Australian Standard AS2890 "Parking facilities".
2. All access and car parking must be paved or sealed to Council's satisfaction.
3. All vehicles must ingress and egress the development in a forward gear.
4. A minimum of nine (9) parking spaces must be provided onsite. This includes three (3) visitor parking spaces.
5. Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the Australian Standard AS2890 "Parking facilities".
6. A new vehicle access from Pituri Street to Lot 27 on B2672 must be provided in accordance with *Capricorn Municipal Development Guidelines*.
7. Any redundant vehicular crossovers must be replaced with Council standard kerb and channel to suit the existing kerb profile.

4.0 SEWERAGE WORKS

1. All sewerage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2018*.
2. The development must be connected to Council's reticulated sewerage network.

5.0 WATER WORKS

1. All water works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2018*.
2. The development must be connected to Council's reticulated water network.
3. Adequate domestic and firefighting protection must be provided to the development, in accordance with Australian Standard AS2419 "Fire Hydrant Installations", and must be certified by a hydraulic engineer or other suitably qualified people.
4. The development must be provided with a master meter at the development site boundary and sub-meters for each sole occupancy building in accordance with the Queensland Plumbing and Drainage Code.
5. The proposed water supply infrastructure internal to the site must be privately owned water supply infrastructure and must be maintained by the owner at no cost to Council.
6. Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy-duty trafficable lids.

6.0 Plumbing and Drainage Works

1. A Development Permit for Plumbing and Drainage Works must be obtained for the proposed new structures on the development site.
2. All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018*, and the provisions of a Development Permit for Plumbing and Drainage Works.
3. All internal plumbing and sanitary drainage works must be completely independent for each dwelling unit.

7.0 STORMWATER WORKS

1. All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines, and sound engineering practice.
2. All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre- development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
3. The proposed stormwater infrastructure internal to the site must be privately owned stormwater infrastructure and must be maintained by the owner at no cost to Council.

8.0 ROOF AND ALLOTMENT DRAINAGE WORKS

1. All roof and allotment drainage works must be designed and constructed in accordance with the *Queensland Urban Drainage Manual, Capricorn Municipal Development Guidelines* and sound engineering practice.
2. All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

9.0 SITE WORKS

1. All earthworks must be undertaken in accordance with Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".
2. Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
3. Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland.

10.0 BUILDING WORKS

1. A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structures and proposed structures on the development site.
2. All external elements, such as air conditioners, pool and spa pumps and associated equipment, must be adequately screened from public view, to Council's satisfaction.
3. Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".
4. A 1.8m high solid screen fence must be provided along the northern, eastern and western property boundaries.

11.0 LANDSCAPING

1. Landscaping must be constructed and/or established prior to the commencement of the use in all areas shown on the approved plans (refer to condition 2.1).
2. At least fifty (50) per cent of all new plantings within the landscaping areas (refer to condition 2.1) must be locally native species with low water dependency.
3. The landscaped areas must be subject to:
 1. A watering and maintenance plan during the establishment moment; and
 2. An ongoing maintenance and replanting program.

12.0 ELECTRICITY

12. Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

13.0 TELECOMMUNICATIONS

13. Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

14.0 ASSET MANAGEMENT

1. Any alteration necessary to electricity, telephone, water mains, sewerage, mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
2. Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway that occurs while any works are being carried out in association with this development approval must be repaired at the full cost of the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
3. As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the Asset Design and As Constructed Manual (ADAC).

15.0 ENVIRONMENTAL

15. An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the works and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and the plan must be available onsite for inspection by Council officers whilst all works are being carried out.

16.0 OPERATING PROCEDURES

16. All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Pituri Street.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Seniors, Disability and Aboriginal and Torres Strait Islander Partnerships website: www.dsdsatip.qld.gov.au.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2001* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Capricorn Municipal Development Guidelines

The Capricorn Municipal Development Guidelines can be accessed on the following website: www.cmdg.com.au

RECOMMENDATION B

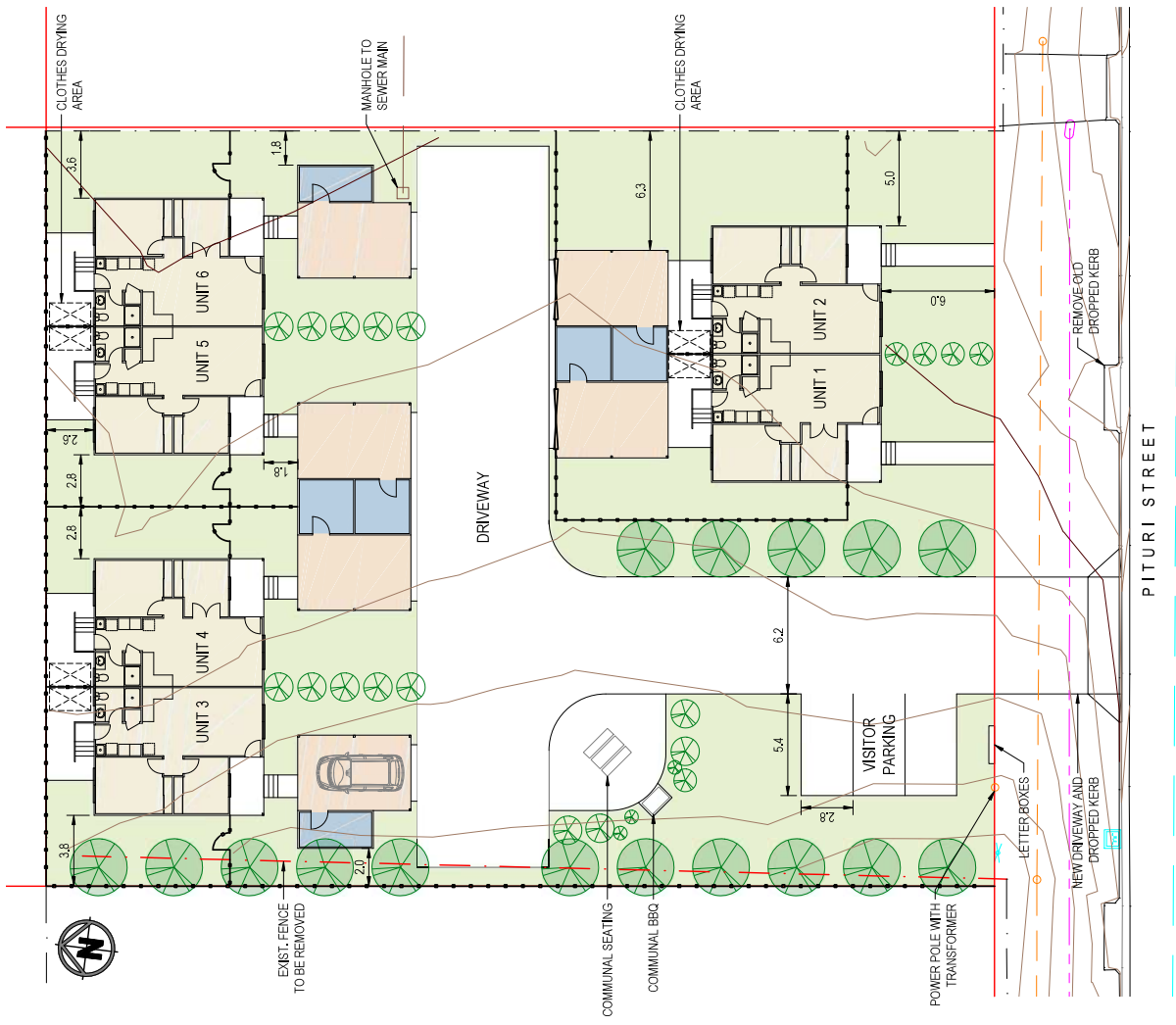
That in relation to the application for a Development Permit for a Material Change of Use for a Multiple Dwelling, consisting of six (6) dwellings, made by Boulia Shire Council, on Lot 27 B2672, located at 58 Pituri Street, Boulia, Council resolves to issue an Infrastructure Charges Notice as discussed above.

ATTACHMENTS:

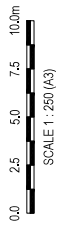
1. Appendix - Proposal Plan [**11.2.3.1** - 1 page]
2. 3 Infrastructure Charges Notice signed 58 Pituri St [**11.2.3.2** - 1 page]
3. Appendix A DAForm1 [**11.2.3.3** - 12 pages]
4. 2 Decision Notice signed 58 Pituri St [**11.2.3.4** - 15 pages]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



LEGEND	
[Red line]	LAND PARCEL BOUNDARY
[Black line]	EXIST. FENCE
[Orange line]	ABOVE GROUND ELECTRICITY SUPPLY
[Cyan line]	BELOW GROUND WATER MAIN
[Green line]	BELOW GROUND SEWER MAIN
[Purple line]	BELOW GROUND TELECOMMUNICATIONS
[Brown line]	MAJOR CONTOUR (1m)
[Light Brown line]	MINOR CONTOUR (0.1m)
[Light Green fill]	NEW UNIT
[Light Orange fill]	NEW CARPORT
[Light Blue fill]	NEW STORAGE
[Black dashed line]	NEW FENCE



DEVELOPMENT DENSITY
 SITE AREA = 2024m²
 DENSITY = 1 UNIT / 337.33m²

PROPOSED SITE PLAN - OPTION A
 SCALE 1:250

230008-SK1/01
 Boddia Shire Council Staff Housing





Infrastructure Charges Notice

PLANNING ACT 2016, SECTION 121

Application number:	DA2020/02	Contact:	Lynn Moore
Date of Decision:	28/10/2022	Contact Number:	(07) 4746 3188

1. APPLICANT DETAILS

Name:	Boulia Shire Council		
Postal address:	18 Herbert Street, Boulia QLD 4829		
Phone no:	07 4746 31088	Mobile no:	N/A
Email:	admin@boulia.qld.gov.au		

2. PROPERTY DESCRIPTION

Street address:	58 Pituri Street, Boulia
Property description:	Lot 27 B2672

3. OWNER DETAILS

Name:	Boulia Shire Council
Postal address:	18 Herbert Street, Boulia QLD 4829

4. DEVELOPMENT APPROVAL

Development Approval for a Material Change of Use for a Multiple Dwelling (6 Dwellings)

5. INFRASTRUCTURE CHARGE

The contribution required to be paid is **\$9,000.00**.

This charge may be subject to automatic increases from when the charges are levied until when they are paid in accordance with section 121 of the *Planning Act 2016* and Council's Adopted Infrastructure Charges Resolution (24 August 2015).

The property falls within the Boulia Shire LGA. In accordance with Table 3, Adopted Infrastructure Charge – Material Change of Use and Building Work, an infrastructure charge of \$1,500.00 applies per dwelling unit.

Therefore, a total charge of **\$9,000.00** is payable for the development. No offsets or refunds are applicable for the development.



6. WHEN CHARGE IS PAYABLE

The infrastructure charges of **\$9,000.00** must be paid prior to the commencement of the use.

7. LAPSING OF INFRASTRUCTURE CHARGES NOTICE

This Infrastructure Charges Notice lapses if the development approval to which it pertains ceases to have effect in accordance with section 85 of the *Planning Act 2016*.

8. ASSESSMENT MANAGER

Name:	Lynn Moore			Date:	28/10/2022
Signature:					

DA Form 1 – Development application details

Approved form (version 1.3 effective 28 September 2020) made under section 282 of the Planning Act 2016.

This form **must** be used to make a development application **involving code assessment or impact assessment**, except when applying for development involving only building work.

For a development application involving **building work only**, use *DA Form 2 – Building work details*.

For a development application involving **building work associated with any other type of assessable development (i.e. material change of use, operational work or reconfiguring a lot)**, use this form (*DA Form 1*) and parts 4 to 6 of *DA Form 2 – Building work details*.

Unless stated otherwise, all parts of this form **must** be completed in full and all required supporting information **must** accompany the development application.

One or more additional pages may be attached as a schedule to this development application if there is insufficient space on the form to include all the necessary information.

This form and any other form relevant to the development application must be used to make a development application relating to strategic port land and Brisbane core port land under the *Transport Infrastructure Act 1994*, and airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*. For the purpose of assessing a development application relating to strategic port land and Brisbane core port land, any reference to a planning scheme is taken to mean a land use plan for the strategic port land, Brisbane port land use plan for Brisbane core port land, or a land use plan for airport land.

Note: All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) <i>(individual or company full name)</i>	Boulia Shire Council
Contact name <i>(only applicable for companies)</i>	Lynn Moore
Postal address <i>(P.O. Box or street address)</i>	18 Herbert Street
Suburb	Boulia
State	QLD
Postcode	4829
Country	Australia
Contact number	0429 463 188
Email address <i>(non-mandatory)</i>	ceo@boulia.qld.gov.au
Mobile number <i>(non-mandatory)</i>	
Fax number <i>(non-mandatory)</i>	
Applicant's reference number(s) <i>(if applicable)</i>	

2) Owner's consent

2.1) Is written consent of the owner required for this development application?

- Yes – the written consent of the owner(s) is attached to this development application
 No – proceed to 3)

PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2, and 3.3) as applicable)

Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.

3.1) Street address and lot on plan

Street address **AND** lot on plan (all lots must be listed), **or**

Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		58	Pituri Street	Boulia
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
		27	B 2672	Boulia Shire Council
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other:	

3.3) Additional premises

Additional premises are relevant to this development application and the details of these premises have been attached in a schedule to this development application

Not required

4) Identify any of the following that apply to the premises and provide any relevant details

In or adjacent to a water body or watercourse or in or above an aquifer

Name of water body, watercourse or aquifer:

On strategic port land under the *Transport Infrastructure Act 1994*

Lot on plan description of strategic port land:

Name of port authority for the lot:

In a tidal area

Name of local government for the tidal area (if applicable):

Name of port authority for tidal area (if applicable):

On airport land under the *Airport Assets (Restructuring and Disposal) Act 2008*

Name of airport:

<input type="checkbox"/> Listed on the Environmental Management Register (EMR) under the <i>Environmental Protection Act 1994</i>
EMR site identification: <input type="text"/>
<input type="checkbox"/> Listed on the Contaminated Land Register (CLR) under the <i>Environmental Protection Act 1994</i>
CLR site identification: <input type="text"/>

5) Are there any existing easements over the premises?
Note: Easement uses vary throughout Queensland and are to be identified correctly and accurately. For further information on easements and how they may affect the proposed development, see [DA Forms Guide](#).

Yes – All easement locations, types and dimensions are included in plans submitted with this development application

No

PART 3 – DEVELOPMENT DETAILS

Section 1 – Aspects of development

6.1) Provide details about the first development aspect
a) What is the type of development? <i>(tick only one box)</i>
<input checked="" type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input checked="" type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
d) Provide a brief description of the proposal <i>(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):</i>
Multiple Dwelling (6 Dwelling Units)
e) Relevant plans <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.</i>
<input checked="" type="checkbox"/> Relevant plans of the proposed development are attached to the development application
6.2) Provide details about the second development aspect
a) What is the type of development? <i>(tick only one box)</i>
<input type="checkbox"/> Material change of use <input type="checkbox"/> Reconfiguring a lot <input type="checkbox"/> Operational work <input type="checkbox"/> Building work
b) What is the approval type? <i>(tick only one box)</i>
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval <input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?
<input type="checkbox"/> Code assessment <input type="checkbox"/> Impact assessment <i>(requires public notification)</i>
d) Provide a brief description of the proposal <i>(e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):</i>
e) Relevant plans <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.</i>
<input type="checkbox"/> Relevant plans of the proposed development are attached to the development application
6.3) Additional aspects of development
<input type="checkbox"/> Additional aspects of development are relevant to this development application and the details for these aspects that would be required under Part 3 Section 1 of this form have been attached to this development application
<input checked="" type="checkbox"/> Not required

Section 2 – Further development details

7) Does the proposed development application involve any of the following?	
Material change of use	<input checked="" type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> Yes – complete <i>DA Form 2 – Building work details</i>

Division 1 – Material change of use

Note: This division is only required to be completed if any part of the development application involves a material change of use assessable against a local planning instrument.

8.1) Describe the proposed material change of use			
Provide a general description of the proposed use	Provide the planning scheme definition (include each definition in a new row)	Number of dwelling units (if applicable)	Gross floor area (m ²) (if applicable)
Multiple Dwelling	Multiple Dwelling	6	n/a
8.2) Does the proposed use involve the use of existing buildings on the premises?			
<input type="checkbox"/> Yes			
<input checked="" type="checkbox"/> No			

Division 2 – Reconfiguring a lot

Note: This division is only required to be completed if any part of the development application involves reconfiguring a lot.

9.1) What is the total number of existing lots making up the premises?	
9.2) What is the nature of the lot reconfiguration? (tick all applicable boxes)	
<input type="checkbox"/> Subdivision (complete 10))	<input type="checkbox"/> Dividing land into parts by agreement (complete 11))
<input type="checkbox"/> Boundary realignment (complete 12))	<input type="checkbox"/> Creating or changing an easement giving access to a lot from a constructed road (complete 13))

10) Subdivision				
10.1) For this development, how many lots are being created and what is the intended use of those lots:				
Intended use of lots created	Residential	Commercial	Industrial	Other, please specify:
Number of lots created				
10.2) Will the subdivision be staged?				
<input type="checkbox"/> Yes – provide additional details below				
<input type="checkbox"/> No				
How many stages will the works include?				
What stage(s) will this development application apply to?				

11) Dividing land into parts by agreement – how many parts are being created and what is the intended use of the parts?				
Intended use of parts created	Residential	Commercial	Industrial	Other, please specify:
Number of parts created				

12) Boundary realignment			
12.1) What are the current and proposed areas for each lot comprising the premises?			
Current lot		Proposed lot	
Lot on plan description	Area (m ²)	Lot on plan description	Area (m ²)
12.2) What is the reason for the boundary realignment?			

13) What are the dimensions and nature of any existing easements being changed and/or any proposed easement? (attach schedule if there are more than two easements)				
Existing or proposed?	Width (m)	Length (m)	Purpose of the easement? (e.g. pedestrian access)	Identify the land/lot(s) benefitted by the easement

Division 3 – Operational work

Note: This division is only required to be completed if any part of the development application involves operational work.

14.1) What is the nature of the operational work?	
<input type="checkbox"/> Road work <input type="checkbox"/> Drainage work <input type="checkbox"/> Landscaping <input type="checkbox"/> Other – please specify:	<input type="checkbox"/> Stormwater <input type="checkbox"/> Earthworks <input type="checkbox"/> Signage <input type="checkbox"/> Water infrastructure <input type="checkbox"/> Sewage infrastructure <input type="checkbox"/> Clearing vegetation
14.2) Is the operational work necessary to facilitate the creation of new lots? (e.g. subdivision)	
<input type="checkbox"/> Yes – specify number of new lots:	
<input type="checkbox"/> No	
14.3) What is the monetary value of the proposed operational work? (include GST, materials and labour)	
\$	

PART 4 – ASSESSMENT MANAGER DETAILS

15) Identify the assessment manager(s) who will be assessing this development application
Boulia Shire Council
16) Has the local government agreed to apply a superseded planning scheme for this development application?
<input type="checkbox"/> Yes – a copy of the decision notice is attached to this development application <input type="checkbox"/> The local government is taken to have agreed to the superseded planning scheme request – relevant documents attached <input checked="" type="checkbox"/> No

PART 5 – REFERRAL DETAILS

17) Does this development application include any aspects that have any referral requirements?

Note: A development application will require referral if prescribed by the Planning Regulation 2017.

- No, there are no referral requirements relevant to any development aspects identified in this development application – proceed to Part 6

Matters requiring referral to the **Chief Executive of the Planning Act 2016:**

- Clearing native vegetation
- Contaminated land (*unexploded ordnance*)
- Environmentally relevant activities (ERA) (*only if the ERA has not been devolved to a local government*)
- Fisheries – aquaculture
- Fisheries – declared fish habitat area
- Fisheries – marine plants
- Fisheries – waterway barrier works
- Hazardous chemical facilities
- Heritage places – Queensland heritage place (*on or near a Queensland heritage place*)
- Infrastructure-related referrals – designated premises
- Infrastructure-related referrals – state transport infrastructure
- Infrastructure-related referrals – State transport corridor and future State transport corridor
- Infrastructure-related referrals – State-controlled transport tunnels and future state-controlled transport tunnels
- Infrastructure-related referrals – near a state-controlled road intersection
- Koala habitat in SEQ region – interfering with koala habitat in koala habitat areas outside koala priority areas
- Koala habitat in SEQ region – key resource areas
- Ports – Brisbane core port land – near a State transport corridor or future State transport corridor
- Ports – Brisbane core port land – environmentally relevant activity (ERA)
- Ports – Brisbane core port land – tidal works or work in a coastal management district
- Ports – Brisbane core port land – hazardous chemical facility
- Ports – Brisbane core port land – taking or interfering with water
- Ports – Brisbane core port land – referable dams
- Ports – Brisbane core port land – fisheries
- Ports – Land within Port of Brisbane’s port limits (*below high-water mark*)
- SEQ development area
- SEQ regional landscape and rural production area or SEQ rural living area – tourist activity or sport and recreation activity
- SEQ regional landscape and rural production area or SEQ rural living area – community activity
- SEQ regional landscape and rural production area or SEQ rural living area – indoor recreation
- SEQ regional landscape and rural production area or SEQ rural living area – urban activity
- SEQ regional landscape and rural production area or SEQ rural living area – combined use
- Tidal works or works in a coastal management district
- Reconfiguring a lot in a coastal management district or for a canal
- Erosion prone area in a coastal management district
- Urban design
- Water-related development – taking or interfering with water
- Water-related development – removing quarry material (*from a watercourse or lake*)
- Water-related development – referable dams
- Water-related development – levees (*category 3 levees only*)
- Wetland protection area

Matters requiring referral to the **local government:**

- Airport land
- Environmentally relevant activities (ERA) (*only if the ERA has been devolved to local government*)

<input type="checkbox"/> Heritage places – Local heritage places
Matters requiring referral to the Chief Executive of the distribution entity or transmission entity: <input type="checkbox"/> Infrastructure-related referrals – Electricity infrastructure
Matters requiring referral to: <ul style="list-style-type: none"> • The Chief Executive of the holder of the licence, if not an individual • The holder of the licence, if the holder of the licence is an individual <input type="checkbox"/> Infrastructure-related referrals – Oil and gas infrastructure
Matters requiring referral to the Brisbane City Council: <input type="checkbox"/> Ports – Brisbane core port land
Matters requiring referral to the Minister responsible for administering the Transport Infrastructure Act 1994: <input type="checkbox"/> Ports – Brisbane core port land (<i>where inconsistent with the Brisbane port LUP for transport reasons</i>) <input type="checkbox"/> Ports – Strategic port land
Matters requiring referral to the relevant port operator , if applicant is not port operator: <input type="checkbox"/> Ports – Land within Port of Brisbane’s port limits (<i>below high-water mark</i>)
Matters requiring referral to the Chief Executive of the relevant port authority: <input type="checkbox"/> Ports – Land within limits of another port (<i>below high-water mark</i>)
Matters requiring referral to the Gold Coast Waterways Authority: <input type="checkbox"/> Tidal works or work in a coastal management district (<i>in Gold Coast waters</i>)
Matters requiring referral to the Queensland Fire and Emergency Service: <input type="checkbox"/> Tidal works or work in a coastal management district (<i>involving a marina (more than six vessel berths)</i>)

18) Has any referral agency provided a referral response for this development application?		
<input type="checkbox"/> Yes – referral response(s) received and listed below are attached to this development application		
<input checked="" type="checkbox"/> No		
Referral requirement	Referral agency	Date of referral response
Identify and describe any changes made to the proposed development application that was the subject of the referral response and this development application, or include details in a schedule to this development application (<i>if applicable</i>).		

PART 6 – INFORMATION REQUEST

19) Information request under Part 3 of the DA Rules
<input checked="" type="checkbox"/> I agree to receive an information request if determined necessary for this development application
<input type="checkbox"/> I do not agree to accept an information request for this development application
Note: <i>By not agreeing to accept an information request I, the applicant, acknowledge:</i>
<ul style="list-style-type: none"> • that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties • Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.
<i>Further advice about information requests is contained in the DA Forms Guide.</i>

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)			
<input type="checkbox"/> Yes – provide details below or include details in a schedule to this development application <input checked="" type="checkbox"/> No			
List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			
<input type="checkbox"/> Approval <input type="checkbox"/> Development application			

21) Has the portable long service leave levy been paid? (only applicable to development applications involving building work or operational work)		
<input type="checkbox"/> Yes – a copy of the receipted QLeave form is attached to this development application <input type="checkbox"/> No – I, the applicant will provide evidence that the portable long service leave levy has been paid before the assessment manager decides the development application. I acknowledge that the assessment manager may give a development approval only if I provide evidence that the portable long service leave levy has been paid <input checked="" type="checkbox"/> Not applicable (e.g. building and construction work is less than \$150,000 excluding GST)		
Amount paid	Date paid (dd/mm/yy)	QLeave levy number (A, B or E)
\$		

22) Is this development application in response to a show cause notice or required as a result of an enforcement notice?
<input type="checkbox"/> Yes – show cause or enforcement notice is attached <input checked="" type="checkbox"/> No

23) Further legislative requirements	
Environmentally relevant activities	
23.1) Is this development application also taken to be an application for an environmental authority for an Environmentally Relevant Activity (ERA) under section 115 of the <i>Environmental Protection Act 1994</i> ?	
<input type="checkbox"/> Yes – the required attachment (form ESR/2015/1791) for an application for an environmental authority accompanies this development application, and details are provided in the table below <input checked="" type="checkbox"/> No <i>Note: Application for an environmental authority can be found by searching "ESR/2015/1791" as a search term at www.qld.gov.au. An ERA requires an environmental authority to operate. See www.business.qld.gov.au for further information.</i>	
Proposed ERA number:	Proposed ERA threshold:
Proposed ERA name:	
<input type="checkbox"/> Multiple ERAs are applicable to this development application and the details have been attached in a schedule to this development application.	
Hazardous chemical facilities	
23.2) Is this development application for a hazardous chemical facility ?	
<input type="checkbox"/> Yes – Form 69: Notification of a facility exceeding 10% of schedule 15 threshold is attached to this development application <input checked="" type="checkbox"/> No <i>Note: See www.business.qld.gov.au for further information about hazardous chemical notifications.</i>	

Clearing native vegetation

23.3) Does this development application involve **clearing native vegetation** that requires written confirmation that the chief executive of the *Vegetation Management Act 1999* is satisfied the clearing is for a relevant purpose under section 22A of the *Vegetation Management Act 1999*?

- Yes – this development application includes written confirmation from the chief executive of the *Vegetation Management Act 1999* (s22A determination)
- No

Note: 1. Where a development application for operational work or material change of use requires a s22A determination and this is not included, the development application is prohibited development.
2. See <https://www.qld.gov.au/environment/land/vegetation/applying> for further information on how to obtain a s22A determination.

Environmental offsets

23.4) Is this development application taken to be a prescribed activity that may have a significant residual impact on a **prescribed environmental matter** under the *Environmental Offsets Act 2014*?

- Yes – I acknowledge that an environmental offset must be provided for any prescribed activity assessed as having a significant residual impact on a prescribed environmental matter
- No

Note: The environmental offset section of the Queensland Government's website can be accessed at www.qld.gov.au for further information on environmental offsets.

Koala habitat in SEQ Region

23.5) Does this development application involve a material change of use, reconfiguring a lot or operational work which is assessable development under Schedule 10, Part 10 of the Planning Regulation 2017?

- Yes – the development application involves premises in the koala habitat area in the koala priority area
- Yes – the development application involves premises in the koala habitat area outside the koala priority area
- No

Note: If a koala habitat area determination has been obtained for this premises and is current over the land, it should be provided as part of this development application. See koala habitat area guidance materials at www.des.qld.gov.au for further information.

Water resources

23.6) Does this development application involve **taking or interfering with underground water through an artesian or subartesian bore, taking or interfering with water in a watercourse, lake or spring, or taking overland flow water under the Water Act 2000**?

- Yes – the relevant template is completed and attached to this development application and I acknowledge that a relevant authorisation or licence under the *Water Act 2000* may be required prior to commencing development
- No

Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au for further information.

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. If the development application involves:

- Taking or interfering with underground water through an artesian or subartesian bore: complete DA Form 1 Template 1
- Taking or interfering with water in a watercourse, lake or spring: complete DA Form 1 Template 2
- Taking overland flow water: complete DA Form 1 Template 3.

Waterway barrier works

23.7) Does this application involve **waterway barrier works**?

- Yes – the relevant template is completed and attached to this development application
- No

DA templates are available from <https://planning.dsdmip.qld.gov.au/>. For a development application involving waterway barrier works, complete DA Form 1 Template 4.

Marine activities

23.8) Does this development application involve **aquaculture, works within a declared fish habitat area or removal, disturbance or destruction of marine plants**?

- Yes – an associated *resource* allocation authority is attached to this development application, if required under the *Fisheries Act 1994*
- No

Note: See guidance materials at www.daf.qld.gov.au for further information.

Quarry materials from a watercourse or lake

23.9) Does this development application involve the **removal of quarry materials from a watercourse or lake** under the *Water Act 2000*?

- Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
- No

Note: Contact the Department of Natural Resources, Mines and Energy at www.dnrme.qld.gov.au and www.business.qld.gov.au for further information.

Quarry materials from land under tidal waters

23.10) Does this development application involve the **removal of quarry materials from land under tidal water** under the *Coastal Protection and Management Act 1995*?

- Yes – I acknowledge that a quarry material allocation notice must be obtained prior to commencing development
- No

Note: Contact the Department of Environment and Science at www.des.qld.gov.au for further information.

Referable dams

23.11) Does this development application involve a **referable dam** required to be failure impact assessed under section 343 of the *Water Supply (Safety and Reliability) Act 2008* (the *Water Supply Act*)?

- Yes – the 'Notice Accepting a Failure Impact Assessment' from the chief executive administering the *Water Supply Act* is attached to this development application
- No

Note: See guidance materials at www.dnrme.qld.gov.au for further information.

Tidal work or development within a coastal management district

23.12) Does this development application involve **tidal work or development in a coastal management district**?

- Yes – the following is included with this development application:
 - Evidence the proposal meets the code for assessable development that is prescribed tidal work (*only required if application involves prescribed tidal work*)
 - A certificate of title
- No

Note: See guidance materials at www.des.qld.gov.au for further information.

Queensland and local heritage places

23.13) Does this development application propose development on or adjoining a place entered in the **Queensland heritage register** or on a place entered in a local government's **Local Heritage Register**?

- Yes – details of the heritage place are provided in the table below
- No

Note: See guidance materials at www.des.qld.gov.au for information requirements regarding development of Queensland heritage places.

Name of the heritage place:		Place ID:	
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Brothels

23.14) Does this development application involve a **material change of use for a brothel**?

- Yes – this development application demonstrates how the proposal meets the code for a development application for a brothel under Schedule 3 of the *Prostitution Regulation 2014*
- No

Decision under section 62 of the Transport Infrastructure Act 1994

23.15) Does this development application involve new or changed access to a state-controlled road?

- Yes – this application will be taken to be an application for a decision under section 62 of the *Transport Infrastructure Act 1994* (subject to the conditions in section 75 of the *Transport Infrastructure Act 1994* being satisfied)
- No

Walkable neighbourhoods assessment benchmarks under Schedule 12A of the Planning Regulation

23.16) Does this development application involve reconfiguring a lot into 2 or more lots in certain residential zones (except rural residential zones), where at least one road is created or extended?

- Yes – Schedule 12A is applicable to the development application and the assessment benchmarks contained in schedule 12A have been considered
- No

Note: See guidance materials at www.planning.dsdmip.qld.gov.au for further information.

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist

- | | |
|---|--|
| I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17
Note: See the <i>Planning Regulation 2017</i> for referral requirements | <input checked="" type="checkbox"/> Yes |
| If building work is associated with the proposed development, Parts 4 to 6 of DA Form 2 – Building work details have been completed and attached to this development application | <input type="checkbox"/> Yes
<input checked="" type="checkbox"/> Not applicable |
| Supporting information addressing any applicable assessment benchmarks is with the development application
Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see DA Forms Guide: Planning Report Template . | <input checked="" type="checkbox"/> Yes |
| Relevant plans of the development are attached to this development application
Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans . | <input checked="" type="checkbox"/> Yes |
| The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21) | <input type="checkbox"/> Yes
<input type="checkbox"/> Not applicable |

25) Applicant declaration

- By making this development application, I declare that all information in this development application is true and correct
- Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*
- Note:** It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the assessment manager and/or chosen assessment manager, any relevant referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the development application. All information relating to this development application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 9 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received: Reference number(s):

Notification of engagement of alternative assessment manager	
Prescribed assessment manager	
Name of chosen assessment manager	
Date chosen assessment manager engaged	
Contact number of chosen assessment manager	
Relevant licence number(s) of chosen assessment manager	

QLeave notification and payment			
<i>Note: For completion by assessment manager if applicable</i>			
Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			



Decision Notice Approval

Planning Act Form 1 (version 1.2 effective 7 February 2020) made under section 282 of the Planning Act 2016 for a decision notice (approval) under section 63(2) of the Planning Act 2016

Application number:	DA2022/02	Contact:	Lynn Moore
Notice Date:	28 October 2022	Contact Number:	(07) 4746 3188

APPLICANT DETAILS

Name:	Boulia Shire Council		
Postal address:	18 Herbert Street, Boulia QLD 4829		
Phone no:	07 4746 3188	Mobile no:	N/A
Email:	admin@boulia.qld.gov.au		

I acknowledge receipt of the above application on 27 November 2020 and confirm the following:

DEVELOPMENT APPROVAL

Development Permit for a Material Change of Use for a Multiple Dwelling (6 Dwellings)
--

PROPERTY DESCRIPTION

Street address:	58 Pituri Street, Boulia
Real property description:	Lot 27 B2672

OWNER DETAILS

Name:	Boulia Shire Council
Postal address:	18 Herbert Street, Boulia QLD 4829

Dear Boulia Shire Council

I advise that, on 21 October 2022 the above development application was approved in full with conditions* (refer to the conditions contained in **Attachment 1**)

*Note: The conditions show which conditions have been imposed by the assessment manager and which conditions have been imposed by a referral agency.

1. DETAILS OF THE APPROVAL

The following approvals are given:

	Development Permit	Preliminary Approval
Development assessable under the planning scheme, superseded planning scheme, a temporary local planning instrument, a master plan or a preliminary approval which includes a variation approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. CONDITIONS

This approval is subject to the conditions in Attachment 1.

3. FURTHER DEVELOPMENT PERMITS REQUIRED

NIL

4. REFERRAL AGENCIES

Not Applicable

5. THE APPROVED PLANS

The approved development must be completed and maintained generally in accordance with the approved drawings and documents:

Drawing/report title	Prepared by	Date	Reference number	Revision
Proposed Site Plan – Option A	GBA Consulting Engineers	02/08/2022	230008-SK1	01

6. CURRENCY PERIOD FOR THE APPROVAL (s.85 of the *Planning Act*)

The standard currency periods stated in section 85 of *Planning Act 2016* apply to each aspect of development in this approval, if not stated in the conditions of approval attached.

7. STATEMENT OF REASONS

Description of the development	The proposed development is for
Reasons for Decision	<p>a) The proposed use does not compromise the strategic framework in the <i>Boulia Shire Planning Scheme 2020-2040</i>.</p> <p>b) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity;</p> <p>c) The proposed development does not compromise the relevant State Planning Policy; and</p> <p>d) The application should be approved because the application follows all aspects of the assessment benchmarks.</p>
Assessment Benchmarks	<p>The proposed development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> • Township Zone Code • General Development Code
Compliance with assessment benchmarks	The development was assessed against all the assessment benchmarks listed above and complies with all of these.
Matters prescribed by regulation	<p>I) The <i>State Planning Policy – Part E</i>;</p> <p>II) The <i>Boulia Shire Planning Scheme 2020-2040</i>; and</p> <p>III) The common material, being the material submitted with the application</p>

8. APPEAL RIGHTS

The rights of an applicant to appeal to a tribunal or the Planning and Environment Court against a decision about a development application are set out in chapter 6, part 1 of the *Planning Act 2016*. There may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the *Planning Act 2016*).

Appeal by an applicant

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application
- a provision of the development approval
- the decision to give a preliminary approval when a development permit was applied for
- a deemed refusal of the development application.

An applicant may also have a right to appeal to the Development tribunal. For more information, see schedule 1 of the *Planning Act 2016*.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the *Planning Act 2016*.


Attachment 2 is an extract from the *Planning Act 2016* that sets out the applicant’s appeal rights and the appeal rights of a submitter.

9. WHEN THE DEVELOPMENT APPROVAL TAKES EFFECT

This development approval takes effect:

- From the time the decision notice is given – if there is no submitter and the applicant does not appeal the decision to the court.
Or
- When the submitter’s appeal period ends – if there is a submitter and the applicant does not appeal the decision to the court.
Or
- Subject to the decision of the court, when the appeal is finally decided – if an appeal is made to the court.

10. ASSESSMENT MANAGER

Name: Lynn Moore <u>CEO Bouliia Shire Council</u>	Signature: 	Date: 28 October 2022
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Attachment 1 – Conditions of the approval

Part 1 – Conditions imposed by the assessment manager [Note: where a condition is imposed about infrastructure under Chapter 4 of the *Planning Act 2016*, the relevant provision of the Act under which this condition was imposed must be specified.]

Attachment 2—Extract on appeal rights

Attachment 3 – Approved Plans

Attachment 1 – Part 1

Boulia Shire Council Conditions

Planning Act 2016

1.0 ADMINISTRATION

- 1.0 The developer and his employee, agent, contractor, or invitee are responsible for ensuring compliance with the conditions of this development approval.
- 1.1 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.2 All conditions, works, or requirements of this development approval must be undertaken and completed:
- 1.2.1 to Council's satisfaction;
 - 1.2.2 at no cost to Council; and
 - 1.2.3 prior to the commencement of the use
- 1.3 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.4 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Plumbing and Drainage Works; and
 - 1.5.2 Building Works
- 1.5 All Development Permits must be obtained prior to the issue of a Development Permit for Building Works.
- 1.6 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards unless otherwise stated.
- 1.7 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.0 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Revision
Proposed Site Plan – Option A	GBA Consulting Engineers	02/08/2022	230008-SK1	01

- 2.1 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

3.0 ACCESS AND PARKING WORKS

- 3.0 All access and parking works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines* (Refer to Note 4). Australian Standard AS2890 "Parking facilities".
- 3.1 All access and car parking must be paved or sealed to Council's satisfaction.
- 3.2 All vehicles must ingress and egress the development in a forward gear.
- 3.3 A minimum of nine (9) parking spaces must be provided onsite. This includes three (3) visitor parking spaces.
- 3.4 Parking spaces must be line-marked in accordance with the approved Site Plan (refer to condition 2.1) and in accordance with the Australian Standard AS2890 "Parking facilities".
- 3.5 A new vehicle access from Pituri Street to Lot 27 on B2672 must be provided in accordance with *Capricorn Municipal Development Guidelines*.
- 3.6 Any redundant vehicular crossovers must be replaced with Council standard kerb and channel to suit the existing kerb profile.

4.0 SEWERAGE WORKS

- 4.0 All sewerage works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2018*.
- 4.1 The development must be connected to Council's reticulated sewerage network.

5.0 WATER WORKS

- 5.0 All water works must be designed and constructed in accordance with the *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008* and *Plumbing and Drainage Act 2018*.
- 5.1 The development must be connected to Council's reticulated water network.
- 5.2 Adequate domestic and firefighting protection must be provided to the development, in accordance with Australian Standard AS2419 "Fire Hydrant Installations", and must be certified by a hydraulic engineer or other suitably qualified people.
- 5.3 The development must be provided with a master meter at the development site boundary and sub-meters for each sole occupancy building in accordance with the Queensland Plumbing and Drainage Code.
- 5.4 The proposed water supply infrastructure internal to the site must be privately owned water supply infrastructure and must be maintained by the owner at no cost to Council.
- 5.5 Water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy-duty trafficable lids.

6.0 Plumbing and Drainage Works

- 6.0 A Development Permit for Plumbing and Drainage Works must be obtained for the proposed new structures on the development site.
- 6.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing*

and *Drainage Act 2018*, and the provisions of a Development Permit for Plumbing and Drainage Works.

- 6.2 All internal plumbing and sanitary drainage works must be completely independent for each dwelling unit.

7.0 STORMWATER WORKS

- 7.0 All stormwater drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, and sound engineering practice.
- 7.1 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.
- 7.2 The proposed stormwater infrastructure internal to the site must be privately owned stormwater infrastructure and must be maintained by the owner at no cost to Council.

8.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 8.0 All roof and allotment drainage works must be designed and constructed in accordance with the *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines* and sound engineering practice.
- 8.1 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

9.0 SITE WORKS

- 9.0 All earthworks must be undertaken in accordance with Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments".
- 9.1 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 9.2 Retaining structures above one (1) metre in height that are not incidental works to a Development Permit for Building Works must not be constructed unless separately and specifically certified by a Registered Professional Engineer of Queensland.

10.0 BUILDING WORKS

- 10.0 A Development Permit for Building Works must be obtained for the removal and/or demolition of any existing structures and proposed structures on the development site.
- 10.1 All external elements, such as air conditioners, pool and spa pumps and associated equipment, must be adequately screened from public view, to Council's satisfaction.
- 10.2 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".
- 10.3 A 1.8m high solid screen fence must be provided along the northern, eastern and western property boundaries.

11.0 LANDSCAPING

- 11.0 Landscaping must be constructed and/or established prior to the commencement of the use in all areas shown on the approved plans (refer to condition 2.1).
- 11.1 At least fifty (50) per cent of all new plantings within the landscaping areas (refer to condition 2.1) must be locally native species with low water dependency.
- 11.2 The landscaped areas must be subject to:
 - 11.2.1 a watering and maintenance plan during the establishment moment; and
 - 11.2.2 an ongoing maintenance and replanting programme.

12.0 ELECTRICITY

- 12.0 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

13.0 TELECOMMUNICATIONS

- 13.0 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider.

14.0 ASSET MANAGEMENT

- 14.0 Any alteration necessary to electricity, telephone, water mains, sewerage, mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 14.1 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway that occurs while any works are being carried out in association with this development approval must be repaired at the full cost of the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 14.2 As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the Asset Design and As Constructed Manual (ADAC).

15.0 ENVIRONMENTAL

- 15.0 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be implemented, monitored and maintained for the duration of the works and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and the plan must be available onsite for inspection by Council officers whilst all works are being carried out.

16.0 OPERATING PROCEDURES

- 16.0 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Pituri Street.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties

for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Seniors, Disability and Aboriginal and Torres Strait Islander Partnerships website: www.dsdsatip.qld.gov.au.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2001* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Capricorn Municipal Development Guidelines

The Capricorn Municipal Development Guidelines can be accessed on the following website: www.cmdg.com.au

Attachment 2 - Appeal Rights

PLANNING ACT 2016

The following is an extract from the *Planning Act 2016* (Chapter 6)

Appeal rights

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 states—
 - (a) matters that may be appealed to—
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) the person—
 - (i) who may appeal a matter (the **appellant**); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.
 - (2) An appellant may start an appeal within the appeal period.
 - (3) The **appeal period** is—
 - (a) for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency or
 - (b) for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.
- Note—
See the P&E Court Act for the court's power to extend the appeal period.
- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
 - (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
 - (6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about—
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund—
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that—
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to—
 - (a) the respondent for the appeal; and

- (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1—each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2—each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
 - (f) for an appeal to the P&E Court—the chief executive; and
 - (g) for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.
- (4) The **service period** is—
 - (a) if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
 - (b) otherwise—10 business days after the appeal is started.
 - (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection
 - (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

231 Other appeals

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The Judicial Review Act 1991, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the Judicial Review Act 1991 in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section— **decision** includes—
 - (a) conduct engaged in for the purpose of making a decision; and
 - (b) other conduct that relates to the making of a decision; and
 - (c) the making of a decision or the failure to make a decision; and
 - (d) a purported decision; and
 - (e) a deemed refusal.

non-appealable, for a decision or matter, means the decision or matter—

- (a) is final and conclusive; and
- (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the Judicial Review Act 1991 or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
- (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with rules of the P&E Court.

Appeal Rights

PLANNING ACT 2016

Schedule 1

Appeals section 229

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—(a) the P&E court; or (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—
- (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
 - (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to—
 - (i) the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (ii) the Plumbing and Drainage Act, part 4 or 5; or
 - (h) a decision to give an enforcement notice in relation to a matter under paragraphs (a) to (g); or
 - (i) a decision to give an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (k) a matter that, under another Act, may be appealed to the tribunal; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
- (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.
- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.
- (6) In each table—
- (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal			
1. Development applications An appeal may be made against—			
(a) the refusal of all or part of the development application; or			
(b) the deemed refusal of the development application; or			
(c) a provision of the development approval; or			
(d) if a development permit was applied for—the decision to give a preliminary approval.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The applicant	The assessment manager	If the appeal is about a concurrence agency's referral	1 A concurrence agency that is not a co-respondent 2 If a chosen Assessment

Table 1 Appeals to the P&E Court and, for certain matters, to a tribunal			
		response—the concurrence agency	manager is the respondent—the prescribed assessment manager 3 Any eligible advice agency for the application 4 Any eligible submitter for the application
<p>2. Change applications An appeal may be made against— (a) a responsible entity’s decision for a change application, other than a decision made by the P&E court; or (b) a deemed refusal of a change application.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 The applicant 2 If the responsible entity is the assessment manager—an affected entity that gave a pre-request notice or response notice	The responsible entity	If an affected entity starts the appeal—the applicant	1 A concurrence agency for the development application 2 If a chosen assessment manager is the respondent—the prescribed assessment manager 3 A private certifier for the development application 4 Any eligible advice agency for the change application 5 Any eligible submitter for the change application
<p>3. Extension applications An appeal may be made against— (a) the assessment manager’s decision about an extension application; or (b) a deemed refusal of an extension application.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 1 The applicant 2 For a matter other than a deemed refusal of an extension application – a concurrence agency, other than the chief executive, for the application	The assessment manager	If a concurrence agency starts the appeal – the applicant	If a chosen assessment manager is the respondent – the prescribed assessment manager
<p>4. Infrastructure charges notices An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds a) The notice involved an error relating to – (i) The application of the relevant adopted charge; or Examples of errors in applying an adopted charge – <ul style="list-style-type: none"> • The incorrect application of gross floor area for a non-residential development • Applying an incorrect ‘use category’, under a regulation, to the development <ul style="list-style-type: none"> (i) The working out of extra demands, for section 120; or (ii) An offset or refund; or </p> <p>b) The was no decision about an offset or refund; or c) If the infrastructure charges notice states a refund will be given – the timing for giving the refund; or d) The amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.</p>			

Table 1			
Appeals to the P&E Court and, for certain matters, to a tribunal			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the Infrastructure charges notice	The local government that gave the infrastructure charges notice	-	-
5. Conversion applications An appeal may be made against— (a) the refusal of a conversion application; or (b) a deemed refusal of a conversion application.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The applicant	The local government to which the conversion application was made	-	-
6. Enforcement notices An appeal may be made against the decision to give an enforcement notice.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
The person given the enforcement notice	The enforcement authority	-	If the enforcement authority is not the local government for the premises in relation to which the offence is alleged to have happened—the local government

Table 2			
Appeals to the P&E Court only			
1. Appeals from tribunal An appeal may be made against a decision of a tribunal, other than a decision under section 252, on the ground of— (a) an error or mistake in law on the part of the tribunal; or (b) jurisdictional error.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A party to the proceedings for the decision	The other party to the proceedings for the decision	-	-
2. Eligible submitter appeals An appeal may be made against the decision to give a development approval, or an approval for a change application, to the extent that the decision relates to— (a) any part of the development application for the development approval that required impact assessment; or (b) a variation request.			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
1 For a development application—an eligible submitter for the development	1 For a development application—the assessment manager	1 The applicant 2 If the appeal is about a concurrence agency's referral	Another eligible submitter for the application

Table 2 Appeals to the P&E Court only			
application 2 For a change application—an eligible submitter for the change application	2 For a change application—the responsible entity	response—the concurrence agency	
<p>3. Eligible submitter and eligible advice agency appeals</p> <p>An appeal may be made against a provision of a development approval, or failure to include a provision in the development approval, to the extent the matter relates to—</p> <p>(a) any part of the development application or the change application, for the development approval, that required impact assessment; or</p> <p>(b) a variation request.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
<p>1 For a development application—an eligible submitter for the development application</p> <p>2 For a change application—an eligible submitter for the change application</p> <p>3 An eligible advice agency for the development application or change application</p>	<p>1 For a development application—the assessment manager</p> <p>2 For a change application—the responsible entity</p>	<p>1 The applicant</p> <p>2 If the appeal is about a concurrence agency's referral response—the concurrence agency</p>	Another eligible submitter for the application
<p>4. Compensation claims</p> <p>An appeal may be made against—</p> <p>(a) a decision under section 32 about a compensation claim; or</p> <p>(b) a decision under section 265 about a claim for compensation; or</p> <p>(c) a deemed refusal of a claim under paragraph (a) or (b).</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person dissatisfied with the decision	The local government to which the claim was made	-	-
<p>5. Registered premises</p> <p>An appeal may be made against a decision of the Minister under chapter 7, part 4.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
<p>1 A person given a decision notice about the decision</p> <p>2 If the decision is to register premises or renew the registration of premises—an owner or occupier of</p>	The Minister	-	If an owner or occupier starts the appeal – the owner of the registered premises

Table 2 Appeals to the P&E Court only			
premises in the affected area for the registered premises who is dissatisfied with the decision			
<p>6. Local laws An appeal may be made against a decision of a local government, or conditions applied, under a local law about—</p> <p>(a) the use of premises, other than a use that is the natural and ordinary consequence of prohibited development; or</p> <p>(b) the erection of a building or other structure.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who— (a) applied for the decision; and (b) is dissatisfied with the decision or conditions.	The local government	-	-

Table 3 Appeals to the tribunal only			
<p>1. Building advisory agency appeals An appeal may be made against giving a development approval for building work to the extent the building work required code assessment against the building assessment provisions.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A building advisory agency for the development application related to the approval	The assessment manager	The applicant	1 A concurrence agency for the development application related to the approval 2 A private certifier for the development application related to the approval
<p>3. Certain decisions under the Building Act and the Plumbing and Drainage Act An appeal may be made against a decision under—</p> <p>(a) the Building Act, other than a decision made by the Queensland Building and Construction Commission; or</p> <p>(b) the Plumbing and Drainage Act, part 4 or 5.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who received, or was entitled to receive, notice of the decision	The person who made the decision	-	-
<p>4. Local government failure to decide application under the Building Act An appeal may be made against a local government's failure to decide an application under the Building Act within the period required under that Act.</p>			
Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
A person who was entitled to receive, notice of the decision	The local government to which the application was made	-	-

ATTACHMENT 3

APPROVED PLANS

TITLE:	1st Quarter Operational Plan July to Sep 2022	DOC REF: 11.2.4
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 11/11/2021
CORPORATE PLAN REFERENCE: Key Priority 5: Governance 5.2: It is clearly evident in how Council does business 5.2.4: Transparency and accountability through management reporting		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To present the first quarter Operational Report for July to September 2022		
CONTENT: The first quarter review of the Operational Plan from July to September 2022 has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve. Local Government Regulation 2012 Division 4 Annual operational plan Section 173 <i>(3) The Chief Executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months</i> <i>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</i> The report on the Operational Plan for 2022-2023 has been prepared in accordance with the legislation and our Corporate Plan goals.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Prepared in accordance with Local Government Regulation 2012		
RECOMMENDATION: <ul style="list-style-type: none">• That Council receive for information the first quarter report from July to September 2022 in relation to the adopted Operational Plan 2022-2023.• That due to the size of the report the full document will be displayed on the Council website and for councillors review it will be loaded into their 'Big Tin Can' program.		
ATTACHMENTS: Nil		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore

TITLE:	Policy reviews - Various	DOC REF: 11.2.5
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: {date}
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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:

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 reviews to a number of Council policies.

CONTENT:

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

Policy 104 - Gift Policy

Only minor changes required as highlighted in the attached updated policy version.

Policy 123 - Risk Management Policy

Only minor changes required – update of the cover page format to be in line with all other Council policies and other small changes as highlighted in the attached updated policy version.

Policy 130 - Dealing with a complaint involving a Public official (CEO)

Only minor changes required as highlighted in the attached updated policy version.

Policy 152 - Security Access Card and CCTV Policy

Only minor changes required as highlighted in the attached updated policy version.

Policy 153 - Domestic and Family Violence Leave Policy

Only minor changes required as highlighted in the attached updated policy version.

It is recommended that the updated policy versions as presented, be adopted.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That

- Policy 104 Gift Policy
- Policy 123 Risk Management Policy
- Policy 130 Dealing with a complaint involving a Public official (CEO)
- Policy 152 Security Access Card and CCTV Policy
- Policy 153 Domestic and Family Violence Leave Policy

as presented be adopted.

ATTACHMENTS:

1. Draft 104 Gifts Policy [**11.2.5.1** - 5 pages]
2. Draft 123 Risk Management Policy [**11.2.5.2** - 10 pages]
3. Draft 130 Dealing with a complaint involving the Public Official CEO [**11.2.5.3** - 5 pages]
4. Draft 152 Security Access Card and CCTV Policy [**11.2.5.4** - 8 pages]
5. Draft 153 Domestic and Family Violence Leave Policy [**11.2.5.5** - 6 pages]

Chief Executive Officer

Ms Lynn Moore



BOULIA SHIRE COUNCIL

GIFTS POLICY

Category:	Policy
Policy Number:	104
Document Version:	Version 1
Obsolete Version:	2016 Version 1 20 th June 2019
Keyword Classification:	Gifts
Summary:	The purpose of these guidelines on Gifts is to protect staff and Councillors from real or perceived undue influence and possible criticism. The guidelines apply to all staff and Councillors.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years
Revision date:	
Date revoked:	n/a
Related documents:	Policy 101 Purchasing and Acquisition Policy 105 Entertainment and Hospitality Policy 120 Community Engagement Policy 128 Public Interest Disclosure Policy and Procedure Policy 129 Councillor Code of Conduct Policy 133 Fraud and Corruption Control Policy 140 Statement of Business Ethics Policy 146 Code of Conduct Form 13 Gift & Hospitality Disclosure Form
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer

Legislation:

Local Government (Finance, Plans and Reporting) Regulation
2010 - Section 133

OBJECTIVE

In the course of their work, staff and Councillors may be offered gifts, benefits or hospitality.

The purpose of these guidelines on *Gifts* is to protect staff and Councillors from real or perceived undue influence and possible criticism. The guidelines apply to all staff and Councillors.

SCOPE

This policy shall apply to all Councillors and employees of Boulia Shire Council, however does not apply to the acceptance of gifts by a Councillor or an employee where the gift becomes the property of the Boulia Shire Council.

POLICY

POLICY OBJECTIVES

The objective of this policy is to:

- Regulate and monitor the acceptance of gifts by Councillors and employees;
- Provide a transparent and accountable process for the acceptance of gifts, which promotes public confidence in the Boulia Shire Council.

DEFINITIONS OF A GIFT

In this policy, GIFT means the voluntary transfer of property or the giving of a benefit (including hospitality), to a Councillor or an employee at no charge, or free of any other consideration as a consequence of the Councillor or employee's service with the Boulia Shire Council.

A GIFT also includes the above, if received by a relative or someone else with whom the Councillor or employee has a direct association.

For example, a GIFT is, (but not limited to):

- A present received in appreciation of service to a customer;
- An invitation to a football match in a private room by a contractor who does, or has worked for the Boulia Shire Council;
- A product or service received at a price that is less than that generally charged to the public, from someone connected with the organisation;
- A free interstate trip to view a potential supplier's product;
- A political donation.

But does not include:

- Any gift that is offered but not accepted;
- Any discounted product or service if the discount is reasonable and generally available or capable of being negotiated by others not connected with the organisation;
- Any meal or other hospitality received at a function related to the role of the Councillor or employee, a function where the Councillor or employee is officially representing the organisation, or where the appropriate fee for the function has been paid;
- Any prize received in a raffle, competition or other game of chance or skill;
- Any gift, benefit or hospitality received in relation to membership of any industrial or professional organisation, club or other association or body;

RECEIPTS OF GIFTS

No Councillor or employee shall seek any gift.

From time to time, Councillors and employees may be given gifts, which are not in breach of this policy. Examples include:

- Minor items such as desk calendars and inexpensive pens or similar articles, which would otherwise be supplied by Council at no cost to the employee, if these gifts were used at work for the purpose of work.

Consideration should be given to declining any offer of a gift if:

- the gift appears to be more than of a token nature in the circumstances, or
- there would be a sense of obligation to the person offering the gift, or
- a reasonable person could consider that there may be influence applied as a consequence of acceptance of the gift.

In such instances, the gift must be delivered to the Council Office and recorded in the Gift Register, which is maintained by the Executive Assistant. All gifts will then be distributed as determined by the Chief Executive Officer (e.g. to staff through a raffle system each Christmas).

GIFT REGISTER

The details of all gifts received shall be entered into the Gifts Register by completing the Gift Disclosure Form.

The Gifts Register shall be available for public inspection.

The Chief Executive Officer shall review all entries made by Councillors and employees in the Gifts Register and determine any action that may be considered appropriate in relation to any such entry.

Such action may include the giving of advice or counselling, removal of the employee from a decision making, regulatory or purchasing role or a direction that the gift be returned.

A Councillor may refer any entry in the Gifts Register to a Council Meeting for review by the Council.

BRIBES

Any offer of a bribe must be reported in writing to the Chief Executive Officer for consideration of appropriate action.

BREACHES OF THIS POLICY

The obligation to comply with this policy rests with each Councillor and employee. Sanctions may be applied if this policy is breached.

Any person may report an alleged breach of this policy by a Councillor or an employee (other than the Chief Executive Officer) to the Chief Executive Officer in writing.

Any person may report an alleged breach of this policy by a Councillor or the Chief Executive Officer to the Mayor in writing.

The Chief Executive Officer or Mayor as appropriate shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

DISCLOSURES

This policy does not remove any other obligations under the Local Government Act, any other legislation, or relevant codes and policies regarding the disclosure of any interests.

Example Gifts Register Format to be held with Other registers. H/Gov/Registers

GIFTS REGISTER (Annual)					
Date	Item	Received from	Presented to	Accepted / Declined	Referred to Council
Eg: 1/1/2015	Coffee Set	Civica	CEO	Decline	n/a



BOULIA SHIRE COUNCIL

Risk Management Policy

Policy Number:	Policy 123
Date of Operation:	20/6/2019 – 01/07/2022
Version:	2019 Version 3
Summary:	To articulate Council's Risk Management Policy, framework and organisational roles and responsibilities.
Archived Documents:	Version 2
Previous period of operation:	Three years or as affected by legislation
Due for Revision:	June 2022
Authorised Officer:	Council Resolution
Resolution Date:	20 June 2019
Resolution Number:	2019/6.18

Category:	Policy
Policy Number:	123
Document Version:	3
Obsolete Version:	20 June 2019
Keyword Classification:	Risk Management
Summary:	To articulate Council's Risk Management Policy, framework and organisational roles and responsibilities.
Adoption Date:	
Resolution:	
Due for Revision:	Three years or as affected by legislation
Revision date:	
Date revoked:	n/a
Related documents:	
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	AS/NZS: 31000:2018 Risk Management Standards

Introduction

This document is for use by people who create and protect value in Boulia Shire Council by managing risks, making decisions, setting and achieving objectives and improving performance.

The risks faced by Boulia Shire Council are many and varied and it can be reasonably argued that Local Government, by the very nature of the multitude of services provided to the community, faces a wider range of risk than the majority of corporate companies.

Council recognises that risk management is essential for sound strategic and financial planning, making informed decisions and in the operation of the Council.

Apart from minimising financial loss and adverse publicity, risk management ~~it~~ must balance legal requirements and public expectations, together with providing for the safety and wellbeing of employees, contractors and the community in general.

Adoption of the **AS/NZS: 31000:2018 Risk Management Standards** will ensure that the Boulia Shire Council meets its duty of care. The Standard will form the basis of

Council's risk management philosophy, strategies and processes.

Council will ensure that the organisation, its employees and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on the achievement of Council goals as defined in the Council's Corporate Plan.

Purpose

The purpose of this policy is to clearly document Council's commitment to risk management principles to:

- Increase the likelihood of achieving objectives;
- Encourage proactive management;
- Establish a reliable basis for decision making and planning;
- Improve operational effectiveness and efficiency and improve organisational resilience;
- Enhance health and safety performance as well as environmental protection;
- Improve the identification of opportunities and threats;
- Improve financial reporting and governance; and
- Comply with relevant legal and regulatory requirements.

Definitions

Risk: A risk is defined as the effect of uncertainty on the achievement of goals.

Risk Management: Risk Management is defined as the coordinated activities necessary to direct and control an organisation with regards to risk.

Risk Management is about managing the likelihood of something adverse occurring, or it having occurred having a strategy and resources in place to mitigate the consequences.

Each risk is evaluated and assigned values in accordance with the defined risk parameters, which may include likelihood, consequence (severity or impact), and thresholds.

The assigned risk parameters can be integrated to produce additional measures, such as risk exposure, which can be used to prioritize risks for handling.

Risk Management Framework: A Risk Management Framework is the set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Scope

The Policy applies to all services and functional areas of the organisation.

Risk Management is not a stand alone function that is separated from the main activities and processes of the organisation. It is an integral part of all organisational processes, including strategic planning, project and change management processes.

Policy Statements

1. **AS/NZS: ISO 31000:2018 'Risk Management – Principles and Guidelines'** will form the basis of Council's risk management philosophy, strategies and processes.
2. Council will protect the public's interest in the use, maintenance and utilisation of the Council's assets and resources.
3. Council will maintain a Risk Management Framework that articulates the approach for Bouliia Shire Council to adopt in identifying and managing risks, which if not realised could prevent Council effectively achieving its' Goals and Strategies. The Risk Framework is defined at **Appendix 1**.
4. Appropriate risk treatment strategies will be included in the organisational procedures and processes needed to assist Council in achieving its business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines. Assessing risk in terms of likelihood and consequence is tabled in **Appendix 2**.
5. The risk management policy is to be communicated to all persons and stakeholders that need to be aware of these requirements, so that awareness and familiarity with what is required is achieved. This includes defining the roles and responsibilities with regard to risk management, which is at **Appendix 3**.
6. Council is to maintain a Register of Risks, which is reviewed by the CEO.
7. Council is to be informed of any risks assessed to be 'Very High' and of the mitigation strategy implemented to manage the risk at the first Council meeting after the risk has been identified.

Appendices:

1. The Risk Management Framework
2. Assessing the Risk in terms of Likelihood and Consequence
3. Organisational Structure for Risk Management within the Bouliia Shire Council

APPENDIX 1 THE RISK MANAGEMENT FRAMEWORK

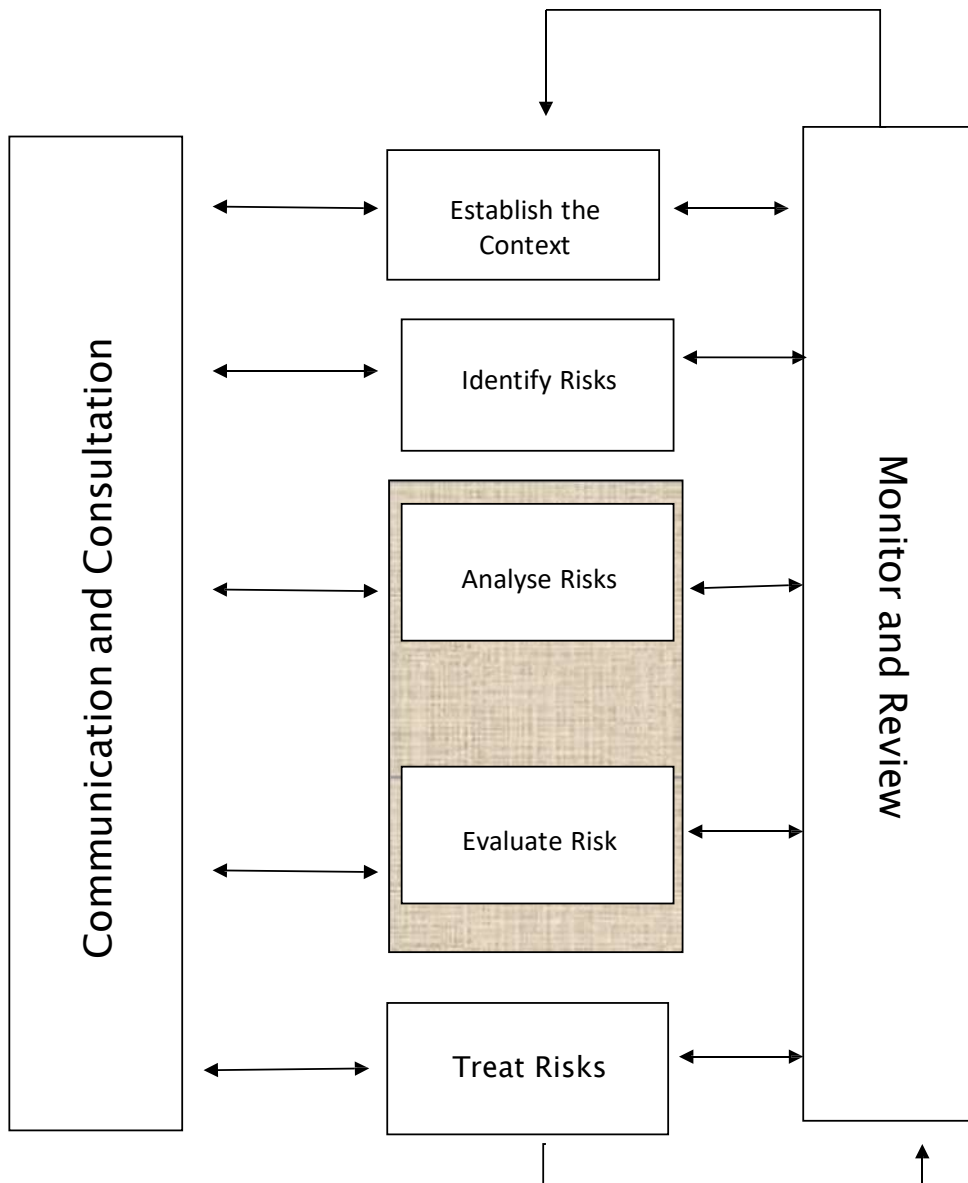
Council will maintain procedures to provide the CEO and Councillors with a systematic view of the risks faced in the course of our administrative and business activities.

Where appropriate these procedures will be consistent with the Standards Australia risk management standard, **AS/NZS: 31000:2018 'Risk Management – Principles and Guidelines'**.

This will require the Council to:

1. **Establish a context.** This is the strategic, organisational and risk management context against which the rest of the risk management process in the Council will take place.
Criteria against which risk will be evaluated should be established and the structure of the risk analysis defined.
2. **Identify Risks.** This is the identification of what, why and how events arise as the basis for further analysis.
3. **Analyse Risks.** This is the determination of existing controls and the analysis of risks in terms of the consequence and likelihood in the context of those controls. The analysis should consider the range of potential consequences and how likely those consequences are to occur. Consequence and likelihood are combined to produce an estimated level of risk.
4. **Evaluate Risks.** This is a comparison of estimated risk levels against pre-established criteria. This enables risks to be ranked and prioritised.
5. **Treat Risks.** For higher priority risks, the Council is required to develop and implement specific risk management plans including funding considerations. Lower priority risks may be accepted and monitored.
6. **Monitor and Review.** This is the oversight and review of the risk management system and any changes that might affect it. Monitoring and reviewing occurs concurrently throughout the risk management process.
7. **Communication and Consultation.** Appropriate communication and consultation with internal and external stakeholders should occur at each stage of the risk management process as well as on the process as a whole.

Schematically, the risk management process is depicted in the following diagram (next page).



APPENDIX 2 ASSESSING THE RISK IN TERMS OF LIKELIHOOD AND CONSEQUENCE

Assessing Risk

Risk is assessed based on the likelihood of the risk occurring and the consequence to Council, communities, individuals and other should the risk actually occur.

The **likelihood** of a risk is to be assessed as being:

	Level	Description
A	Almost certain	Almost certain - Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

The **consequence** of a risk is to be assessed as being:

(P)-Personal (F)- Financial (E)- Environmental

	Level	Description
1	Insignificant	<ul style="list-style-type: none"> (P) No Injuries (F) Low financial loss (E) Nil release into environment
2	Minor	<ul style="list-style-type: none"> (P) Minor First Aid treatment (F) Medium financial loss (E) Release immediately contained
3	Moderate	<ul style="list-style-type: none"> (P) Moderate Medical treatment required (F) High financial loss on site (E) Release contained with outside assistance
4	Major	<ul style="list-style-type: none"> (P) Major Extensive injuries (F) Major financial loss off-site (E) Release with no detrimental effects
5	Catastrophic	<ul style="list-style-type: none"> (P) Death (F) Huge financial loss (E) Toxic release off site

The combination of Likelihood and Consequence is scored according to the combination box below.

Likelihood	Consequences				
	1	2	3	4	5
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

Defining the Scoring - Thresholds of Risk

The following are the default Risk Thresholds for the Boulia Shire Council, along with associated mitigation strategy for that threshold:

- **Level 1-2 Risk Threshold** within the above table – record the Risk, monitor its status and reassess every three months;
- **Level 3 Risk Threshold** – develop a Risk Management Plan, monitor the Risk and reassess every month as Council is reasonably exposed;
- **Level 4 Risk Threshold** – develop a Risk Management Plan, plan to mitigate the Risk, ensure strategies and resources are in place to remedy any consequence, monitor the Risk and reassess on a weekly basis as Council is highly exposed; and
- **Level 5 Risk Threshold** - actively resolve the Risk as Council is extremely exposed.

The application of one of the above should result in some level of risk mitigation and this should be recorded in the Risk Register to reflect the level of action taken or in some cases the inability to implement a fully effective mitigation strategy.

The residual risk remaining should be recorded and reviewed on a regular basis. For example, the application of a risk mitigation strategy may not have resulted in the risk almost being resolved but the risk still needs to be monitored, the residual risk would be 'low and monitoring'.

The risk condition state of 'low and monitoring' should be recorded in the Register of Risks to ensure that the risk continues to be reviewed and reassessed on a regular basis.

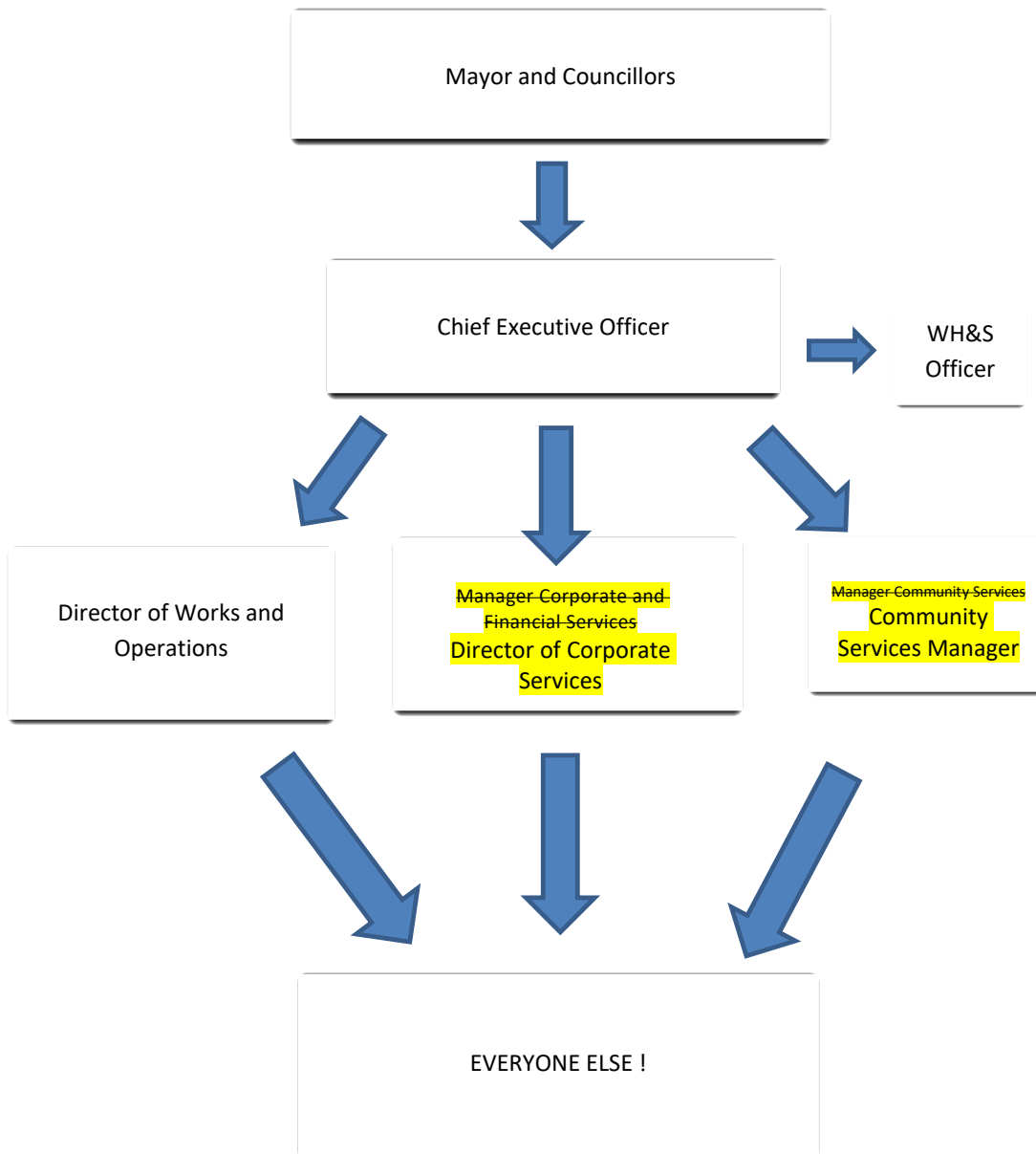
RISK CATEGORISATION

In order to manage risk properly, risk should be categorised. Within the Boulia Shire Council, the following risk categories are to be used to group risk:

1. **Financial** - Representing a financial risk to Council
2. **Operational** - Service Delivery, to represent a risk that may impede Council in the delivery of its services to the community and other stakeholders
3. **Corporate** - to represent a risk that could adversely impact **of on** the Council in any manner – political, structural, media, etc
4. **Reputational** – representing future risks to Council.

APPENDIX 3

Organisational Structure for Risk Management within Boulia Shire Council



Boulia Shire Council	To provide strategic direction to Boulia Shire Council staff regarding the management of risks to the community and Council, enhancing and endorsing Risk Management Policy, and for endorsing mitigation strategies for 'Very High' risks.
CEO	To ensure that the Boulia Shire Council, Councillors and staff, adhere to the Council's Risk Management Policy, including the appropriate training of Councillors and employees in Risk Management. To review the Risk Register and advise Council and other Stakeholders of any risks the CEO believes that Council and the other Stakeholders should be aware of.
Director of Works and Operations	Is responsible to the CEO for ensuring the adherence to the Risk Management Policy and for briefing staff on any risks that may be associated with the performance of their role and responsibility. The position is also responsible for advising and managing any risks associated with the management, maintenance and renewal of assets within the Boulia Shire and for providing technical advice in regard to mitigation strategies as and when required.
Manager Corporate and Financial Services Director of Corporate Services	Is responsible to the CEO for ensuring the adherence to the risk Management Policy within the Corporate Services Branch and for briefing staff on any risks that may be associated with the performance of their role and responsibility.
Manager Community Services Community Services Manager	Is responsible to the CEO for ensuring the adherence to the risk Management Policy within the Community Services Branch and for briefing staff on any risks that may be associated with the performance of their role and responsibility.
Workplace Health and Safety Officer	Is responsible to the CEO for advising and managing any risks associated with Councillors and officers' daily routines and individuals and organisations visiting and/or using Council premises, and for providing technical advice in regard to mitigation strategies as and when required.
Everyone Else	Everyone else is required to assist and support the above people on request with risk management and in particular to advise line managers of any risks identified.



BOULIA SHIRE COUNCIL

Dealing with a Complaint involving a Public Official (CEO)

Category:	Policy
Policy Number:	130
Document Version:	Ver 2
Obsolete Version:	17 August 2020 22/10/2021
Keyword Classification:	Public official, CEO, misconduct, complaint
Summary:	Process to follow involving a complaint regarding the Chief Executive Officer
Adoption Date:	
Resolution:	
Due for Revision:	Annually
Revision date:	
Date revoked:	n/a
Related documents:	Policy 127 - Complaints Management Policy and Process Policy 128 - Public Interest Disclosure Policy and Procedure
Responsible Section:	Executive
Responsible Officer:	CEO
Legislation:	Crime and Corruption Act 2001

Approval

This policy is approved by:

- Chief Executive Officer Date:
- Mayor Boulia Shire Council Date:

Complaints about the public official (CEO): section 48A of the *Crime and Corruption Act 2001*

1 Objective

The Chief Executive Officer is the public official of the Boulia Shire Council.

The objective of this policy is to set out how the Boulia Shire Council will deal with a complaint (also information or matter)¹ that involves or may involve corrupt conduct² of its Chief Executive Officer as defined in the *Crime and Corruption Act 2001* (CC Act).

2 Policy rationale

The policy is designed to assist the Boulia Shire Council to:

1. Comply with s48A of the *Crime and Corruption Act 2001*
2. Promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer for the Boulia Shire Council is dealt with (s34(d) CC Act)
3. Promote accountability, integrity and transparency in the way the Boulia Shire Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

3 Definitions

Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i>
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
<i>Corruption in Focus</i>	https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf see chapter 2, page 2.1
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 5 of this policy
Police misconduct	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>

¹ See s48A of the CC Act and definitions below

² The CCC's Corruption function encompasses both "corrupt conduct" and "police misconduct". For the purposes of the Queensland Police Service, wherever the term "corrupt conduct" is used in the policy, they would also have to consider police misconduct, as per s37 of the CC Act

Public Official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>
Unit of public administration (UPA)	see s20 of the <i>Crime and Corruption Act 2001</i>

4 Policy application

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of the Boulia Shire Council
- to all persons who hold an appointment in, or are employees of, the Boulia Shire Council

For the purpose of this policy a complaint includes information or matter.³

5 Nominated person

Having regard to s48A(2) and (3) of the CC Act, this policy nominates:

- Mayor as the nominated person/s⁴ to notify⁵ the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.⁶

Mayor's contact details: Mayor Rick Britton

Phone: 0407 122 430

Email: mayor@boulia.qld.gov.au

Postal Address: 18 Herbert Street, Boulia QLD 4829

Please mark all mail as 'Confidential'

Once the Boulia Shire Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the nominated person⁷.

6 Complaints about the CEO

Complaint involving a reasonable suspicion of corrupt conduct, where there is a nominated person

Where there is a nominated person, if a complaint may involve an allegation of corrupt conduct of the Chief Executive Officer of the Boulia Shire Council, the complaint may be reported to:

- the nominated person, or
- a person to whom there is an obligation to report under an Act⁸ (this does not include an obligation imposed by s37, s38 and 39(1) of the CC Act).

³ See s48(4) of the CC Act

⁴ See footnote 2 'Suggested outline of policy'

⁵ Under s38 of the CC Act

⁶ Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

⁷ See s48A(3) CC Act

⁸ See s39(2) of the CC Act

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the Chief Executive Officer, they are to:

- (a) notify the CCC of the complaint⁹, and
- (b) deal with the complaint, subject to the CCC's monitoring role, when -
 - directions issued under s40 apply to the complaint, if any, or
 - pursuant to s46, the CCC refers the complaint to the nominated officer to deal with¹⁰.

If the Chief Executive Officer reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the Chief Executive Officer must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC, and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person.

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the Chief Executive Officer is to take no further action to deal with the complaint unless requested to do so by the nominated person.

7 Resourcing the Nominated Person

If pursuant to s40 or 46, the nominated person has responsibility to deal with the complaint¹¹:

- (i) the Bouliia Shire Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately¹², and
- (ii) the nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
 - authorisation under a law of the Commonwealth or the State, or
 - the consent of the nominated person responsible for dealing with the complaint
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act¹³
 - the importance of promoting public confidence in the way suspected corrupt conduct in the Bouliia Shire Council is dealt with¹⁴, and
 - the Bouliia Shire Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they:

⁹ Under s38, subject to s40 of the CC Act

¹⁰ Under s43 and 44 of the CC Act

¹¹ Under s43 and 44 of the CC Act

¹² See the CCC's corruption purposes and function set out in s4(1)(b), 33, 34, 35 and the Bouliia Shire Council's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

¹³ See s57 and the CCC's corruption purposes and function set out in s4(1)(b), 33, 34, 35 of the CC Act

¹⁴ See s34(d) CC Act

- are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control staff of the Boulia Shire Council as if the nominated person is the Chief Executive Officer of the Boulia Shire Council for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the Chief Executive Officer to enter into contracts on behalf of the Boulia Shire Council for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by the Chief Executive Officer to the nominated person;

8 Liaising with the CCC

The Chief Executive Officer is to keep the CCC and the nominated person informed of:

- the contact details for the public official/CEO and the nominated person
- any proposed changes to this policy.

9 Consultation with the CCC

The Chief Executive Officer will consult with the CCC when preparing any policy about how the Boulia Shire Council will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.¹⁵

10 Statutory references

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

¹⁵ Section 48A of the CC Act



BOULIA SHIRE COUNCIL

Security Access Card and CCTV Policy

Category:	Policy
Policy Number:	152
Document Version:	1
Obsolete Version:	n/a 20 th June 2019
Keyword Classification:	Security Access Card, CCTV, video surveillance footage
Summary:	This policy is designed to give guidance for Council's security access card system and the viewing and release of Council CCTV footage within the relevant legislation.
Adoption Date:	
Resolution:	
Due for Revision:	3 years or as legislation changes
Revision date:	
Date revoked:	n/a
Related documents:	Boulia Shire Council Deed of Confidentiality Boulia Shire Council Code of Conduct Boulia Shire Council Privacy Plan Policy 127 Complaints Management Policy and Process <i>Footage Release Request Form - Queensland Police Service or other Regulatory Body</i> Internal CCTV Footage Release Request Form Right to Information and Information Privacy Access Application Form
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	Information Privacy Act 2009 Local Government Act 2009 Right to Information Act 2009

OBJECTIVE

Boulia Shire Council has an integrated security system covering most Council owned and operated buildings and/or structures. The systems are comprised of security access control equipment (security door access readers, security access cards, door alarms) and Closed Circuit Television Systems (CCTV) operations that are used in Council areas and publicly accessible areas.

Council endeavours to protect the safety of its assets, employees and the community with a range of initiatives including the installation of security access control equipment and CCTV cameras in public spaces and other Council controlled facilities and land.

This document aims to provide a framework for the establishment and operation of Council's security systems to ensure they are managed in accordance with relevant legislation. It applies to all of Council's security systems and CCTV systems installed or being established in public spaces by Council and within Council owned or controlled facilities and land and must be followed by all Council employees and Contractors engaged by Council to provide services in relation to them.

DEFINITIONS

To assist in interpretation, the following definitions apply:

Access	The act of viewing, or requesting copies of CCTV footage.
Closed Circuit Television (CCTV)	The use of video cameras to transmit images to a specific site where it can be monitored by authorised personnel for surveillance in public spaces or the protection of assets.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Boulia Shire Council
Data Subject	An individual who is a subject of personal information (i.e. an individual making an access request for CCTV footage about themselves).
Decision Maker	Employee with delegated decision making powers under the Right to Information Act 2009 and the Information Privacy Act 2009.
Employee	Local government employee: (a) the Chief Executive

	Officer; or (b) a person holding an appointment under section 196 of the Local Government Act 2009.
Law Enforcement Agency	A body of the Commonwealth or a State or Territory with responsibility for imposing law or sanctions.
Personal Information	Information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
Regulatory Body	A government body formed or mandated under the terms of a legislative Act to ensure compliance with the provisions of the Act.
Secure Area	Area containing the CCTV recording system, which is only accessible by authorised employees or contractor employees.
Security Access Card	An individual electronically chipped card that identifies a person and allows full or partial access to a secured Council owned/operated site.
Security Profile	An individual profile that allows persons to enter/exit, arm/disarm, nominated buildings/doors or areas within specified days/hours.
System	Council's CCTV surveillance system including CCTV cameras and Council's Security Access Card system.

SECURITY ACCESS CARD PROCEDURES

Security Access Card systems are used as a tool to control, monitor and restrict the flow of persons to certain areas of buildings.

Security Access Cards are issued to Council employees, visitors and approved contractors who access buildings or premises that Council owns or operates. The cards, when swiped (badged) across an electronic reader will allow and/or decline access to enter/exit security operated doors as per the card holders approved security profile.

All security access cards remain the property of Council and must be returned to the Council Administration building at the completion of facility hire, work or termination of employment.

Cards can be voided by authorised Council personnel 24/7 upon request by a Manager/Director if cards are believed to be misused or used inappropriately. Managers are then responsible for making a request to have the card reactivated, if necessary.

Contractors engaged by Council for the service or maintenance of the Security Access Card system must also comply with the details of this policy and the *Information Privacy Act 2009*.

CCTV PROCEDURES

Procedures for the use of CCTV footage are designed to guide the operation of Council's CCTV systems to ensure:

- Compliance with the *Information Privacy Act 2009* and other uses intended for those purposes, and
- Use is only for the intended purposes of preventing and detecting crime, managing response, recovery and investigation activities for incidents, accidents and emergencies to promote public safety and enhance the security of Council Operations and Assets, as outlined in this policy.

Council operates CCTV systems at selected sites to assist in protecting the safety and security of its assets, employees and the community. Council will operate its CCTV systems in accordance with the following principles:

Purpose

CCTV systems will be operated within applicable legislation and only for the purposes for which it was intended:

- To assist in the protection of assets and employees;
- To act as a deterrent for anti-social behaviour and crime in public spaces to create a safer environment for the community;
- To assist law enforcement agencies with early identification and more rapid response to unacceptable behaviour, suspicious activity and crime;
- To assist in the investigation and prosecution of crimes against a person, civil and criminal offences in relation to the security of public spaces and Council infrastructure.

Public Interest

CCTV systems will be operated with due regard to the privacy and civil liberties of members of the public, employees and contractors by:

- Development of standard operating procedures that recognise privacy, security and integrity in the viewing and use of all images recorded;
- Appropriate signage in place to inform the public that a CCTV system is operating;
- Informing authorised employees and contractors involved in the recording, observation and capture of images of the standard operating procedures and their responsibility to act in an ethical and lawful manner as required by legislation.

Security of CCTV Equipment and Images

- Use of CCTV equipment must be restricted to authorised employees and contractors only in accordance with standard operating procedures;
- Employees and contractors who have access to CCTV systems must be subject to a criminal history check;
- Employees and contractors must seek approval to view any images or footage;
- Measures must be taken to protect against unauthorised access, alteration, dissemination, disclosure, loss or destruction of recorded material;
- Equipment must be maintained to ensure its effective operation; and
- Relevant record keeping practices must be applied.
- The CCTV system is protected with appropriate technology to prevent corruption or unauthorised access.

Systems

The control of CCTV systems remains with Council. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant

legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Chief Executive Officer will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

CCTV equipment and the location of each camera will be chosen to meet the quality and image capture standards necessary to achieve Council's purpose for operating the system, taking into account the field of vision of the camera, light levels and other environmental conditions, and the desire to minimise the capture of images not relevant to Council's purposes.

While every reasonable effort will be made to ensure maximum effectiveness, it is not possible to guarantee the system will detect every incident taking place within the areas of coverage.

Systems will be operated on a continuous basis recording images/footage 24 hours a day. CCTV cameras will be configured to record images/footage only, with any sound recording facilities (if available) switched off or disabled unless required and authorised for lawful operational purposes.

Appropriate signage will be installed to inform the public and employees:

- That a CCTV system is operating in the area;
- The purposes for processing the CCTV images; and
- That Council is the agency responsible for processing the images.

To ensure privacy, wherever practicable the CCTV cameras will not be focused directly on domestic or residential accommodation.

CCTV equipment will be maintained and tested in accordance with a regular schedule to ensure optimum operation and image quality fit for purpose. Impediments such as the growth of foliage or other factors that may obscure images will be identified and addressed, and the accuracy of date and time stamps confirmed.

Recording and Storage of Images/Footage

Images/footage captured will be recorded on digital equipment located in secure areas within Council owned or controlled buildings. Images/footage will be stored for a fixed period of time usually determined by the system's storage capacity and business needs, after which time they will be automatically erased.

Access to this secure area will be controlled and limited to Council authorised employees or contractors only, for the purposes of monitoring images/footage or maintenance of equipment. Any access to CCTV monitors for viewing or downloading of images/footage will be documented in the **CCTV Footage Access Log** maintained at the Council Administration Building.

Commented [NT1]: Not sure where this is located?
Should this be in the registers folder?

Recording media used for the monitoring and capture of images/footage remains Council property.

Monitoring of Images/Footage

This section outlines the monitoring of images/footage only and does not allow the downloading of images/footage by authorised employees, contractors or the Queensland Police Service (QPS). The downloading of images/footage is subject to a request to Council.

Only the Chief Executive Officer can authorise employees or contractors to be involved in the monitoring of images/footage within any building. The Chief Executive Officer must ensure authorised personnel have undertaken a criminal history check and are fully briefed and trained with respect to all operational and administrative requirements relating to the operation of CCTV, including training in the data security requirements and the *Information Privacy Act 2009*.

Requests for Viewing or Copies of Images/Footage

Access to and disclosure of images/footage is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images/footage be required for evidential purposes. These aspects of this procedure reflect Information Privacy Principles 2 and 4 of the *Information Privacy Act 2009*.

All requests for CCTV footage are to be directed to the Chief Executive Officer for consideration.

Internal Requests

Requests for viewing or copies of recorded images/footage for Council purposes will be made on the relevant *Internal CCTV Footage Release Request Form* signed by the section manager requesting the information. Access will be restricted to images/footage required in relation to investigation of incidents pertaining to work, health and safety; unlawful, suspicious, inappropriate or unauthorised activity; aviation safety and security; public safety; or serious allegations about conduct or behaviour. Any images/footage supplied will only be viewed by employees or Council contractors authorised by the Chief Executive Officer.

Commented [NT2]: No form in the forms on h drive?
Admin might be working on it?

Requests from Law Enforcement Agencies or Regulatory Bodies

Requests from QPS (Queensland Police Service) for recorded images/footage in relation to the investigation of an alleged offence will be made on the *Footage Release Request Form - Queensland Police Service or other Regulatory Body* and be authorised by the Chief Executive Officer.

Commented [NT3]: No form in the forms on h drive?
Admin might be working on it?

Requests from regulatory bodies for recorded images/footage in relation to the investigation of an alleged offence will be made on the *Footage Release Request Form - Queensland Police Service or other Regulatory Body* and be authorised by the Chief Executive Officer.

Other External Requests

All other requests by persons or organisations external to Council for obtaining recorded images/footage must be made using the Right to Information and Information Privacy Access Application Form.

Access will not be granted unless the decision maker is satisfied that this is consistent with Council's obligations under the *Right to Information Act 2009* or the *Information Privacy Act 2009*.

Third parties wishing to access recorded images/footage in relation to an alleged offence should be directed to report to the QPS for investigation. QPS may request a copy of the recorded images/footage in accordance with the *Requests from Law Enforcement Agencies or Regulatory Bodies* section noted above.

Requests by individuals for their own images/footage captured on CCTV will be dealt with in accordance with the section below titled *Access by Data Subjects*.

Request to view for Emergency and Operational Situations

In the event of an emergency situation, please contact the Chief Executive Officer directly to view CCTV footage.

To obtain a recording of any CCTV footage, please refer to the following section (*Recording of Supplied Images/Footage*).

Recording of Supplied Images/Footage

Images/footage requested for police investigations must be supplied directly to QPS, not to any third party, and a QPS receipt obtained when the recordings are collected. This receipt will be registered in Council's electronic records system.

Where images/footage are released to a third party (including QPS), under the provisions contained in the *Right to Information Act 2009* or *Information Privacy Act 2009*, or retained for any other purpose in accordance with this procedure, these images/footage will be transferred to a digital medium format.

Where applicable, any recording medium will be cleaned before re-use to ensure images/footage are not recorded over images/footage previously recorded.

Copies will be retained by Council in a secure location on Council's electronic record system. Files will be given a unique reference number by the employee creating the file and a record made in the CCTV Footage Log.

Copies of recordings will be securely destroyed at the end of their lifespans as determined in accordance with the General Retention and Disposal Schedule and Aviation Security Regulations.

Access by Data Subjects

Council must comply with Information Privacy Principle 2, by placing signage that informs individuals that images/footage are being recorded by the CCTV surveillance system.

Individuals whose images/footage are recorded have a right to request to view the images/footage of themselves or be provided with a copy of the images/footage. Applications must be made using the Right to Information and Information Privacy Access Application Form.

The person requesting needs to provide enough information to enable location of the images/footage. The requestor must provide the following information:

- Date, time and location;
- An accurate description of the incident and anyone else who may have been involved (for example, police, ambulance); and
- Proof of identity, containing a photograph (for example, driver's licence or passport).

Following assessment of the request a written decision will be provided to the applicant in accordance with the requirements of the *Information Privacy Act 2009*.

In responding to a data subject access request, Council employees will use redaction tools to obscure images of other individuals in cases where releasing the unredacted images would involve an unfair intrusion into the privacy of the third parties concerned. Where Council is unable to comply with a request without disclosing information relating to another individual

who can be identified from that information, Council is not obliged to comply with the request unless that individual has consented to the disclosure or it is reasonable, in the circumstances, to comply without the individual's consent.

Complaints/Breaches

Breaches of this procedure by Council employees or contractor employees may constitute misconduct under the Code of Conduct. Disciplinary action may apply to Council employees.

It is recognised that there may be concerns or complaints in respect to the operation of a CCTV surveillance system. Any concerns or complaints will be managed in accordance with Council's Complaints Management Policy and Process.



BOULIA SHIRE COUNCIL

Domestic and Family Violence Leave Policy

Category:	Policy
Policy Number:	153
Document Version:	1
Obsolete Version:	n/a 20 th June 2019
Keyword Classification:	Domestic Violence, Family Violence
Summary:	To provide guidance in relation to employees effected by Domestic and Family Violence
Adoption Date:	
Resolution:	
Due for Revision:	Three years unless otherwise impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Policy 116 - Workplace Health, Safety, Environment and Quality Policy 137 - Employee Assistance Program Policy Policy 146 - Code of Conduct
Responsible Section:	Executive
Responsible Officer:	Chief Executive Officer
Legislation:	- Domestic and Family Violence Protection Act 2012 - Work Health and Safety Act 2011 - Public Service Act (2008) - Code of Conduct for the Queensland Public Service

	<ul style="list-style-type: none"> - Family Leave (Queensland Public Sector) Award – State 2012 - Domestic and Family Violence Leave Procedure - Leave Application Form - Workplace Safety Plan Agreement - Domestic and Family Violence Risk Assessment Checklist
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PURPOSE

Boulia Shire Council (“Council”) is strongly committed to providing a healthy and safe working environment for all employees. It is recognised that employees sometimes face difficult situations in their work and personal life, such as domestic and family violence (“DFV”), which may affect their attendance and performance at work.

DFV occurs when one person in a relationship uses violence and abuse to maintain power and control over the other person. This can include behaviour that is physically, sexually, emotionally, psychologically or economically abusive, threatening, and coercive or aimed at controlling or dominating the other person through fear. DFV can affect people of all cultures, religions, ages, genders, sexual orientations, educational backgrounds and income levels.

Council leaders, managers, supervisors and all employees are committed to making Council a great place to work. Council can make a significant difference to employees affected by DFV by providing appropriate safety and support measures.

DFV is unacceptable in any setting, including the workplace. Any Council employee who perpetrates violence and abuse from the workplace, including by telephone, fax, mail, email, internet or social media may be subject to disciplinary action.

All employees have a responsibility to model the public service values, which includes behaving in a way that promotes a work environment free from any form of violence and supporting those who are affected by DFV. Fostering a workplace culture where employees affected by DFV are supported in the workplace, contributes to a healthy and safe working environment for all.

APPLICATION

This policy applies to employees of Council, including contractors, agency temporary staff, work experience and industry placements, trainees and volunteers.

POLICY

1.1 Confidentiality and Disclosure

Council employees have the right to choose whether, when and to whom they disclose information about being affected by DFV. This policy does not override any legal obligations to disclose information. Information disclosed by an employee in relation to DFV will be kept confidential, except to the extent that disclosure is required or permitted by law.

1.2 Awareness Raising

Council will make available and promote the online awareness raising program, *Recognise, Respond, Refer: Domestic Violence and the Workplace*, jointly developed by the Queensland Government and **Australia's CEO Challenge DV**. All employees are strongly encouraged to complete the program. Council will ensure that information on support options are made available to employees.

1.3 Support Options Available to Employees

There are a number of support options available to assist employees affected by DFV. In relation to clauses 1.3.3 to 1.3.6, these arrangements should be reviewed at regular intervals to ensure that they are appropriate.

1.3.1 Evidence

An employee is required to provide evidence that the employee has experienced DFV and needs to take leave as a result. Acceptable evidence includes;

- a) evidence from the police; or
- b) evidence of a legal proceeding or court report; or
- c) evidence from a doctor or other health practitioner; or
- d) a report from a Counsellor; or
- e) written advice or a statutory declaration from the employee.

1.3.2 Leave Entitlement

- a) An employee, other than a casual employee, is entitled to 10 days of DFV leave on full pay in a calendar year (non-cumulative) if -
 - i. The employee has experienced DFV; and
 - ii. The employee needs to take DFV leave as a result of DFV.
- b) The employee may need to take DFV leave if the employee is -
 - i. Recovering from an injury caused by the violence; or
 - ii. Attending an appointment related to the violence, including an appointment to attend counselling, to obtain legal advice, for medical treatment or with police officers; or
 - iii. Preparing for a court appearance related to the violence; or
 - iv. Attending court for a proceeding related to the violence; or
 - v. Finding housing that is necessary because of the violence; or
 - vi. Organising child care or the education of a child that is necessary because of the violence.
- c) All applications for DFV leave are to be made in writing to a Human Resources representative and are required to include evidence as outlined in subsection 1.3.1.
- d) The employee does not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a fraction of a day.

The employee may also access further paid or unpaid leave, including sick leave,

carers leave, annual leave, long service leave, special unpaid leave or other accrued time to attend to matters arising from DFV - this will be in accordance with the directives relating to each type of leave.

1.3.3 Requirement for Employee to Give Notice

- a) An employee's entitlement to DFV leave is conditional on the employee giving Council notice of -
 - i. the employee's absence from work; and
 - ii. if it is possible to notify Council before the leave is taken, the approximate period the employee will be absent.
- b) The employee must give Council notice under section 1.3.3 a)
 - i. before or on the day the employee is to take leave; or
 - ii. if it is not possible to notify Council before the leave is taken, during the leave or as soon as possible after the leave ends.

1.3.4 Work Performance and Attendance

- a) Work performance or attendance may be influenced by factors not connected with work. Employees will be supported and encouraged to raise concerns about their personal circumstances, including whether DFV is a contributing factor to work performance and attendance.
- b) It may also be necessary to include additional support and provide reasonable workplace and role adjustments for a period of time. Regular reviews, a return to work plan and a performance improvement process may still be required.

1.3.5 Flexible Working Arrangements

- a) Council may provide employees affected by DFV with access to flexible working arrangements. In the first instance, employees are encouraged to discuss their request for flexible working arrangements with their supervisors.

1.3.6 Counselling Support Services

- a) Council will offer the Employee Assistance Program (EAP) or similar, to all employees and their immediate family members. The EAP offers free and confidential support services through face-to-face, telephone and online counselling.
- b) The EAP also provides specific advice to supervisors to support employees affected by DFV.

1.3.7 Other Workplace Support and Role Adjustments

Council may also consider:

- a) workplace safety needs and arrangements to protect the employee and colleagues following a risk assessment, including increased security measures;
- b) supporting employees to have the workplace included in a Domestic Violence Order issued by the courts, where appropriate;
- c) providing other support and reasonable adjustments in the workplace, such as:
 - job redesign or changes to duties;

- changes to working hours or patterns of work;
- changes to email address and telephone numbers;

1.4 Safety In The Workplace

Of paramount consideration is the safety and wellbeing of all Council employees in the workplace. Fostering a workplace culture where employees affected by DFV are supported contributes to a healthy and safe working environment for all.

In situations where an employee affected by DFV is concerned for their safety or that of their colleagues, it is recommended that the employee work in consultation with their supervisor to develop a Workplace Safety Plan Agreement.

A DFV Risk Assessment Checklist should be completed by the supervisor in consultation with the employee affected by DFV, prior to completing a Workplace Safety Plan Agreement, and include any necessary support and reasonable adjustment.

The Workplace Safety Plan Agreement should outline the specific workplace safety needs and arrangements to support the employee, such as:

- any changes in relation to any work patterns, practices or work location;
- any precautionary plans to be undertaken pre or post-work (e.g. travel arrangements, etc.) to support the safety of the employee;
- any workplace changes and/or security measures to protect the employee and their colleagues where necessary; and
- updated emergency contacts and/or next of kin details.

Arrangements should be reviewed at pre-determined intervals to ensure currency and to ascertain ongoing appropriateness.

RESPONSIBILITIES

Managers/Supervisors will:

- a) model the public service values, including behaviour in a way that promotes a work environment free from any form of violence;
- b) actively participate in DFV related learning and development activities to effectively communicate and manage any domestic violence arising in the workplace;
- c) encourage employees to actively participate in DFV related learning and development activities;
- d) sensitively communicate with employees affected by DFV;
- e) take prompt and appropriate action to address any reports of employees affected by DFV;
- f) ensure appropriate levels of support are provided to employees affected by DFV; and
- g) ensure appropriate management of work performance and monitoring of attendance issues.

Employees will:

- a) model the public service values, including behaving in a way that promotes a work environment free from any form of violence;

- b) actively participate in DFV related learning and development activities;
- c) sensitively communicate with colleagues affected by DFV; and
- d) ensure colleagues are aware of available support services and encourage colleagues to seek assistance.

TITLE:	Media Policy Repeal	DOC REF: 11.2.6
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: {date}
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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:

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 proposed changes to Council's Social Media Policy.

CONTENT:

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

Council currently has a Social Media policy (policy number 144) which is intended to help staff make appropriate decisions about the use of social media and outline the standards required to be observed when using social media.

However, alongside social media, Council also uses other media avenues such as radio, television, online publications and newspapers as a communication and community engagement tool. In consideration of this, it is important to also provide Councillors and staff with guidance around the use of these types of media.

As media and social media generally work together, it is suggested that the existing Social Media policy be repealed and the attached new Media (including Social Media) Policy be adopted by Council.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

That Policy 144 Social Media Policy be repealed

2. That Policy 163 Media (including Social Media) Policy as presented to Council be adopted.

ATTACHMENTS:

1. Draft 163 Media including Social Media Policy [11.2.6.1 - 7 pages]

Chief Executive Officer	Lynn Moore
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BOULIA SHIRE COUNCIL

Media (including Social Media) Policy

Category:	Policy
Policy Number:	163
Document Version:	New
Obsolete Version:	n/a
Keyword Classification:	Media, Social Media
Summary:	This policy is intended to help staff make appropriate decisions about the use of media and social media.
Adoption Date:	
Resolution:	
Due for Revision:	Every three years or as impacted by legislation
Revision date:	
Date revoked:	n/a
Related documents:	Policy 112 Email and Internet Policy Policy 129 Councillor Code of Conduct Policy 146 Code of Conduct
Responsible Directorate:	Executive
Responsible Officer:	Administration Supervisor
Legislation:	Local Government Act 2009 Local Government Regulations 2012 Information Privacy Act 2009

POLICY STATEMENT

Boulia Shire Council (Council) recognises the importance of communicating Council initiatives, services and decisions to its key stakeholders – ratepayers, residents, community organisations, visitors, business, industry and government - through a range of media.

Council uses both media and social media as a communication and community engagement tool.

This policy is intended to help staff make appropriate decisions about the use of media and social media, outline the standards required to be observed when engaging with media or using social media, media approvals, the circumstances in which we will monitor use of social media and the action we will take in respect of breaches of this policy.

SCOPE OF THE POLICY

This policy applies to all communications from the Boulia Shire Council to the community and applies to all Councillors, staff and contractors. For the purposes of this policy:

Media can include radio, television, print media, photographers, specialist publications, internet news, online publications and newspapers. Media releases may include a direct quote from an elected member or staff member. It includes any emails forwarded to the media industry with the potential of being published in a newspaper or on a website or other public platform. Internally generated and distributed media and receipt of external enquiries from the media form part of this policy also.

Social media encompasses a wide range of digital spaces within which content can be posted, shared and commented on. It can consist of a variety of websites and applications such as Facebook, Twitter, LinkedIn, Instagram, blogs, wikis, podcasts, forums or message boards etc., as well as Council's official social media.

This policy applies to all staff, contractors and volunteers employed or engaged by Boulia Shire Council and any individual who may at any time potentially be perceived as communicating on behalf of Council, including Councillors, committee members and other stakeholders. The policy is not intended to cover personal use of social media where the user publishes content in their own personal capacity and makes no reference to being associated with Boulia Shire Council and it also does not apply to the use of personal advertising, however the principles of this policy apply to both.

This policy does not form part of any contract of employment/engagement and it may be amended at any time.

The Chief Executive Officer (CEO) has overall responsibility for the effective operation of this policy. Questions regarding the content or application of this policy should be directed to the Administration Supervisor.

MEDIA

Council will openly communicate with its key stakeholders to achieve organisational transparency and accountability by providing the media with accurate and timely information. Council will establish a positive relationship with the media to contribute to balanced and objective reporting of Council matters. Council will openly discuss matters of interest with the media unless disclosure would contravene information privacy, commercial in confidence or any legislative provision or duty of care.

The Mayor is the designated spokesperson for all matters determined by full Council, and any other non-administration matter. In absence of the Mayor, the Deputy Mayor is authorised to speak on all matters usually responded to by the Mayor.

Councillors are entitled to express their personal views provided the comments are not attributed to them in any official Council position.

Councillors, if requested by the media, to provide a quote or respond to a matter outside their portfolio, should forward such media enquiries to the Mayor.

Unless authorised by the Mayor, in accordance with this policy, a Councillor must not speak to media on behalf of Council. If an elected member wishes to liaise with the media on a matter or has been contacted directly by any media to provide comment, the Councillor must notify the Mayor and/or CEO of: the publication name, publication date, nature of the story and the quote they provided as soon as possible.

The CEO is the spokesperson for administration matters. The CEO may delegate spokesperson authority to the relevant departmental Director or appropriate staff member. All enquiries from and to the media should be facilitated through the Office of the CEO (Executive Assistant). The Office of the CEO is the central point of contact for all staff wishing to promote events, opportunities, services or programs.

From time to time, staff may be required to provide information for a Director, CEO or elected member on a topic. Providing the information promptly and to a high level of accuracy is essential.

MEDIA APPROVALS

The Mayor or CEO (depending if the article is general Council business or administrative only) must approve all media prior to issue/publication/distribution.

Any person quoted in print material will be provided an opportunity to review/amend their quote.

If an elected member other than the Mayor is quoted, only elected member quotes which support Council's agreed position will be approved.

Council staff, their spouses and close relatives, should refrain from providing personal public comment on Council operations, policy or decisions, including on social media channels such as Facebook, YouTube, Twitter, Instagram, LinkedIn, and other forms including blogs, video/photo posting sites, forums and online chat services, in accordance with Council's Employee Code of Conduct Policy.

USING SOCIAL MEDIA SITES IN COUNCIL NAME

Only delegated Staff that have been issued with the relevant authorisation to interact on Council social media sites can act on a Council social media account.

Staff delegated to post on social media websites as Council will:

- act in accordance with Council's Code of Conduct
- comply with relevant laws and regulations
- post and share in a manner that maintains the organisation brand, upholds our integrity, reputation and values and builds a positive and trusted online presence
- maintain records where required.

CONTENT ON OUR SOCIAL MEDIA SITES

Council's social media sites are primarily intended for information distribution only. Any complaints, service requests etc should be directed for lodgment and further action to the Council office.

All content shall fall within the following parameters:

- be related to the works and services of Council,
- promote Council's tourism attractions,
- promote local events and workshops,
- be customer focused, with the needs of the user in mind,
- not promote a third party commercial business

Council acknowledges that comments posted on our social media sites by third parties cannot be completely controlled and may not always support and endorse Council. While Council respects the right of individuals to express their personal opinion, in order to keep with the intent of Council's social media sites and to promote a respectful and welcoming environment, bullying or degrading comments of any description or the use of profanity will not be tolerated on any Council social media site and comments of this nature will be removed from the page and/or may result in the person posting the comment being banned from Council's social media site.

Content that is removed from a Council social media site will be recorded and stored in Council's electronic record management system and will include information regarding:

- the post content,
- the Author's name,
- the date and time,
- the name of the Council's social media site from which the content was removed from,
- a screen shot of the content prior to removal.

The CEO is to be notified of all comments that are removed from social media sites.

Other comments that raise legal, privacy or political concerns, should be managed immediately in consultation with the CEO or appropriate Department Director.

Delegated staff that have the authority to reply to comments on social media sites shall exercise sound judgment and common sense when responding and not enter into or start arguments.

If delegated staff are unclear on the content of any post, comment or reply, they are to seek advice and approval from the CEO or appropriate Department Director.

PERSONAL USE OF SOCIAL MEDIA SITES DURING WORK TIME

Council permits the incidental use of social media sites for personal use subject to certain conditions set out below. However, this is a privilege and not a right. It must neither be abused nor overused and Council reserves the right to withdraw their permission at any time at their entire discretion. The following conditions must be met for personal use to continue:

- use must be minimal and take place substantially out of normal working hours (that is, during lunch hours, before 8.15 am or after 5.00 pm),
- use must not interfere with business or office commitments,
- use must comply with the Email and Internet Policy, Employee Code of Conduct and Councillor Code of Conduct.

Any comment posted in a personal capacity should not be purported to be made on behalf of Bouliia Shire Council or in relation to Council's decision making.

Posts or comments by Councillors (including on a Councillor's personal social media platform) related to Council administration or business are considered public records.

MONITORING USE OF SOCIAL MEDIA WEBSITES

Staff should be aware that any use of social media sites (whether or not accessed for work purposes) may be monitored and, where breaches of this policy are found, action may be taken under our Code of Conduct.

Council reserves the right to restrict or prevent access to certain social media sites if it considers personal use to be excessive. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

If staff notice:

- any use of social media by other members of staff in breach of this policy
- any content posted on social media about Council (whether complementary or critical)

they are requested to report it to Chief Executive Officer.

MANAGING A PERSONAL OPINION

Prior to an adopted position by Council, Councillors may express personal opinion, however such quotes will not be published by the Bouliia Shire Council. Up until a decision is made by Council on a topic, Councillors must acknowledge their comment as being their view or opinion and not that of Council. At the point Council makes a decision on the topic, Councillors should respectfully support the decision as that of the majority of Council.

Staff are not permitted to comment publicly on Council business. In speaking informally with the public, staff must support Council's decisions.

GUIDELINES ON MAKING PUBLIC COMMENTS

- Use positive language
- Have a main thought in mind and stick to the topic
- Make your point quickly
- After a decision is adopted by Council, Councillors are not permitted to use language that is disparaging of Council's decision
- Accurate and consistent Council image, brand and messaging
- A flexible yet efficient system to receive and deliver Corporate communication
- Timeliness of messaging
- Management of reputational risk
- Circulate a copy of the media release to the organisation to keep Councillors and staff informed of current news
- Use all forms of media to circulate the message including Council's website and social media accounts

BREACH OF POLICY

Breach of this policy may be dealt with under Council's code of conduct policies and, in serious cases, may be treated as gross misconduct leading to dismissal.

Misuse of social media sites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.

TITLE:	Councillor Portfolio Nomination	DOC REF: 11.2.7
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 15/11/2022
CORPORATE PLAN REFERENCE: Key Priority 8: Proactive and responsible leadership 8.2: Strong representation 8.2.1: To represent and collectively make decisions to benefit the entire community		
RISK MANAGEMENT: Information Report only - not applicable.		
PURPOSE: To determine if Councillors wish actively represent various community and regional groups in individual portfolios or continue with committee representation.		
CONTENT: In the process of delivering good governance to the Boulia Shire, Councillors and senior staff attend and represent Council on a variety of committees. The attached brief outlines the functions of the individual portfolios which will be a guide for Councillors to determine their interest in nominating for one or more of the committees associated with a portfolio. It is a preferable that a primary and a secondary Councillor be nominated along with a supporting staff member. This report seeks Council's appointment of Councillors to each of the listed portfolios which will then become a responsibility to provide information back to the other councillors when meetings occur.		
CONSULTATION: N/a		
GOVERNANCE IMPLICATIONS: n/a		
RECOMMENDATION: <ul style="list-style-type: none"> • That council review the attached Portfolio Policy recommendation and endorse with changes if required. • That council adopt the Portfolio Policy as a guide. 		
ATTACHMENTS: 1. Draft Portfolio Representative Policy 2022 [11.2.7.1 - 6 pages] 2. Draft spreadsheet of Councillor Portfolios [11.2.7.2 - 1 page]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



BOULIA SHIRE COUNCIL

Portfolio Representative Policy

Category:	Policy
Policy Number:	163
Document Version:	V.1.0
Obsolete Version:	n/a
Keyword Classification:	Councillor portfolio representation
Summary:	The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives
Adoption Date:	<i>(to be added after Council adoption)</i>
Resolution:	<i>(to be added after Council adoption)</i>
Due for Revision:	<i>In conjunction with any changes to the roles of the councilors</i>
Revision date:	<i>Bi-annually</i>
Date revoked:	n/a
Related documents:	Councillor Code of Conduct Acceptable request guidelines.
Responsible Section:	Office of the Chief Executive
Responsible Officer:	Chief Executive Officer
Legislation:	S12 Local Government Act 2009

1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives. Council is complex and diverse statutory body that is responsible for the good rule and local government of the Boulia Shire.

2. PRINCIPLES

While Council has adopted a portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the Local Government Act 2009 (the Act), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act. The portfolios are focused at the **strategic** level of Council. The policy is not intended to detract from any Councillor's responsibility to represent all constituents on day to day issues.

3. SCOPE

This policy applies to:

- the Mayor and Councillors of the Boulia Shire Council and
- the Senior Leadership Group consisting of the Chief Executive Officers and Directors will implement and consult with portfolio Councillors.

4. RESPONSIBILITY

Councillors must represent the current and future interests of the residents of the Shire. Assigning Councillors' to Portfolios ensures:

- a) The workload associated with being an elected member is shared across all Councillors;
- b) Informed discussion is generated by the whole of Council; and
- c) Councillors act as sounding boards for strategic issues and suggestions from the Senior Leadership Group, members of the public, and other Councillors relating to their portfolio.

The portfolio system is a way of spreading responsibility and profile across all Councillors.

5. DEFINITIONS

Senior Leadership Group – consists of the Chief Executive Officer and two Directors

6. POLICY

6.1 Councillor Portfolios

Council has adopted a portfolio system where each Councillor has been assigned as a representative for a specific portfolio. The portfolios are as follows:

- 6.1.1 Councillor representation of portfolios may be reviewed as Council deems appropriate.
- 6.1.2 Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's strategic activities and issues.
- 6.1.3 The Portfolio Councillor will be able to speak with knowledge on strategic matters and projects in his/her portfolio at Council meetings and publicly, if requested to by the Mayor.

- 6.1.4 The advantage from the Officer perspective is that the Portfolio Councillor will be better able to represent and understand the topical or pending issues of the portfolio area.
- 6.1.5 Council's Senior Leadership Group will consult with the Portfolio Councillor/s regarding issues, to help inform policy direction for presentation to Council.

6.2 Role of Portfolio Councillors

- 6.2.1 For clarity, the responsibilities of a Portfolio Councillor **do not include**:
- a) Involvement in operational matters of the organisation.
 - b) Giving directions to staff. For example: Portfolio Councillors cannot independent of Council set policy or direct Officers in carrying out their duties, including report preparation. Portfolio Councillors may discuss the proposed content of reports with Directors, but the report preparation and content will always remain the Officers responsibility. It is most important that reports presented to Council are written by Officers reflecting their professional judgement.
 - c) Committing Council funds or promise to fund or resource any project or matter.
 - d) Making strategic or policy decisions on behalf of Council; or
 - e) Portraying personal views when representing or speaking on behalf of Council.
- 6.2.2 **The role of a Portfolio Councillor is to:**
- a) To liaise with the community and attend meetings, forums or deputations, as required.
 - b) To keep the Mayor abreast of issues and to liaise with other Councillors regarding matters that may affect their portfolio areas.
 - c) To comply with the Media Policy when engaging with the media.
 - d) To request further information from Council officers in accordance with Council's Acceptable Request Guidelines.
- 6.2.3 Portfolio Councillors are not responsible for the operational performance or outcomes of the portfolio area.
- 6.2.4 The communication of information to Councillors in general will not change, with all Councillors being abreast of major issues requiring all Councillors' knowledge for possible future Council action. Portfolio holders may advise what extra information should be communicated to Council.
- 6.2.5 Formal Community engagement activities are to be approved by the Mayor and a member of the Senior Leadership Group - planned and documented as per the Community Engagement Policy and Procedure.

7 LEGAL PARAMETERS

S12 Local Government Act 2009 – Role of Councillors

8 ASSOCIATED DOCUMENTS

- Acceptable Request Guidelines
- Media Policy (including Social media)
- Councillor Code of Conduct
- Employee Code of Conduct
- Community Engagement Policy

10. Schedule of Councillor Portfolios

Portfolio	Portfolio Purpose	Portfolio inclusion areas	Portfolio Councillor support Officers and Committees
Communities, Housing & Public Open Spaces	<ul style="list-style-type: none"> • To support the provision of council housing to attract and support staff to Boulia. • To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated. • The provision of safe and welcoming spaces to connect, engage and learn 	<ul style="list-style-type: none"> ➤ Community Development & Wellbeing ➤ Community Safety (SES) ➤ Libraries ➤ Indigenous inclusion ➤ Sport & Recreation ➤ Healthy Active Lifestyles ➤ Multicultural inclusion ➤ Community grants ➤ Council Housing Management 	Representatives: <ul style="list-style-type: none"> • 2 Councillors • CEO • CSM
			Committees: <ul style="list-style-type: none"> • Community Advisory Committee • Housing committee • Local State emergency Service (SES)
Economic Development & Planning	Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation	<ul style="list-style-type: none"> ➤ Agriculture and Horticulture – growth and diversification ➤ Regional Partnerships ➤ Town Planning ➤ Investment attraction ➤ Innovation & diversification ➤ Digital Connectivity ➤ Building & Development 	Representatives: <ul style="list-style-type: none"> • Mayor • 1 Councillor • CEO • DWO
			Committees: <ul style="list-style-type: none"> • Outback Highway Development Committee (OHDC) • Regional Area Promotion and Development (RAPAD) • Western Qld Local Government Association. (WQLGA)

Tourism & Events	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	<ul style="list-style-type: none"> ➤ Tourism Development ➤ Events & Tourism Grants Program ➤ Marketing and Promotion ➤ Local community events ➤ Event Planning ➤ Event Traffic Management Plans ➤ Arts & Culture promotion 	<p>Representatives</p> <ul style="list-style-type: none"> • Councillors • CEO • CSM <hr/> <p>Committees:</p> <ul style="list-style-type: none"> • Outback Qld Tourism Association (OQTA) • Regional Arts Development Fund Reference Panel (RADF) • Tourism Operators Meetings • Boulia Historical Society
Rural Services & Environmental Management	To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals	<ul style="list-style-type: none"> ➤ Native Title ➤ Biosecurity (including pest management) ➤ Town Common and Stock Route Reserves ➤ Animal Management and Compliance ➤ Weed Management (including gravel pits and landfills) ➤ Environmental Health ➤ Work Camp ➤ Renewable Energy Solutions ➤ Rural Fire Service 	<p>Representatives</p> <ul style="list-style-type: none"> • Mayor • 1 Councillor • DWO <hr/> <p>Committees:</p> <p>CWRPMG- Central West Regional Pest Management Group</p>

Infrastructure & Asset Management	<p>Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shires assets are supportive of the long term plans of council.</p>	<ul style="list-style-type: none"> ➤ Roads, Transport ➤ Aerodromes ➤ Water (Supply, Security, Planning) ➤ Storm water drainage ➤ Waste Water & Sewerage services ➤ Community Infrastructure ➤ Council Facilities (including showgrounds) ➤ Workplace Health and Safety ➤ Fleet and Plant ➤ Work Camp ➤ Town beautification ➤ Disaster Management 	<p>Representatives:</p> <ul style="list-style-type: none"> • Mayor (LDMG Chair) • Dep Mayor • 1 Councillor • DWO • DCS <p>Committees:</p> <ul style="list-style-type: none"> • Plant Committee • RAPADWSA-RAPAD water and sewerage alliance • ORRTG-Strategic group • Local Disaster Management Group
Finance & Governance	<p>To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement</p>	<ul style="list-style-type: none"> ➤ Financial Management & Sustainability ➤ Rates/Budgets ➤ Audit ➤ Information Technology ➤ Corporate Planning ➤ Performance Management ➤ Risk Management ➤ Governance ➤ Policy ➤ Delegations ➤ Land matters, leases, legal matters 	<p>Representatives:</p> <ul style="list-style-type: none"> • Mayor • Dep Mayor • CEO • DCS <p>Committees:</p> <ul style="list-style-type: none"> • Audit & Risk Committee • Enterprise Bargaining Committee

Abbreviations:

- CEO – Chief Executive Officer
- DWO – Director of Works and Operations
- DCS- Director of Corporate and Financial Services

'PORTFOLIOS' Policy No 163	Communities, Housing & Public Open Spaces	Economic Development & Planning	Tourism & Events	Rural Services & Environmental Management	Infrastructure & Asset Management	Finance & Governance
Councillor Membership	Councillor – Jan Norton	Councillor -Tim Edgar	Councillor -Jan Norton	Councillor- Sam Beauchamp	Councillor – Dep Mayor Jack Neilson	Councillor – Jack Neilson (Dep Mayor)
	Councillor -Tim Edgar	Mayor- Rick Britton	Councillor – Sam Beauchamp	Mayor- Rick Britton	Councillor – Sam Beauchamp	Mayor- Rick Britton
					Mayor – LDMG Chair	
Directorates and staff support (XXX)	<ul style="list-style-type: none"> Office of CEO (CEO) Community Services (CSM) 	<ul style="list-style-type: none"> Office of CEO (CEO) Works and Operations Directorate (DWO) 	<ul style="list-style-type: none"> Office of CEO (CEO) Community Services (CSM) 	<ul style="list-style-type: none"> Works and Operations Directorate (DWO) 	<ul style="list-style-type: none"> Works and Operations Directorate (DWO) Corporate and Financial Services Directorate (DCS) 	<ul style="list-style-type: none"> Corporate and Financial Services Directorate (DCS), Partial Office of CEO (CEO)
Purpose	<ul style="list-style-type: none"> To support the provision of council housing to attract and support staff to Boulia. To pursue active and healthy lifestyles where cultures, traditions and the arts are celebrated. The provision of safe and welcoming spaces to connect, engage and learn. 	Strong economic growth and effective town planning where small to medium enterprises and agriculture-related business thrive, with a focus on improved connectivity, skilling, diversification and innovation	Tourism Events play in the long-term economic development and sustainability of communities in the Shire. Tourism Events can stimulate the local economy and employment through increased visitation, length of stay and expenditure while simultaneously encouraging business partnerships, creating a positive destination image of a region and building a sense of pride within the community.	To enhance, protect and sustain the environment, ensuring a triple bottom line approach of balancing social and economic needs with environmental goals.	Effective infrastructure design to support the Shire's needs with a focus on visionary planning to suit changing needs into the future. The shires assets are supportive of the long term plans of council.	To develop effective governance framework that drives enhanced organisational performance through project management, financial sustainability, performance management and community engagement.
Key Functional Areas	Community Development & Wellbeing	Agriculture and Horticulture – growth and diversification	Tourism Development	Native Title	Roads, Transport	Financial Management & Sustainability
	Community Safety (SES)	Regional Partnerships	Events & Tourism Grants Program	Biosecurity including pest management	Aerodromes	Rates/Budgets
	Libraries	Town Planning	Marketing and Promotion	Town Common and Stock Route Reserves	Water (Supply, Security, Planning)	Audit
	Indigenous inclusion	Investment attraction	Local community events	Animal Management and Compliance	Storm water drainage	Information Technology
	Sport & Recreation	Innovation & diversification	Event Planning	Weed Management (including pits and landfills)	Waste Water & Sewerage services	Corporate Planning
	Healthy Active Lifestyles	Digital Connectivity	Event Traffic Management Plans	Environmental Health	Community Infrastructure	Performance Management
	Multicultural inclusion	Building & Development	Arts & Culture promotion	Work Camp	Council Facilities (including showgrounds)	Risk Management
	Community grants			Renewable Energy Solutions	Workplace Health and Safety	Governance
	Council Housing Management			Rural Fire Service	Fleet and Plant	Policy
					Work Camp	Delegations
					Town beautification	Land matters, leases, legal matters
					Disaster Management	
Key Strategies	Community Safety Strategy	Economic Development Plan	Tourism & Events Strategy	Biosecurity Plan	Drinking Water Quality Management Plan	ICT Strategy
	Racecourse Master Plan		Welcome Mate promotion	Stock Route Management Plan	Asset Management Plans	CCTV Strategy
	Library Services Strategic Plan			Waste Reduction & Recycling Plan	Service Levels Agreements	Local Disaster Management Plan
				Indigenous Land Use Agreements (ILUA)	10 year Plant Renewal Program	Long Term Financial Plan
					10 year Capital works program	Enterprise Risk Management Framework
Committees:	Community Advisory Committee	Outback Highway Development Committee (OHDC)	Outback Qld Tourism Association	CWRPMG- Central West Regional Pest Management Group	Plant Committee	Audit & Risk Committee
	Housing committee	Regional Area Promotion and Development (RAPAD)	Regional Arts Development Fund Reference Panel		RAPADWSA-RAPAD water and sewerage alliance	Enterprise Bargaining Committee
	Local State emergency Service (SES)	Western Qld Local Government Association.	Tourism Operators Meetings		ORRTG-Strategic group	
			Boulia Historical Society		Local Disaster Management Group	

TITLE:	Outback Highway request for increased annual subscription	DOC REF: 11.2.8
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 15/11/2022
CORPORATE PLAN REFERENCE: Key Priority 3: Economic Development - A sustainable local economy 3.3: Innovate and explore opportunities 3.3.1: Identify economic opportunities and enablers for the Shire		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as Low L-1 .		
PURPOSE: Outback Highway Development Council Inc. have submitted a request, in line with the resolution of members in September 2022, for an increase in subscription of \$5000 per council. These extra funds will be used to focus on future project work on the sustainable development of the road corridor.		
CONTENT: Given the OHDC Inc has now been successful in securing the \$678million in the October budget, the organisation can now pivot to focus on the Sustainable Development of the corridor. This task may require further project work and resources to ensure the OHDC Inc can deliver what is required. The letter of request is attached to support an increase in the OHDC subscriptions from \$25,000/yr to \$30,000/yr in 2022-23. This request is justified and necessary to continue with the work OHDC has completed over the past 25 years and has a track record of achieving.		
CONSULTATION: OHDC meeting September 2022 – resolution. “That the OHDC Inc writes to each member council seeking approval for an additional \$5000 to the OHDC Inc. membership totalling a \$30,000 Membership in the 2023-24 Financial year.” Moved: Rick Britton: Seconded Kevin Hannagan Result: Carried		
GOVERNANCE IMPLICATIONS: Council budget for the OHDC will be increased by \$5000 for the 2023-2024 budget which is not material in amount.		
RECOMMENDATION: <ul style="list-style-type: none"> • That council endorse the increase of \$5000 to OHDC Membership subscriptions is in order and • That council write to OHDC confirm this action and • That the budget allocation for OHDC Membership subscriptions for 2023-2024 be \$30,000 		
ATTACHMENTS: 1. Boulia Mship request 2023-24 [11.2.8.1 - 1 page]		
Reviewed and Approved by Chief Executive Officer		Ms Lynn Moore



The Outback Way- Australia's Longest Shortcut

Outback Highway Development Council Inc.

All correspondence to: PO Box 1263, Warwick, Qld, 4370

P: 0418785285 : gm@outbackway.org.au

www.outbackway.org.au

Ms Lynn Moore
CEO
Boulia Shire
Boulia, Qld 4829

Dear Lynn,

I write regarding the financial contribution your Council makes to the Outback Highway Development Council Inc,(OHDC Inc) as a member of the Alliance of Councils.

Given the OHDC Inc has now been successful in securing the \$678million in the October budget, the organisation can now pivot to focus on the Sustainable Development of the corridor. This task may require further project work and resources to ensure the OHDC Inc can deliver what is required, hence I write to request an increase in the budget allocation from \$25,000/yr to \$30,000/ yr in 2023-24.

At the OHDC Inc General Meeting in September, the following resolution was moved and carried.

"That the OHDC Inc writes to each member council seeking approval for an additional \$5000 to the OHDC Inc. membership totalling a \$30,000 Membership in the 2023-24 Financial year."

Moved: Rick Britton, Seconded: Kevin Hannagan Result: Carried.

Your ongoing support and contribution is greatly appreciated and it has helped deliver the results to date and the additional contribution will help facilitate maximising the opportunities and mitigating the risks, the sealed Outback Way will provide. I look forward to your written response to this request.

Thank you for your assistance with this matter.

Your sincerely,

Helen Lewis
GM – OHDC Inc.

The OHDC Inc- an Alliance of Councils: Patrick Hill -President **Shire of Laverton-** 0419925371 (OHDC Inc Chair)

Damian Mclean- President- **Shire of Ngaanyatjarraku Shire.** CEO- Kevin Hannagan 0428848916

Rick Britton -Mayor **Boulia Shire:** 0407122430, Gavin Baskett- Mayor **Winton Shire** 0439032150 .

Matt Paterson- Mayor **Alice springs Town Council** 0424652640

TITLE:	Container Exchange - facility request	DOC REF: 11.2.9
REPORT BY:	CEO (Lynn Moore) Chief Executive Officer	DATE: 15/11/2022
CORPORATE PLAN REFERENCE: Key Priority 3: Economic Development - A sustainable local economy 3.3: Innovate and explore opportunities 3.3.1: Identify economic opportunities and enablers for the Shire		
RISK MANAGEMENT: The risk associated with the recommendations of the report have been assessed as Insignificant (Consequence) and Rare (Likelihood) giving an overall assessment as Low L-1 .		
PURPOSE: To seek councils' opinion on a container exchange facility to be situated in Boulia.		
CONTENT: Council have received a request for the Camel Races to operate a Container Exchange facility in Boulia. While the council has expressed an interest in developing this type of facility and previously had an area in the depot yard for the collection of these items the contractor declined to continue because of cost implications. The Camel Races have applied to the council to set up an exchange Container system at 46 Moonah Street. The Council's Town Planning Scheme 2020-2040 5.2.1.1 Purpose statement The purpose of the Township zone code is to provide for: (1) small to medium urban areas in a rural or coastal area; and (2) a variety of uses and activities to service local residents, including, business, community, education, industrial, open space, recreation, residential or retail uses or activities; and (3) tourist attractions and short-term accommodation, if appropriate for the area. Section 5.2.1.3 Assessment benchmarks for Township zone code. <ul style="list-style-type: none">• P04 Where adjoining a residential use, non-residential uses are located and designed to avoid impacts on existing levels of residential amenity including privacy, safety, noise, odour and fumes, lighting and traffic generation.<ul style="list-style-type: none">○ A04.2 Non-residential uses do not overlook the living areas, of any adjoining residential use.○ A04.2 Moonah Street is an extra wide street with other facilities which could attract larger than normal volumes of traffic ie: Church and Community Services building which are already approved within this section.• P07 For non-residential uses, hours of operation for non-residential uses are consistent with maintaining a reasonable level of amenity for nearby residential uses.<ul style="list-style-type: none">○ A07 Hours of operation are limited to 6am to 10pm.• P08 New commercial buildings maintain and enhance the existing streetscape and relationship with adjoining buildings.		

4.4 Categories of development

Commercial activities: accepted development

If not in the Industrial precinct and:

(a) involves the reuse of an existing building and no external building work is proposed;

Rating change from residential to commercial:

This property is currently rated as a residential property and in future, the proposed use would then describe the use of the property as 'commercial' and as such the rates to the property would change.

CATEGORY	DESCRIPTION	2022/23 Minimum General Rates	2022/23 % Rate in \$UCV
Category 1 – Boulia Residential	Comprises all rateable land in the township of Boulia not used for commercial purposes, i.e.: vacant or residential properties.	\$511.00	\$0.034080
Category 2 – Boulia Commercial	Comprises all rateable land in the township of Boulia used for commercial purposes, which is determined by the 'use' of the premises as defined in the Town Plan.	\$780.00	\$0.034329

The applicant has already secured the 'Old Butcher shop' building which has main street access and may be more suitable for this type of activity.

CONSULTATION:

N/a

GOVERNANCE IMPLICATIONS:

- Change to rating category to commercial if approved for the 46 Moonah Street property.

RECOMMENDATION:

That the council considers the application to commence the manned Boulia Container Exchange facility at 46 Moonah Street and determine the decision for the CEO to action.

ATTACHMENTS:

1. BCR COEX BSC [11.2.9.1 - 1 page]

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore



Boulia Camel Races
P.O Box 70 , Boulia Qld 4829
www.bouliacamelraces.com.au
Find us on Facebook, Twitter and Instagram
ABN 63 480 793 784



9th November 2022

Mrs Lynn Moore
Chief Executive Officer
Boulia Shire Council
Herbert Street
Boulia Qld 4829

Dear Lynn,

The Boulia Camel Races have been approached regarding opening a Container Exchange Depot in Boulia. We would like to ask Boulia Shire Council for their opinion on the manned depot with container drop facility being opened at 46 Moonah Street, requirements that council may have and what kind of implications this may have on rates etc.

We look forward to hearing from you.

Kind regards

Boulia Camel Races Committee
Shelley Lorensen – President
Jan Norton – Vice President
Rae Lincoln – Secretary/Treasurer
Beck Britton – Event Organiser

TITLE:	Workplace Health and Safety - WHSA / RRTW October 2022 Report	DOC REF: 11.2.10
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REPORT BY:	Cindy Reimers WHS/RRTWC	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance
5.1: Ensure a high level of governance, accountability and compliance
5.1.5: Workplace Health and Safety focus
Key Priority
7: Our Team - Our People
7.2: A great place to work
7.2.4: Provide a safe, healthy working environment and be proactive in all Work Health Safety matters

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)	<ul style="list-style-type: none"> • Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls. Evidentiary documents held in Magiq and Pulse. • Auditor rejected further evidence; another Audit will be undertaken in December 2022. • TMR Traffic Management Registration Scheme extended to March 2023.
Toolbox talks / Presentations	<ul style="list-style-type: none"> • Toolbox talks/presentations to council staff to continue fortnightly. • Additional presentation information sessions will be presented to relevant staff from information contained in Queensland Health and WHSQ alerts, vehicle / plant updates, changes in industry compliances and areas identified within the work place. • Topics generated from field observations and/or staff feedback. (Safe work practices).
Compliance and Education	<ul style="list-style-type: none"> • When applicable, provide staff with pertinent information from WHSQ and other safety alert systems. • Present WHS actions/issues to ManEx meetings weekly. • Ongoing education through toolbox presentations to council employees. • Update registers where applicable-move current paper-based register to electronic copies. • Develop and generate SOP and SWMS documents as required following identified gaps • Constant monitoring of iAuditor to check on completion of scheduled tasks • Worksite safety inspections conducted regularly to identify and, if necessary, rectify any gaps • Regular random drug and alcohol testing has commenced.

Assistance to Staff / Contractors / compliance	<ul style="list-style-type: none"> • CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor. • Schedule regular alerts and inspections in iAuditor for relevant staff to perform. • On-going review of existing WHS documentation/procedures/registers/inspection schedules to streamline workflow and ensure compliance. • Continue to develop iAuditor templates to assist staff with their compliance requirements. • Conducted training of new employees in the use of iAuditor. 		
Near Misses, Incidents and issues	Total iAuditor WHS actions/issues since last Council meeting: <ul style="list-style-type: none"> • Near Miss - 0 • Hazards – 0 • Damage – 1 • Incidents – 1 		
Category	Description	Site	Outcome
Hazards	Nil		
Damage	Hilux hit a kangaroo on front and side of vehicle, resulting in side air bags ejecting	Boulia-Mt Isa Road widening	Insurance claim
Incidents	Worker tripped on broken cement at Swimming pool	Swimming Pool	Worker received first aid and treatment at the Boulia Clinic
Completed Tasks and / or Achievements	<ul style="list-style-type: none"> • Face-to-face inductions: 0 • Online inductions: 3 • Completed LGW Audit. • Learning systems and updating tasks for completion. • Commence toolbox talks with office staff monthly. • Required equipment purchased for batching plant. • WHS Safety Performance Report (21-22FY) has been submitted to LGW. 		
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective. • Regularly monitor the Boulia Shire Council Hazard Risk Register and update as required. • Currently overseeing works to bring the batching plant up to WHS compliance, i.e., safety rails and addressing access issues. Waiting for materials to arrive for installation. • Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification. • Preparing and gathering evidence for audit in December 2022 • Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks. • Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite. 		

WHS Alerts and Updates	<ul style="list-style-type: none"> • Adopt various alerts/updates into regular toolbox talks and training. • Review WHSQ website and alert board where relevant. • Receive WHS alerts from Workplace Australia.
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Ongoing updating of emergency plans for Council facilities as issues as they arise. • Achieving the LGW and TMR compliance standard requirements for compliance re-certification, confirmation dates for re-audit is 5th December 2022. • Continue to review processes currently in place and update where necessary. • Assist staff with training needs. • Assist staff and/or contractors with WHS issues where either required or identified. • Continue to develop templates in iAuditor to assist staff with meeting compliance requirements.
Training Required	<ul style="list-style-type: none"> • RAPAD will be conducting an on-site visit to work with trainees. • Review opportunities where E-Learning and face-to-face courses are offered to the shire. • Consult with Supervisors if competencies or extra training may be required and future toolbox topics.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That Council receive the Workplace Health and Safety report for information.

ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

11.3 Corporate Services

TITLE:	Director of Corporate Services October Monthly Report	DOC REF: 11.3.1
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.4: Sustainability

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

5.4.4: Implement good practice in managing and maintaining our assets

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

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

CONTENT:

Financial Statements

An extension of time has been applied for to the Minister to 30th November 2022 for the final signing of our Statements, awaiting approval. EOT was applied for as no external assistance was able to be given at the time of compiling the statements as was pre-arranged earlier in the year plus due to the number of Staff vacancies that we have been unable to fill, many roles are being shared.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Nil

RECOMMENDATION:

That the Director of Corporate Services report for October 2022 be received.

ATTACHMENTS: Nil

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

TITLE:	Budget Review Operational and Capital Budgets as at 30th September 2022	DOC REF: 11.3.2
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

Key Priority 5: Governance

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

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

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

To provide a Budget Review to 30th September 2022 based on trends to date.

CONTENT:

The Budget review has been completed based on the best estimate of income and expenditure as known to 30th September 2022 for both Operational and Capital, please see handouts.

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

The budget review is recommended to Council for adoption.

CONSULTATION:

Nil

GOVERNANCE IMPLICATIONS:

Revision of Budget requires Council's endorsement.

RECOMMENDATION:

That the Budget Review to 30th September 2022 as presented to Council be received and that the revised budget variations as shown be adopted.

ATTACHMENTS:

1. CONFIDENTIAL REDACTED - Operational Budget Review as at 30 September 2022 [11.3.2.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Capital Budget Review 30-9-2022 [11.3.2.2 - 3 pages]

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

TITLE:	Financial Report for October 2022	DOC REF: 11.3.3
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REPORT BY:	Kaylene Sloman Director of Corporate Services	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

RISK MANAGEMENT:

Information Report only - not applicable.

PURPOSE:

Financial Summary as at 31st October 2022

CONTENT:

Cash Position

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

	31 st October 2022	30 th September 2022
Cash at Hand	17,591,769	18,686,526
Net Cash Equivalent (Debtors – Creditors)	410,495	393,750
Total	18,002,264	19,080,276

Income

Total revenues to 31st October 2022 are \$67,661,465. This equates to approx. 50.2% of this year's budget.

Expenditure

Operating expenses to 31st October 2022 are \$5,688,293. This equates to approx. 32.2% of this year's budget.

Liquidity

CBA		\$ 1,118,659
Floats		\$ 1,150
Investments		
CBA At Call 2.45%	\$ 5,319,124	
QTC 2.33%	\$11,152,836	\$16,471,960
Total		\$17,591,769

Additional Information on Cash Position:

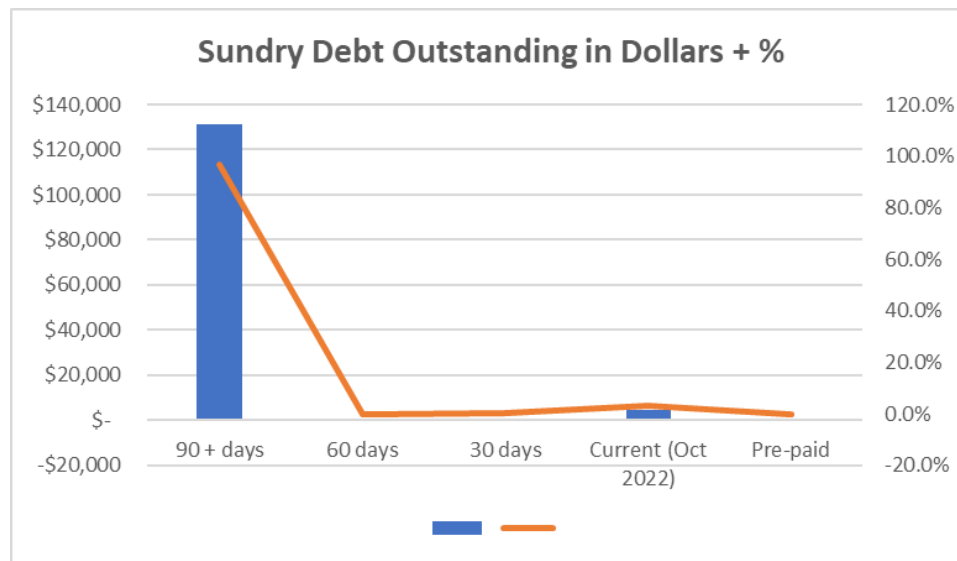
Cash Balance as at 31 st October 2022	17,591,769
The following items need to be backed by cash	
Reserves 30 th June	2,328,551
Funded Depreciation	4,530,869
Less Depreciation accrued	0
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,352,201
Grant Funding (paid in Advance)	
Working Capital Cash	1,500,000
Capital Grants	2,365,868
Operating Result for 2022/2023	286,712
Less Capital Expenditure 2022/2023	(3,781,013)
	8,583,188
Cash unallocated as at 31st October 2022	\$9,008,581

Aged Debtors 31st October 2022

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	131,312.61	0.00	300.30	4,602.84	(445.00)	135,770.75

90+ Days Outstanding

For this month, amounts greater than 90+ days total \$131,312.61, \$5,260.00 have been referred to Council's external Collection Agency. The balance either have a payment arrangement in place or are in discussions with Senior Finance Officer to Director of Corporate Services.



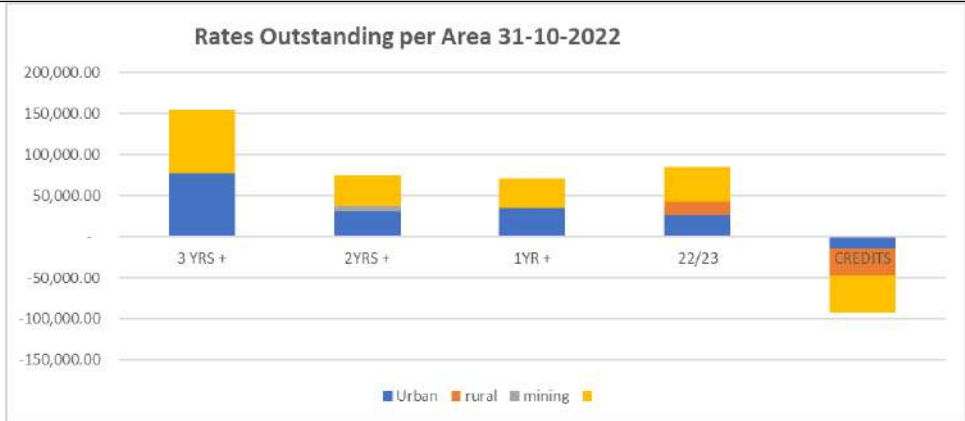
Creditors 31st October 2022

Total amount waiting for payment, not yet due **\$73,773.06**

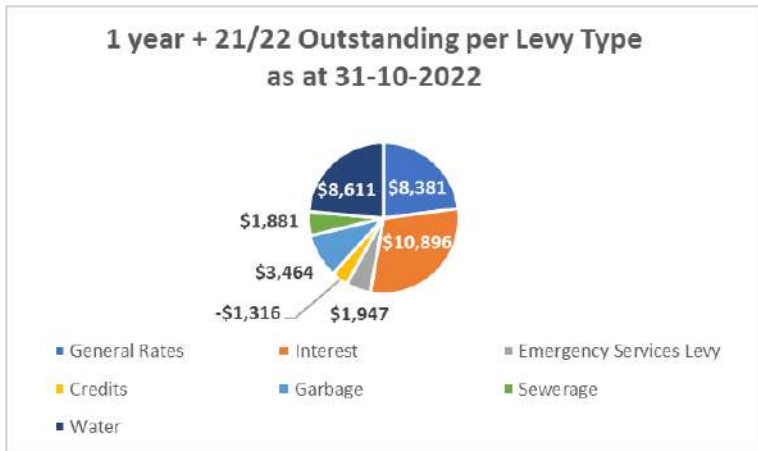
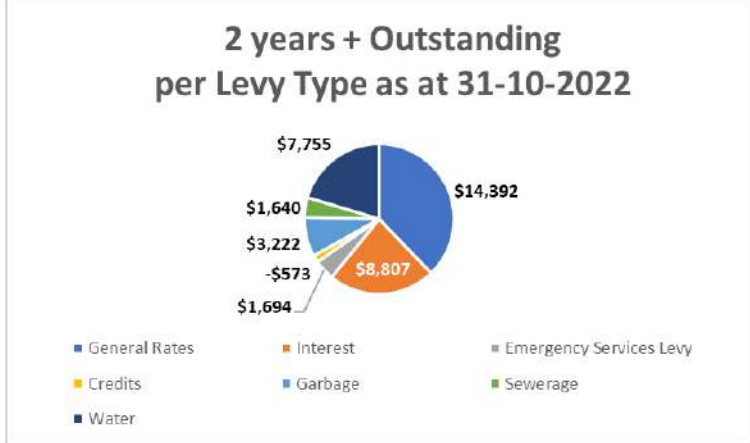
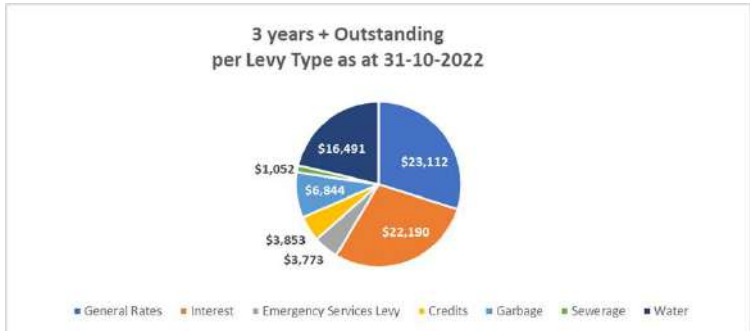
Rates 31st October 2022

Total Outstanding **\$145,830.70**

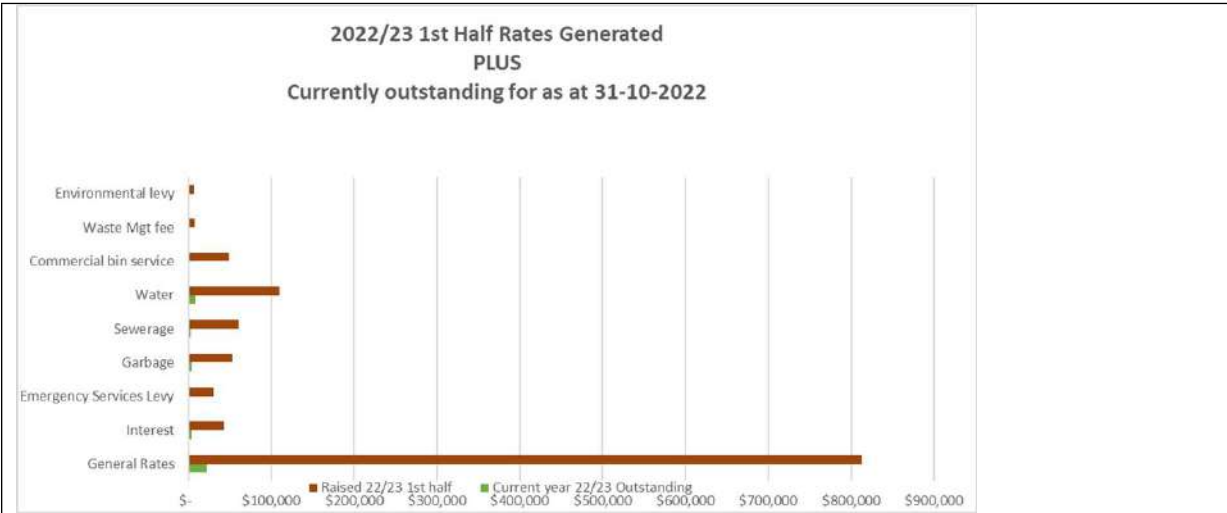
RATES	3 Years +	2 Years +	1 Year (21/22)	Current Year 22/23	In Credit	Total Outstanding
URBAN	77,315.42	30,677.49	34,822.83	26,664.87	(14,229.69)	155,250.92
RURAL	0.00	0.00	357.32	15,614.15	(32,223.17)	(16,251.70)
MINING	0.00	6,831.48	0.00	0.00	0.00	6,831.48
	77,315.42	37,508.97	35,180.15	42,279.02	(46,452.86)	145,830.70



The above graph details the dollars outstanding in years per area, Urban, Rural and Mining as at 31st October 2022.



The pie graphs are showing the amount of dollars outstanding per Levy type for each of the ageing years.



This bar graph details the total amount of Levies raised for the 1st half year of Rates for 2022/23 year in the brown.
The green is showing what is left outstanding of the current Levies that have been raised this year.

CONSULTATION:
Nil

GOVERNANCE IMPLICATIONS:
Nil

RECOMMENDATION:
That the Finance Report for October 2022 Report be received for information.

- ATTACHMENTS:**
1. CONFIDENTIAL REDACTED - Income Statement 31 October 2022 [11.3.3.1 - 1 page]
 2. CONFIDENTIAL REDACTED - Balance Sheet October 2022 [11.3.3.2 - 1 page]
 3. CONFIDENTIAL REDACTED - Cash Flow Statement Oct 2022 [11.3.3.3 - 1 page]
 4. CONFIDENTIAL REDACTED - Revenue Expenses October 2022 [11.3.3.4 - 2 pages]
 5. CONFIDENTIAL REDACTED - Capital Budget Update as at 31-10-2022 [11.3.3.5 - 4 pages]
 6. CONFIDENTIAL REDACTED - 2021-2024 W 4 Q Progression Table \$1,026,667 31-10-2022 [11.3.3.6 - 1 page]
 7. CONFIDENTIAL REDACTED - 2022 LRCI Progression Table- Phase 2 \$390,090 as at 31-10-2022 [11.3.3.7 - 1 page]
 8. CONFIDENTIAL REDACTED - 2022 LRCI Progression Table- Phase 3 \$1,136,912 ends 30 th June 23 [11.3.3.8 - 1 page]
 9. CONFIDENTIAL REDACTED - LGGSP 2022-24 as at 31-10-2022 [11.3.3.9 - 1 page]
 10. CONFIDENTIAL REDACTED - Flood Damage Report 31-10-2022 [11.3.3.10 - 5 pages]

Approved by Chief Executive Officer	Ms Lynn Moore
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11.4 Community Services

TITLE:	Community Services report for October 2022	DOC REF: 11.4.1
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REPORT BY:	Julie Woodhouse Community Services Manager	DATE: 15/11/2022
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

Key Priority 1: A strong supportive community environment

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

Key Priority 3: Economic Development - A sustainable local economy

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

RISK MANAGEMENT: Information Report only - not applicable.

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

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

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

CONTENT:

Current housing available:

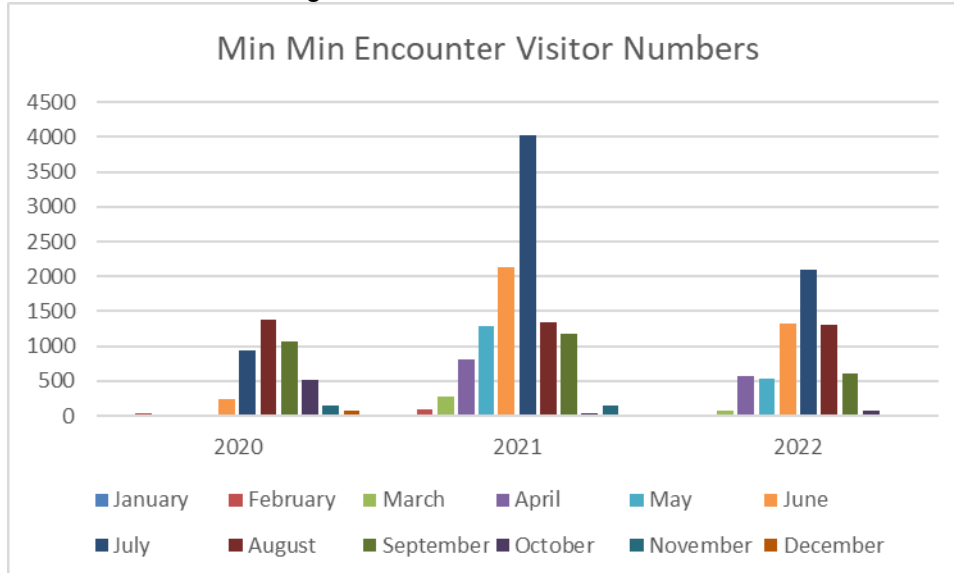
<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	0
Total units available (includes 2 pensioner units)	2
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	1
Houses/units being renovated/painted	0

Formal applications for rental for October	0
Enquiries re housing availability for October	1

Tourism:

Please see department sales figure attachment.

Below: annual visitor figures for Encounter.



Community:

Many community events occurred in October in which Council staff played an important part, either by facilitating or offering support to external organisations.

Attended a zoom meeting with RAPAD on 3rd November to create a collaboration between member councils as a regional network to discuss community development.

With the increasing impact of the cost of living, access to housing, interest rates rises, access to physical and mental health services, and social isolation, never has delivery of social services been more important, or challenging.

Our councils are at the heart of delivering community services for the diverse regional and remote communities across Central West Queensland. Yesterday saw the inaugural meeting of the RAPAD Community Services Alliance with representatives from all 7 RAPAD councils.

The group discussed how they can continue to deliver community services for our communities in the central west, tackling the unique challenges and opportunities including many that our larger metro neighbours don't have to consider.

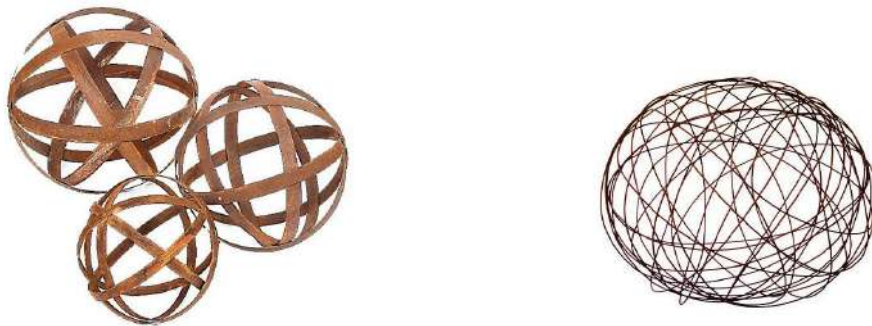
Discussions ranged from youth, rural health care, childcare and housing as well as the opportunity to better collaborate to deliver services. The group is aiming to get together again before Christmas to start to look at how best to work together more effectively.

- Three children's tours and workshops have been booked to come in 2023 thanks to RADF funding and have the full support of Boulia primary school. Urandangi school will be notified also of these events happening to give them the opportunity to attend.
- A Christmas Lights competition will be held again with the same prize money as previous years with first, second and third winners.

Outback Way:

With the funding announcement for the ongoing sealing of the Outback Way, some more thought needs to be put into "dressing up" our turnoff.

Would Council be interested in doing a mock solar lit Min Min Light with relevant signage beside it. The light could be a high wire sculpture or similar light lit from within and spotlights also shining from below. Possible examples below:



The Tropic of Capricorn sign on the Bedourie Road is in need of replacing, in the past any sculptures have been stolen.

We have been quoted a cost of **\$8,624** from Armsign to do a free-standing sculpture in bronze.

Does Council wish to consider doing signage only on this spot instead of another sculpture? The signage could be put under a small bull nosed iron roof made in house if desired.

Library report from Library officer:

LIBRARY ACTIVITIES:

This month we held a Poppy making competition for Remembrance Day in November. We

also did a few days of Halloween activities with the First 5 kids.

Looking forward we are planning a Christmas crafts for the First 5 kids and a school holiday program for December.

Visitor numbers for October 2022 - 75

Sports: report from sports officer:

- o *We have kicked off After school sports again this month every Tuesday afternoon*
- o *We have had a drama with chemicals being unbalanced this month and we have looked into upgrading the dosing system to try and prevent this happening again in the future*

Visitors for the month of October - 170 an increase from previous month of 13

CONSULTATION:

nil

GOVERNANCE IMPLICATIONS:

nil

RECOMMENDATION:

That Community Services October 2022 report be received for information.

That Council advise on the type of artworks if required on Outback Way and the replacement of Tropic of Capricorn signage/sculpture.

ATTACHMENTS:

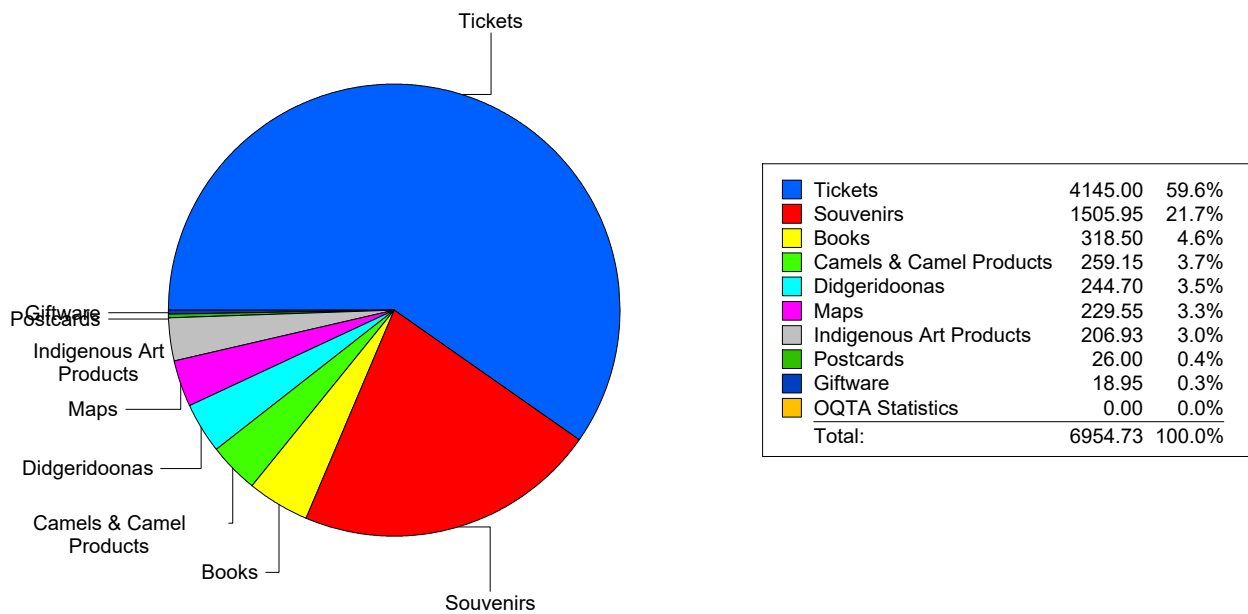
1. Department Sales Report [11.4.1.1 - 1 page]
Min Min Encounter department sales figures

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

Department Sales Report

01 Oct 2022 00:00:00 to 31 Oct 2022 23:59:59

Code	Description	Sales		
		Quantity	Amount	%
101	Souvenirs	109.0000	\$1,505.95	21.65
102	Camels & Camel Products	23.0000	\$259.15	3.73
103	Didgeridoonas	8.0000	\$244.70	3.52
104	Books	16.0000	\$318.50	4.58
105	Giftware	2.0000	\$18.95	0.27
106	Indigenous Art Products	18.0000	\$206.93	2.98
107	Tickets	102.0000	\$4,145.00	59.60
109	Postcards	13.0000	\$26.00	0.37
110	Maps	11.0000	\$229.55	3.30
200	OQTA Statistics	65.0000	\$0.00	0.00
		367.0000	\$6,954.73	



12 Late Reports

Nil

13 Closed Session

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

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

14 General Business

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

1. Ms Lynn Moore - Submission Invitation - Inquiry into Northern Australia Workforce Development
 - a. Rick has requested that we complete a submission into Northern Australia Workforce Development.
 - b. Please read and make any suggestion you see fit. There are no real guidelines of what information they require or whether they want potential solutions. Lynn has spoken to Helen OHDC and they have not received any further information. (They will also be putting a submission in for the OHDC)
 - c. The submission does not need to be received by them **until the 9th December**
2. Discussion regarding the Racecourse Reserve

Inquiry into Northern Australia Workforce Development

Boulia Shire Council 7/11/2022

LOCATION.....Capital of the Channel Country.... Boulia

The small remote town of Boulia (pop 476) sits on the pathway of 'Australia's Longest Shortcut' – the Outback Way 200km east from the Queensland border and is bisected by the northern beef road - Kennedy Development Rd to Mt Isa (300km to the north).

a. trends in Northern Australia that influence economic development and industry investment including population growth, economic and business growth, workforce development, infrastructure development, and Indigenous economic participation;

INFRASTRUCTURE DEVELOPMENT.....

We are primed to support local industry with plentiful resources and a newly developed industrial estate. Reliable and sustainable supplies for water, electricity and potentially solar (only 46 days per year of cloudy weather) will provide opportunities for potential investors with links to the Northern ports and into the Northern Territory.

- **Issues:** limited investment or funding to proceed with future development
- **Solution:** Financial incentives to invest remotely over the long term- interest free finance (5 years etc) , waiver of infrastructure charges

WORKFORCE DEVELOPMENT / INDIGENOUS ECONOMIC PARTICIPATION;

- The opportunities for future development of our local workforces and then potential economic participation relies on the ongoing delivery of **education.**

Evidence -Ngamba Aboriginal Corporation in Brewarrina – developed their own housing construction workforce.(pre 2013)

- We acknowledge that a high school is possibly out of our reach but access and support for 'home schooling' room in the grounds of the education facility with a tutor may be possible if the education department thought outside of the box for remote communities.
- A 'technical' college (TAFE) facility for remote western Queensland teaching skills suitable for our area. Station work, welding, cattle management etc.

b. *impediments to building the economic and social infrastructure required to support industry and business to expand and create regional jobs;*

Boulia Shire Council identified several years ago the restrictive impediment of the lack of internet communication for business in remote Queensland. Council has succeeded in securing funding to provide internet to the premises for the township which will provide business with the opportunity to compete. (Implementation / Completion 2024)

Issue:

- Availability of housing and business premises is still a major limiting contributing factor to growing our region.

Solution:

- Interest free finance (5yrs) for councils to build infrastructure?

c. *challenges to attracting and retaining a skilled workforce across Northern Australia; and*

Boulia being extremely remote competes against employment opportunities available from the mining industry and locations which have access to services such as Doctor / chemist/ high school education facilities.

Issue:

- Inability to compete in the employment market. (wages and conditions)
- Standard and availability of housing

Solution:

- Attractions for short to medium term employees via taxation incentives in addition to those available for 'zones'

d. *empowering and upskilling the local Indigenous population.*

Boulia Shire is already committed to supporting the indigenous community with 73% of our outside workforce identifying as Indigenous.

Issue:

- Difficulty in numeracy and literacy for staff to progress within the workforce so always limited to 'labouring' or plant operation.

Solution:

- *Many indigenous people are not comfortable being away from family.* Onsite adult learning facility which could also cover internet training for other members of the community

