

Boulia Shire Council



General Meeting

Friday 23rd October 2020





19th October 2020

NOTICE FOR AN ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that an **ORDINARY MEETING** of the Boulia Shire Council will be held on **Friday 23rd October 2020** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

1. Meeting opening with the acknowledgment of Country and Traditional Owners.
2. Present
3. Apologies / Leave of Absence
4. Declaration of Material Personal Interest / Conflict of Interest
5. Register of Interests – new / or changes recorded
6. Confirmation of Minutes from previous meetings Pg.5
7. Reports from advisory committees (nil)
8. Mayoral Minutes
9. Notice of Motion
10. Request to address Council in a public forum
11. Petition – if tabled
12. Pitta Pitta representation (when requested)
13. REPORTS:
 - ENGINEERS REPORT – GBA CONSULTING
 - Item E1 Engineering Services Report – News brief Pg.15
 - DIRECTOR OF WORKS AND OPERATIONS
 - Item DWO1 Grants Work Status Summary Pg.19
 - INFORMATION REPORTS
 - Item A NDRRA Flood Damage Works Department Pg.22
 - Item B Foreman, Road Maintenance and Utility Services Pg.23
 - Item C Foreman, Roads Maintenance and Construction Pg.28
 - Item D Rural Lands Protection Officer Pg.29
 - Item E Work Camp Pg.30
 - CHIEF EXECUTIVE OFFICER
 - Item CEO1 CEO Briefing for September 2020 Pg.31
 - Item CEO2 Action List Pg.54
 - Item CEO3 Draft Plan of Management Parks Reserves and Sportsgrounds Pg.60
 - Item CEO4 1st Quarter Operational Plan Report 2020-2021 Pg.84
 - FINANCE MANAGER
 - Item FM1 Finance Manager Report Pg.160
 - COMMUNITY SERVICES MANAGER
 - Item CSM1 Community Services Report Pg.165

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



TELEPHONE: (07) 4746 3188
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BOULIA SHIRE COUNCIL

INFORMATION REPORTS

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

Item F	Min Min Encounter	Pg.169
Item G	Library	Pg.171
Item H	Workplace Health and Safety Information Report	Pg.173

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

Ms Lynn Moore
Chief Executive Officer

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

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

DECLARATION OF INTERESTS

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

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COMMONLY USED ACRONYMS

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



**MINUTES OF THE GENERAL MEETING
OF THE BOULIA SHIRE COUNCIL
HELD ON FRIDAY 25TH SEPTEMBER 2020
COMMENCING AT 9 AM**

Attendance:

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

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

Opening:

The Mayor opened the meeting at 9.01 am.

Mr Harin Karra and Mr Gordon Stumbris joined the meeting at 9.01 am.

Acknowledgement of Traditional Owners

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

The Mayor also acknowledged past and present service personnel.

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

2020/9.1 MINUTES OF THE AUGUST 2020 ORDINARY MEETING

<u>Moved:</u> Councillor Edgar	<u>Seconded:</u> Councillor Beauchamp
That the minutes of the Ordinary Meeting held on 17 th August 2020 be accepted.	
<u>Carried</u>	

**2020/9.2 PROCESSING OF COUNCILLOR DECLARATION OF INTERESTS –
SEPTEMBER 2020 ORDINARY MEETING OF COUNCIL**

<u>Moved:</u> Councillor Beauchamp	<u>Seconded:</u> Councillor Britton
Council acknowledged receipt of the following Councillor Declaration of Interests relevant to reports in the September 2020 Ordinary Meeting of Council and resolved to handle the declaration as follows:	

Moved: Councillor Edgar

Seconded: Councillor Britton

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

Carried

Mr Stumbris left the meeting at 9.48 am.

2020/9.6 SPELLING YARDS POLICY REVIEW

PURPOSE:

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

Moved: Councillor Britton

Seconded: Councillor Neilson

1. That Policy 142 Spelling Yards Policy, be adopted as presented.
2. That a copy of the policy be forwarded to the Councillors electronically via email and loaded into the Councillor Hub.

Carried

Meeting adjourned for morning tea at 10.19 am.

Meeting resumed at 10.40 am.

Councillor Britton declared a Conflict of Interest in the Item DWO3 - Request for Grading of Access Roads due to his brother owing the lease on one of the properties being discussed in this report. In accordance with the resolution made under 2020/9.2, Councillor Britton was able to participate, discuss and vote upon the matter.

2020/9.7 REQUEST FOR GRADING OF ACCESS ROADS

PURPOSE:

Council has recently received two requests for the grading of access roads. The requests have been investigated and this report presents to Council the outcomes and seeks further instructions on how to proceed with the requests.

Moved: Councillor Neilson

Seconded: Councillor Beauchamp

That the applicants be advised that due to the Nerida and Braeside homesteads being unoccupied, the access roads to these properties are unable to be classified (in accordance with Council Policy 136 Shire Roads Policy) as Category 4 Emergency Access Only roads, therefore, Council will not be completing any grading works on these roads.

Carried

2020/9.8 RURAL PROPERTY NUMBERING

PURPOSE:

To present to Council a proposal to implement numbered rural property addresses to assist emergency responders locate rural properties located close to the Boulia Township.

Moved: Councillor Britton

Seconded: Councillor Edgar

That Council implement the numbered rural property addressing system as presented in the Rural Property Numbering report.

Carried

2020/9.9 FOREMAN ROAD MAINTENANCE AND UTILITY SERVICES AUGUST 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Norton

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

Carried

2020/9.10 FOREMAN ROADS MAINTENANCE AND CONSTRUCTION AUGUST 2020 REPORT

PURPOSE:

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

Moved: Councillor Britton Seconded: Councillor Beauchamp

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

Carried

2020/9.11 RURAL LANDS PROTECTION OFFICER AUGUST 2020 REPORT

PURPOSE:

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

Councillors discussed a letter that was received from a community member regarding their concerns to do with nuisance dogs.

Moved: Councillor Edgar Seconded: Councillor Norton

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

Carried

2020/9.12 BOULIA WORK CAMP AUGUST 2020 REPORT

PURPOSE:

To advise of the activities of the Boulia Work Camp from 28th August to 6th September 2020.

Moved: Councillor Neilson Seconded: Councillor Britton

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

Carried

2020/9.13 CLOSED MEETING AT 11.35 AM

Moved: Councillor Edgar Seconded: Councillor Beauchamp

Closed Session - Local Government Regulation 275
(e) contracts proposed to be made by it;

Carried

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

1. That Council acknowledge the assistance for Work Camp as follows:

Applicant	Approved/Denied
Applicant J	Approved
Applicant K	Approved
Applicant L	Approved
Applicant M	Approved
Applicant N	Denied
Applicant O	Denied
Applicant P	Denied
Applicant Q	Approved
Applicant R	Approved
Applicant S	Approved

2. That all future applications for Work Camp Assistance be assessed by the Director of Works and Operations and CEO in accordance with the eligibility criteria set by Council under resolution number 2020/5.13.

Carried

Mr Karra left the meeting at 12 noon.

Meeting adjourned for lunch at 12.03 pm.

Meeting resumed at 12.17 pm.

2020/9.18 CEO AUGUST 2020 REPORT

PURPOSE:

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

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

That the CEO August 2020 Report is received for information.

Carried

Mr Rahul Bhargava entered the meeting at 1.07 pm.

2020/9.19 ACTION LIST

PURPOSE:

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

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

That the updated Action List report be received for information.

Carried

2020/9.20 DIRECTOR OF CORPORATE SERVICES AUGUST 2020 REPORT

PURPOSE:

Financial Summary as at 31st August 2020.

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

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

Carried

2. That this committee be listed for review in our annual review of committee memberships and Councillor allocation of duties.

Carried

Councillor Britton declared a Conflict of Interest in the Item CEO6 - IQ-RAP: A Regional Economic Development Initiative, 2020/21 Partnership Proposal due to being Chair Person of IQ-RAP. In accordance with the resolution made under 2020/9.2, Councillor Britton was able to participate, discuss and vote upon the matter.

2020/9.24 IQ-RAP: A REGIONAL ECONOMIC DEVELOPMENT INITIATIVE, 2020/21 PARTNERSHIP PROPOSAL

PURPOSE:

To confirm Council's continuing commitment to the IQ-RAP program with an annual contribution of \$7500.

Moved: Councillor Britton Seconded: Councillor Neilson

1. That the Council confirm the continued support of IQ-RAP and the increase of \$2500 subscriptions to be noted in the budget in total to \$7500.
2. That finance note the increase in the next formal budget review.

Carried

2020/9.25 REGIONAL COMMUNITY HUB – FINALISATION OF SCHEMATIC DESIGN

PURPOSE:

To advise Council of the finalisation of the Schematic Design of the proposed Regional Community Hub.

Moved: Councillor Britton Seconded: Councillor Neilson

That Council approve the Boulia Regional Community Hub Schematic Design Report as attached to the Regional Community Hub – Finalisation of Schematic Design report.

Carried

2020/9.26 COMMUNITY SERVICES AUGUST 2020 REPORT

PURPOSE:

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

Moved: Councillor Beauchamp Seconded: Councillor Norton

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

Carried

2020/9.27 CYCLE NETWORK PLAN REPORT

PURPOSE:

To present to Council for endorsement, the Department of Transport and Main Roads Priority Route Maps.

Moved: Councillor Britton Seconded: Councillor Edgar

That Council endorse the Department of Transport and Main Roads Priority Route Map for Boulia as presented in the Cycle Network Plan Report.

Carried

2020/9.28 STREET SIGN REPORT

PURPOSE:

To present to Council an update regarding street signage.

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

That the Street Sign Report be received for information.

Carried

2020/9.29 BOOMERANG SIGNAGE REPORT

PURPOSE:

To present to Council an alternative signage option that could be considered as a replacement for the current Boomerang sign.

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

That the Council consider changing the current sign design to something relevant to Boulia's attractions.

Carried

2020/9.30 WORK HEALTH AND SAFETY JULY 2020 INFORMATION REPORT

PURPOSE:

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

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

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

Carried

2020/9.31 POOL – AFTER HOURS ACCESS/USE

PURPOSE:

Council has received enquiries with regards to the community having access and use of the pool after hours – outside of the normal Council supervised opening/operating times.

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

1. That the after hours access during daylight hours be granted under strict considerations to current gymnasium members for training purposes and the access be controlled via 'FOB' security token linked to their gym membership.
2. This access is granted strictly for 'training' purposes and not for general family use.

Carried

2020/9.32 MIN MIN ENCOUNTER AUGUST 2020 REPORT

PURPOSE:

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

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

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

Carried

2020/9.33 LIBRARY AUGUST 2020 REPORT

PURPOSE:

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

Moved: Councillor Norton

Seconded: Councillor Neilson

That Council receive the Library August 2020 report for information.

Carried

Meeting Closure

The Mayor closed the meeting at 2.52 pm.

Confirmed:

Minutes confirmed _____

Resolution No. _____

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

UNCONFIRMED

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Engineering Services Report – News brief for September 2020	DOC REF: Item E1
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REPORT BY:	Stuart Bourne GBA - Senior Civil Engineer	DATE: 14/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

2.2: Well serviced

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

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

PURPOSE:

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

CONTENT:

1. Visits to the Shire

Nil

2. Flood Damage Works

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

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

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

The Jan 2020 Monsoonal Flooding Event (QLD Monsoonal Flooding, 23 Jan – 3 Feb 2020) has been activated. Emergency works are completed. Emergency Works submission Draft:001588 is in MARS portal to be lodged, pending addition of financial information and supporting evidence, REPA Pickup has been completed on Donohue Highway only. REPA Submission has been uploaded to MARS with submission value of \$450,999.46 (BoSC.0008.1920.REC). In Field assessment completed on 8th May. Submission has been approved by QRA for value of \$450,999.46. Scope of works has been uploaded into Asset Edge Recover system.

3. Other

Donohue Highway: Outback Way Funding Package 2

Contract	Location	Length	Project Funding	AG Contribution	SG/LG Contribution	Year	Comment
1	111.1-114.46	3.36	\$2.18m	\$1.744m	\$0.436m	19/20	Works sealed to the
	114.7km to 116.5km (Georgina Approaches – Stage 6)	1.8					Georgina Bridge work-in-progress.

2	206.5 – 211.5 and	5	\$2.965m	\$2.372m	\$0.593m	19/20 & 20/21	Sealed work completed
	211.5 – 213.5 (Kellys Ck end – Stage 5)	2					Design Complete. CH clearance pending.
3	213.5-220.59 (Emergency Airstrip end – Stage 5)	7.09	\$2.97m	\$2.376m	\$0.594m	20/21	Design Complete.
4	233-238,6 (Ridges – Stage 4)	5.6	\$2.36m	\$1.888m	\$0.472m	20/21	Work in Progress.
		24.85	\$10.475m	\$8.38m	\$2.095m		

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

Work has commenced on Stage 1 (Package 2). Double/Double seals on this section were completed in early December 2019. Works from the Georgina Bridge to CH 116.5 to commence in August to September.

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

Concrete works on Outback Way to commence September 2020. Prestart meeting held on 26th June 2020.

Reseals on Outback Way CH 36-46, Urandangi North Rd CH 0-9.1 and CH 86.95 – 93.0 have been completed in late November - Early December 2019. Urandangi Truck pad and the Urandangi airport entrance were also resealed. Remaining truck pads and Mulligan Street were resealed in June 2020. Outback Way CH 206.45 – 211.45(5Km), flood damage repair patches and Mulligan street shoulders were sealed in August 2020.

4. Asset Mapping/Register

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

5. Depot Drainage

Design drawings in progress.

6. Industrial Subdivision

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

7. Bitumen and Aggregate Tenders

Bitumen and Aggregate tenders closed on the 11th of September 2020. The tenders are for seal works on the remainder of stage 5 & 4 of the Outback Way (CH 211.5-223.5 & 233.0-238.6), DTMR Pavement Rehab, Jan 2020 Flood Damage (Donohue Highway) and town streets. Both tenders were extended to 13th of October in order to receive further submissions and for pricing of optional schedule (Crumb Rubber) (See Action Reports).

8. Wills Street Drain

Survey of Wills Street and adjacent streets in progress, options analysis to follow.

9. TMR Road Prioritisation

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

10. Boulia Wagon Roof

Design submitted – pending feedback and finalisation.

CONSULTATION: Nil – information update only

GOVERNANCE IMPLICATIONS:

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

CONCLUSION: Information update only

RECOMMENDATION:

That the Engineering Services Report – News brief for September 2020 be noted.

ATTACHMENTS: Flood Damage Events - Detailed Summary

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

Boulia Shire Council

Flood Damage Events - Detailed Summary (19/10/2020)

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Grants Work Status Summary – September 2020	DOC REF: Item DWO1
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REPORT BY:	Mr Harin Karra Director of Works and Operations	DATE: 13/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 2: Building and maintaining quality infrastructure

2.2: Well serviced

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

PURPOSE:

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

CONTENT:

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

W4Q - Work for Queensland Three

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

COVID W4Q - COVID Works for Queensland

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

LGGSP - Local Government Grants and Subsidies Program

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

DCP - Drought Communities Program

(Dept of Infrastructure and Regional Development – Federal funding)

DCP Ext. - Drought Communities Programme - Extension

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

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

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

CONSULTATION:

George Bourne and Associates (GBA) – various tenders.

GOVERNANCE IMPLICATIONS:

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

RECOMMENDATION:

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

ATTACHMENTS: Grant Project Summary

Reviewed and Approved by Chief Executive Officer

Ms Lynn Moore

Bouli Shire Council Projects / Grants Update Register

Grant Summary Status Update
As at 13th October 2020

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
1	Urundangi clinic \$50k	Project plan to be revised by Dr Don – Lynn completes the 1/4ly reporting.	RFDS	\$ -		\$50,000	30-Jun-19	New list received for the maintenance.
2	Depot Cement Shed	Demolish existing shed and replace	Council Project		\$250,000	\$250,000 -		Work will commence after Industrial subdivision completed. Early 2021.
3	Bouli Industrial Estate	Construct Industrial blocks	Building our Regions Round 4	\$ 994,800		\$ 994,800	3-May-21	Approval received for the extension of time. Earthworks will resume towards end of the year (December 2020).
LGGSP Projects List								
4	Urundangi Water Tanks Relining & Hydrosmart Installation	Urundangi Water Tanks Relining and Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ 253,000.00	30-Jun-21	Water softner received.
5	Security Cameras & Installation	Upgrade the security systems at Library, Sports Centre, Administration Office. New system installation at Heritage Complex and Dump.	LGGSP	\$ 77,467	\$ -	\$ 77,467.00	30-Jun-21	Sports Centre work commenced in conjunction with toilets upgrade.
Work for Queensland Round 3 Projects List								
Bouli Town Infrastructure Upgrade W4QR301 2019-21 W4Q R3								
				\$ 520,000	-	\$ 520,000.00	30-Jun-21	
6	Spelling Yards	Bring it to safety standards and obtain certification to spell organic cattle.		\$ 100,000				Hay feeders have been ordered. Awaiting on delivery.
7	Cement Shed and fencing @ Industrial Precent	Install new cement shed and fencing at the new industrial yard.		\$ 100,000				Yet to commence. March 2021
8	Earth Bund around the General waste Pit	Construct earth bund around general waste pit.		\$ 20,000				Project will be completed by end of November.
9	Amenities Refurbishment (Sports Centre)	Male and Female Toilets Refurbishment		\$ 170,000				Plastering completed, Tiles 70% completed, Electrical 70% completed, Ceiling painting completed.
10	Depot upgrade	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 60,000				Design commenced. 50% completed.
11	Double Garages	Install new Garages at 56 Moonah St and 35 Wills St		\$ 60,000				Electrical connection to be completed.
12	Hamilton - Herbert Street Cnr block development	Install concrete slab and shelter for the wagon.		\$ 10,000				Irrigation completed.
Bouli Town Water Infrastructure Upgrade W4QR302 2019-21 W4Q R3								
				\$ 180,000	-	\$ 180,000.00	30-Jun-21	
13	Hydrosmart @ SES Bore	Install water softener to the water main.		\$ 30,000				Water softener received.
14	Water Meter	Install new smart water meters for the businesses.		\$ 30,000				Longreach Council are going to purchase initially. We will review performance and rolling to our town.
15	Wash-down Bay Upgrade	Refurbishment - Repair retaining walls, drainage system, cover the pump for the water splashing, electronic key system to use.		\$ 120,000				Yet to commence.
Urundangi Town Infrastructure Upgrade W4QR303 2019-21 W4Q R3								
				\$ 130,000	-	\$ 130,000.00	30-Jun-21	
16	Urundangi Park Upgrade	Install new play equipment.		\$ 50,000				Completed.
17	Fuel setup for Urundangi	New self bunded fuel storage and fuel management system. Current setup does not comply with WHS and EPA standards.		\$ 80,000				Site inspection will be carried out by supplier next week.

Boulia Shire Council Projects / Grants Update Register

No. of Projects	GRANTS	PROJECTS Description	Grant Source	Approved Grant	Council Contribution	Total Allocation for the Project \$	Grant end date	Current Status of the Project
	Boulia Shire Road Network Upgrade Signage & Weed Control	W4QR304 2019-21	W4Q R3	\$ 200,000	-	\$ 200,000.00	30-Jun-21	
18	Shire Road Signage	Install information signage. Improve directional signage on the road network.		\$ 100,000				Field audit has commenced. Report will be completed by end of November 2020.
19	Weed Spraying	Co-contribution for the Pests and Weeds in Drought Funding.		\$ 100,000				Working on next stage of weed spraying.
2020-21 COVID Boulia Shire Council Work for Queensland Projects List								
W4Q COVID 001 - Boulia Town								
	Infrastructure repairs and maintenance and upgrade to Council owned facilities.	W4Q 2020-21 COVID	W4Q COVID	\$ 450,000		\$ 1,020,000.00	30-Jun-21	Yet to commence. Approval received.
20	Robinson Park Fence	Install secure fence and gates to improve security and safety for kids		\$ 65,000				
21	Repair wooden bridge on Burke St	Repair handrails and timber supports for wooden bridge @ Burke st		\$ 20,000				Awaiting on material quotation.
22	Council Depot CPL Yard pave and seal	Council owned Depot; Earthworks, Spoon drain and bitumen seal		\$ 65,000				
23	Heritage Complex fencing upgrade and repair storm water	Shade shelter for the equipment storage. Majority of the equipment has been exposed to the weather.		\$ 300,000				
W4Q COVID 002 - Construction of New Residential Building in Boulia town								
24	Construction of New Residential Building in Boulia town	W4Q 2020-21 COVID	W4Q COVID	\$ 425,000			30-Jun-21	Location for the building construction finalised.
	Construct new residential building at Rodeo Grounds for caretaker - Council own land. Building can be obtained very quick.							
W4Q COVID 003 - Boulia Town Sewer Infrastructure Upgrade								
25	Sewer Pump stations x2	W4Q 2020-21 COVID	W4Q COVID	\$ 80,000			30-Jun-21	
26	Sewer Projects	Install Nano bubbles (aerator) system @ Boulia STP		\$ 35,000				
W4Q COVID 004 - Urandangi Waste Facility Infrastructure Upgrade								
27	Urundangi Dump Fence	W4Q 2020-21 COVID	W4Q COVID	\$ 30,000			30-Jun-21	Design completed.
	Install permanent fence around the dump to comply with WHS and EPA standards.							
Local Roads and Community Infrastructure Program funding (LRCI)								
						\$ 568,546.00	30-Jun-21	Yet to commence. Approval received.
28	Grid Servicing	Service all the Council road grids and conduct conditional assessment	LRCI	200,000			30-Jun-21	Working with ORRTG group. Joint procurement.
29	Traffic Signage	Install traffic signage	LRCI	100,000			30-Jun-21	
30	Storm Water	Renew storm water Burke and Herbert St Cnr (Pub)	LRCI	70,546			30-Jun-21	
31	Footpath	Renew footpath	LRCI	100,000			30-Jun-21	
32	Stabilise Shoulders	Cement stabilisation on Wills St and Mulligan St shoulders	LRCI	98,000			30-Jun-21	

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	NDRRA Flood Damage Works Department September 2020 Report	DOC REF: Item A
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REPORT BY:	Gordon Stumbris Consultant Works Overseer	DATE: 12/10/2020
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CORPORATE PLAN REFERENCE: Key Priority 2: Building and maintaining quality infrastructure 2.1: Well connected 2.1.1 Develop, manage and maintain Council controlled roads and airport infrastructure to sustain and improve connectivity and safety 2.1.2 Deliver quality roadwork on non-Council roads within quality assurance guidelines
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PURPOSE: To inform Council of the current utilisation and activities of the Flood Damage Program.

CONTENT: <u>Current Projects</u> (A) Toby Harris Crew New Construction Project: Location chainage 233.5 to 238.45 Outback Way (last 5kms prior to NT boundary). Project well underway with the following major components completed (1) 5.85 kms sidetrack (2) All ground surface treatment e.g. all cut/fill areas, 5 kms of Subgrade Pavement We are currently hauling in our gravel for our pavement construction. Project on schedule for contract drainage works to be undertaken (3 locations for 1200 mm x 600 mm RCB Culverts). Sealing works scheduled for Mid-November. (B) Mixed Crew March 2019 Flood Damage Event Work Location Donohue H/Way, section between "Green Tanks" chainage 138.00 to chainage 198.910 the start of seal at Kelly's Creek. This current stint will finalise all works under the March 2019 REPA Event on the Donohue Highway. <u>Future Works</u> - Urandangi South Rd Flood Damage Works, Mixed Crew - Boulia Industrial Estate construction of road (earthworks), Toby Harris Crew

CONSULTATION: GBA as project officers on NDRRA Flood damage work.
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GOVERNANCE IMPLICATIONS: All work completed within NDRRA guidelines and budget allocations.
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RECOMMENDATION: That the NDRRA Flood Damage Works Department September 2020 report be received for information.

ATTACHMENTS: Nil

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Foreman, Road Maintenance and Utility Services September 2020 Report	DOC REF: Item B
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REPORT BY:	Mr Ron Callope Foreman, Road Maintenance and Utility Services	DATE: 13/10/2020
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<p>CORPORATE PLAN REFERENCE: Key Priority 1: A strong supportive community environment 1.1: Promotion of community events, services and facilities 1.1.3 Maintain a high quality of life by providing facilities and resources that encourage a secure, interactive and progressive community lifestyle</p>

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

CONTENT:	
Race Course:	
Arena and grounds	General maintenance of the grounds has continued as usual. Due to the State Government implementing a restriction of maximum 30 participants at an event, some events that were scheduled to take place at the grounds in September had to be cancelled.

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

Parks and Gardens:	
Council, Min Min Encounter, ANZAC and Airport gardens	<p>All garden areas are continuing being worked on (watering, weeding etc.) to ensure they are kept in good order.</p> <p>The gum trees on the medium strips have responded well and have healthy re-growth.</p> <p>The new trees planted in the Hamilton Street Park area are established and continue to grow well.</p> <p>There are more trees to be planted in the future.</p> <div style="text-align: center;">  </div>

Signage	RMPC signage is still an ongoing project. The Road Construction Crew and Sign Crew are currently still working on the Boulia – Dajarra section completing signage, edge repair and heavy shoulder grading. Sign Crew are also working on the Winton Road and Bedourie Road replacing signs and guide posts.
Mowing/Whipper Snipping	<p>Our crew was kept busy with mowing and whipper snipping being completed in the following areas on these days throughout September:</p> <ul style="list-style-type: none"> • 1st Sept – Hamilton Street • 2nd Sept – Oval & Pituri Street • 3rd Sept – Airport, Hamilton & Wills Streets • 4th Sept – Pension Units, Melrose & Herbert Street • 7th Sept - Medium Strips, Sports Centre & Burke Street • 8th Sept – School Safety Park & Fire Station • 9th Sept – Robinson Park & Wills Street • 14th Sept – Post Office • 15th Sept – Main Office, Burke & Herbert Streets • 16th Sept - Robinson Park • 17th Sept – Main Office, Airport & Fire Station • 18th Sept – Robinson Park & Pituri Street • 21st Sept – Post Office, Herbert & Moonah Streets • 22nd Sept – Clinic • 23rd Sept – Medium Strips • 24th Sept - Robinson Park & Post Office • 28th Sept – Herbert Street • 29th Sept – Stone House & Min Min Encounter • 30th Sept – Robinson Park

Town Entrances:

Three Mile Campground	The area has been maintained with general maintenance including regular slashing and whipper snipping. The number of Campers remained steady this month.
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RMPC/Works crew:

During September Jim’s Crew and the RMPC Crew are still working on the Boulia – Mount Isa Road in the Barcaldine section (93E) working towards completing Heavy Shoulder Grading, Edge Repairs and Signage.

RMPC Budget	Boulia Shire RMPC Defects			
	August 2020 Total Defects 647 – September Defects Unavailable			
	Road	Funded	Safety Defects (Unfunded)	Total
	93D Bedourie - Boulia	48	57	105
	93E Boulia - Dajarra	56	52	108
	93F Dajarra - Mount Isa	219	116	335
99D Winton - Boulia	46	53	99	

Urandangi:

Urandangi	<p>Regular Council services (mowing, whipper snipping, rubbish collection etc.) continued over the month of September with an employee travelling to Urandangi Monday, staying overnight and back Tuesday afternoon.</p> <p>The replacement lifting pump has arrived and Mikkelsen Electrical will wire the pumps to the generator in the coming weeks – still ongoing.</p> <p>Solar lights have been erected in the township.</p> <div style="display: flex; justify-content: space-around;">   </div>
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Water and Sewerage:**Boulia Township**

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

Urandangi Township

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

Boulia Airport activity:

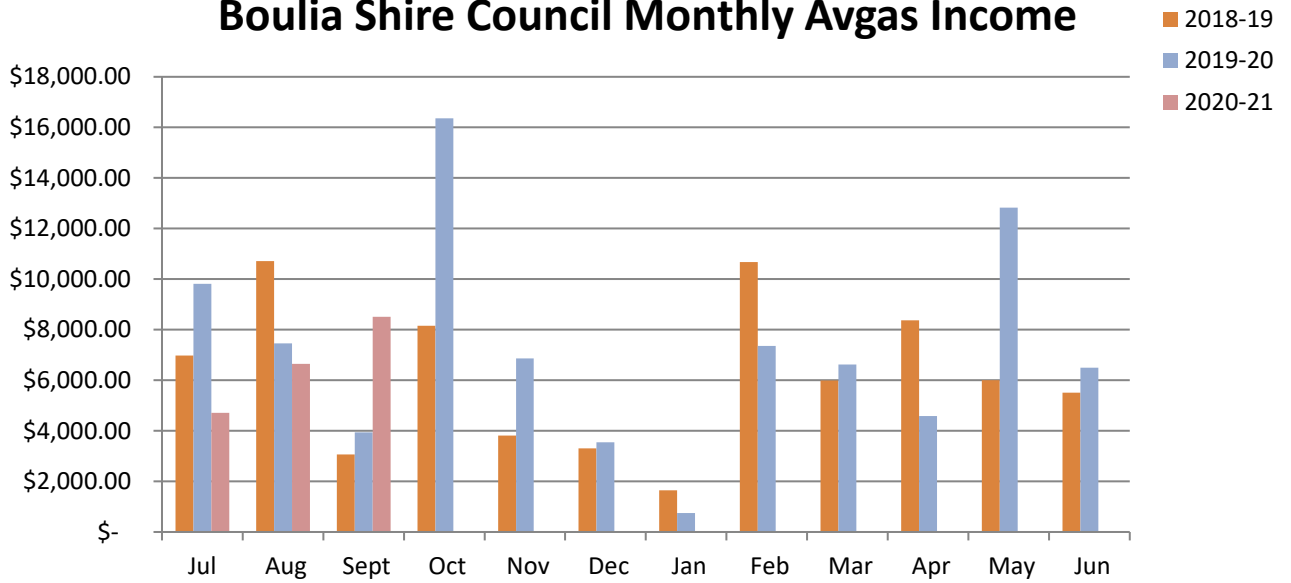
Number of call outs: RFDS	1 – Life Flight
Fuel re-supply	10 in total, 4 of which were after hours

Concrete Usage: 18m³ (September 2020)

Concrete used on Council Jobs	5 m ³
Concrete used on Private Jobs	13 m ³



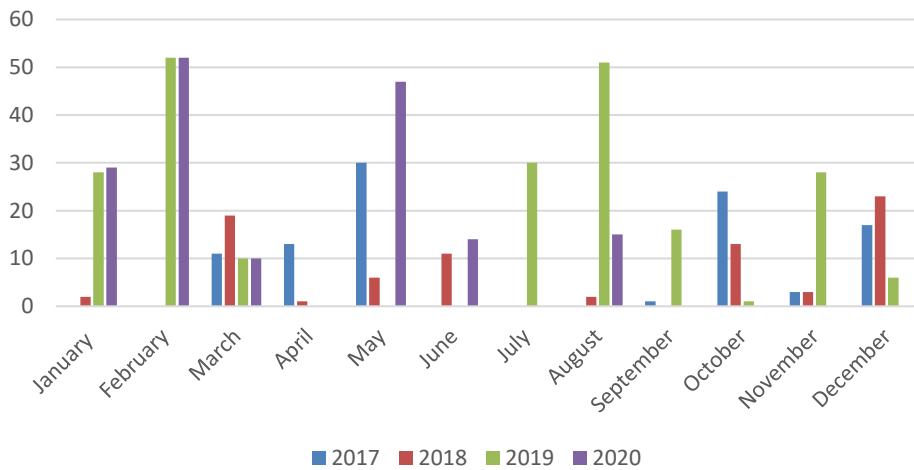
Boulia Shire Council Monthly Avgas Income

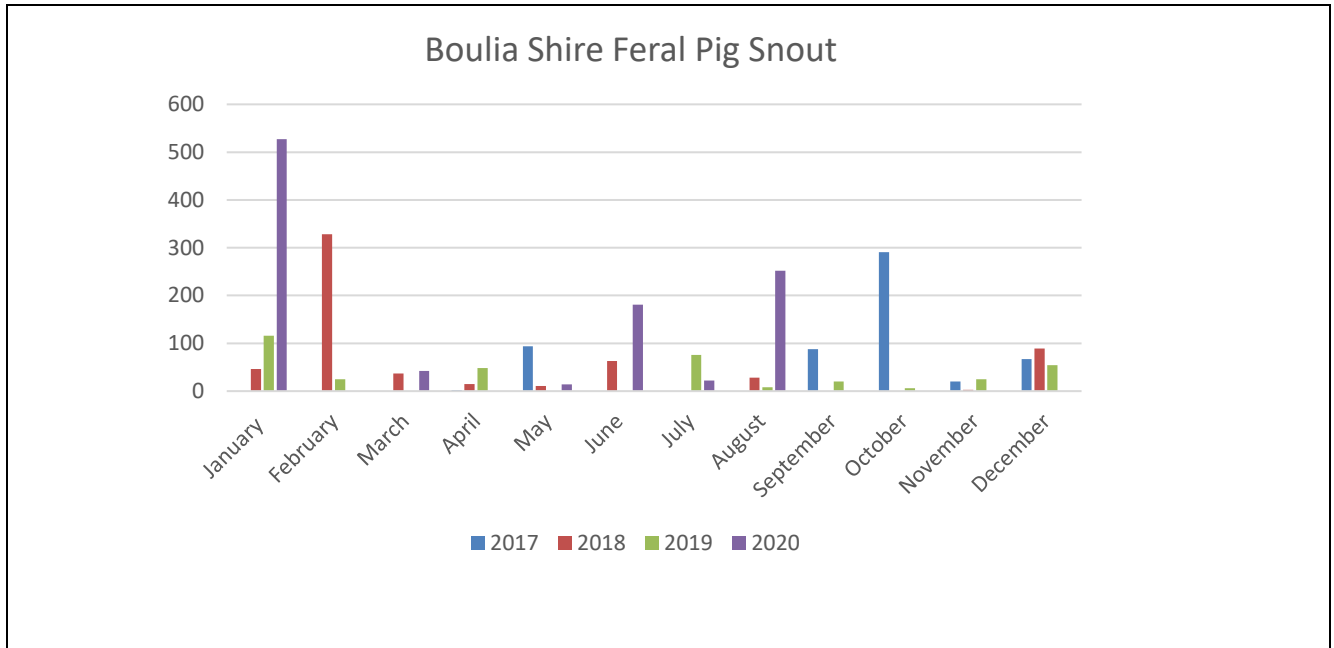


Boulia Feral Animal Bounty Claims:

Feral Pigs	Nil
Feral Dogs	Nil

Boulia Shire Feral Dog Scalp





CONSULTATION: DWO as required.

GOVERNANCE IMPLICATIONS: All work completed within budget allocations.

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Foreman Roads Maintenance and Construction September 2020 Report	DOC REF: Item C
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REPORT BY:	Mr Jimmy Newman Foreman Roads Maintenance and Construction	DATE: 14/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

PURPOSE:

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

CONTENT:

Current and Upcoming Projects are as follows:

- Upper Limestone Project - Primed and sealed end of September and is now fully open to traffic. This job has come up really well and has already had its first test of water running through the culverts with the rain in early October.



- Work on the Donohue Highway is underway. Water will be an ongoing problem. We hope to source water from Glenormiston Bore as there is only 1.7km left on this section to complete. We are hoping to complete this work mid November for sealing in conjunction with the job at Tobermorey.
- Currently in the process of shortlisting and interviewing candidates for the MC Truck Driver and Grader Operator positions.

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

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

RECOMMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Rural Lands Protection Officer September 2020 Report	DOC REF: Item D
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REPORT BY:	Graham Smerdon Rural Lands Protection Officer	DATE: 13/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 4: Caring for the environment

4.3: Sustainable

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

PURPOSE:

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

CONTENT:**RLPO:**

The month was spent 1080 baiting and checking stock route water facilities.

TOWN COMMON:

With a total of 119 head of mixed stock currently running on the common, with the feed that is available at this time there is nothing to worry about and will carry the numbers that are running on the common for the next 3 to 6 months. If there is no rain in that time we might need to look at the numbers compared to the amount of feed that will be available. What rain we did get in September has not made any difference to what feed there is now available.

DOMESTIC ANIMAL CONTROL:

There was one dog impounded, this dog was registered so it was returned to its owner free of charge.

CWRPM (TECHGROUP):

At this stage I have not heard when a meeting is going to happen and what the plans for the future are.

WEED SPRAYING SHIRE ROADS:

I have more weed spraying to be done but with the weather being so dry and most of the weeds being under distress, will have to wait for some rain before I can start weed spraying again.

RMPC:

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

GRAVEL/BURROW PITS:

I will be doing more weed control on burrow pits that have Parkinsonia Bushes growing in them. I have already done some poisoning of pest weeds in some of the burrow pits and will be putting some more Graslan pellets around the bushes that I could not get to before.

STOCK ROUTE:

I applied for Capital Works Funding and was lucky enough to receive some funding to replace the split 10,000 gal poly tank at the Herbert Downs Water Facility, with the 10,000 gal poly tank from Nesbit Bore Water Facility that is no longer being used as the bore has collapsed.

1080 BAITING:

The second round of 1080 baiting took place from the 07/09/2020 to the 11/09/2020 with only four properties baiting, with a total of 2497.5kg of meat being treated with pig strength 1080 poison and 880kg of meat being treated with dog strength 1080 poison. I have had inquiries from properties about doing some baiting in October.

CONSULTATION: Nil

GOVERNANCE IMPLICATIONS: Nil

RECOMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Boulia Work Camp September 2020 Report	DOC REF: Item E
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REPORT BY:	Vic Strowger Custodial Correctional Officer Townsville Correctional Centre	DATE: 05/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1 Promotion of community events, services and facilities

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

PURPOSE:

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

CONTENT:

During this period the below community work was conducted:

- Mow and whipper snip some town yards as per latest approved list.
- Mow/Whipper Tennis Club area.
- Boulia School: mow/whipper snip, clean area.
- Boulia School: re-paint garden edging.
- Mow sports oval.
- Mow/Whipper snip Sports Centre area.
- Re-paint 3D Pedestrian Crossings.
- Paint new Pedestrian Crossing and black out old crossing.
- Completely remove damaged Boomerang entrance sign, clean area.
- Take old tyres to tip, to be used as entrance guide.
- Racecourse Reserve: Start preparing rails to be painted.
- Council Units: Whipper snip/re-lay pavers/mulch garden beds/fill sink holes.
- Council Units: Collect/deliver filler and topsoil to yards, spread soil and rake area.

RECOMMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

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

Key Priority 5: Robust Governance

5.1: Confidence

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

PURPOSE:

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

CONTENT:

Compliance, legislation and training:

At the beginning of the month I attended a webinar presented by the Gas Fields Commission on the topic of navigating Land Access. The first webinar ('Navigating Land Access') was delivered by subject matter experts from the Queensland State Government and conveyed the very latest relevant information on laws, best practice, processes, environmental management and what support is available to landholders. There was no immediate impact for Council in this session.

RAPAD Update

Attended the RAPAD Investment Prospectus and Outback Jobs Reference Group meeting (ZOOM).

Investment Prospectus

- To assess and quantify the importance of Central West Queensland (CWQ) supply chains to the region, state and nation. This project will undertake a detailed quantitative and qualitative supply chain analysis of the region including regional economic impact modelling (input-output analysis) to assist/demonstrate not just the contribution regional key industries make in revenue, value-add and employment along the value chain, but also highlight the advantages, opportunities and comparative advantage the region can offer investors. This information will then be developed into an online investment prospectus to comprehensively outline the region and its advantages as a destination to invest and do business, all in one place.

Outback Jobs

- The object is to build an outback jobs map website to aggregate and demonstrate job vacancy demand, and, to showcase to prospective employees what the region has to offer. Currently CWQ has job vacancies but cannot find the people to fill them, and lacks a regional narrative to help prospective employees make more informed decisions about coming to the region. These, and the unknown long term impacts of COVID-19 will have on the region, compound the existing identified problems facing the central west of population decline, lack of diversity in the economy, and difficulty in attracting and retaining families. COVID-19 impacts will particularly affect tourism businesses and small business in central west Queensland. These businesses rely on income earned through the tourism season to carry them through the hotter months. They also rely on casuals including back packers and grey nomads to provide the workforce they need for the tourism season. These workers may not be available in 2021 and businesses will need to seek staff from within region and within the state. COVID-19 provided an opportunity to attract to the west hospitality and other workers who many not have ordinarily considered a move to a remote community. Developing

the website tool has the potential to better convey the jobs opportunities and affordable rent to currently unemployed people and assist to reduce vacancies. This will assist the region's economy to recover more quickly from the impacts of COVID-19.

Moving further ahead with technology....

This month saw Council take another step forward making us easier to do business, with several of the team members pulling together to create an online induction process. The hard won fruits of our labours will be evident very shortly. Not only will we be easy to do business with but this also ticks another box for compliance! Our next project coming in the wind is online leave sheets and online timesheets with the donga at the Depot now kitted out with computers which would ordinarily be obsolete being utilised for a new purpose.

External Auditors visit

I am happy to report that our external auditors arrived for their annual visit and they were very happy with the ease at which their requests were delivered by the finance team. Nothing to report here – which is a good thing.

LGAQ – Elected member training

All Boulia Shire Councillors participated in the annual elected member training which was a full day of the changes to the guidelines for both Councillors and CEO and staff responsibilities.

Disaster Management and COVID-19

Continuing the ongoing planning for events either directly relating to COVID-19 or as a result of the COVID-19 impacts such as flood and fire threats etc over the coming months. The Mt Isa District Disaster Management Group (our support agency) are very supportive and proactive.

Channel Country Pest and Weed project.

The second stage of the Hamilton Channels Project has now been completed (report attached by Desert Channels Queensland). The 'first' stage was commenced quite a number of years ago so this project builds on past efforts. The next part of the project is in fact a component of the 'new' Federal Government grant '**Communities Combatting Pest and Weeds**'. **Desert Channels Queensland** are the enabling partner in this project who are in consultation with our local Land Care Group for their advice on areas for consideration for the next stage.

CEO MEETINGS		
2020	CONTACT	REASON/ISSUE
1/9/2020	ManEx	Executive/Mgrs - Weekly catch-up
4/9/2020	RAPAD	Monthly teleconference
4/9/2020	OHDC	Monthly teleconference
4/9/2020	Russell Lowry	Development review on Hub proposal
7/9/2020	Morgan Gronold	Update review on jobs hub
8/9/2020	LGAQ	Elected Member training
9/9/2020	ManEx	Executive/Mgrs - Weekly catch-up
10/9/2020	Mt Isa DDMG	Homelessness and COVID-19
10/10/2020	Jessica – Pulse ERM	Risk Management uploading checks
10/10/2020	CEO's of the West meeting	'COWS' - monthly teleconference
11/9/2020	DSDMIP - Sue McCosker	Development Economic Statement
11/9/2020	Land Care Group/DCQ	Next stage of Channel Pest and Weed project
14/9/2020	Tender Process group	Review of existing procedures
15/9/2020	ManEx	Executive/Mgrs - Weekly catch-up
16/9/2020	TMR - Barcaldine and Cloncurry	Face to Face re Mt Isa Rd

17/9/2020	Warwick Agnew - T/Conf	Refinancing LG debt.
22/9/2020	ManEx	Executive/Mgrs - Weekly catch-up
22/9/2020	DLGRMA – Dept. of Local Government, Racing and Multicultural Affairs	Integrity Act workshop - Local government reforms
24/9/2020	Xzibit - Joel Nebauer	Updating the programming for the Min Min Encounter for the show
25/9/2020	Council meeting	Ordinary meeting of Council
29/9/2020	ManEx	Executive/Mgrs - Weekly catch-up
30/9/2020	Jessica - Pulse Corp Planning	Review of new systems for reporting
30/9/2020	DLGRMA – Dept. of Local Government, Racing and Multicultural Affairs	COVID-19 Economic update

EMAIL CORRESPONDANCE FORWARDED TO COUNCILLORS

2020 EMAIL CORRESPONDANCE

- FW: Pitta Pitta People 28/09/2020
- FW: 20200928 Company Update 28/09/2020
- Mayor and Councillor tasks.xlsx 28/09/2020
- Australia Day - 'Spirit of Bouliia' Award 25/09/2020
- FW: Office of the Independent Assessor - Inappropriate Conduct Complaints 24/09/2020
- URGENT AND IMPRTANT - REF 43938 - Outside 38 Herbert Street, Bouliia, QLD 4829 - removal of one payphone 24/09/2020
- RE: Integrity Act Training 24/09/2020
- FW: Please DELETE any email received from Dropbox with reference to Parks and Leisure Australia 22/09/2020
- FW: Declaration of Interest- Prescribed 22/09/2020
- Kangaroo Death - Valda Spilsbury 21/09/2020
- FW: re flyer - Get Ready Evac Plan 15/09/2020
- FW: Min Min Encounter 14/09/2020
- Trevor Partlett - Funeral Friday 18th Sep 11/09/2020
- FW: Vale - Trevor Partlett - 'Darkie' 11/09/2020
- RE: Zack Britton Letter. 10/09/2020
- RE: Management of Flood height notifications 10/09/2020
- The kindness of strangers..... 10/09/2020
- FW: Board Update - September 2020 10/09/2020
- FW: Correspondence from the Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development, the Hon Michael McCormack MP [SEC=OFFICIAL] 8/09/2020
- FW: BLSC report - 1st stage weed progress report 8/09/2020
- FW: Experts examine a new Bradfield chaired by Ross Garnaut 3/09/2020

RECOMMENDATION:

That the CEO September 2020 Report is received for information.

ATTACHMENTS: CEO 1.1 DCQ Channel Country Weed control report

Chief Executive Officer

Ms Lynn Moore



Control Report – Channel Country Weed Project Hamilton Channels



Prepared for Boulia Shire Council

by

Desert Channels Queensland

(August 2020)

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Figure 1: Parkinsonia – Warenda Station

Scope

This document incorporates the results from the surveys of the Hamilton Channel within the project area, the development to the project plans management plan, as well as the report on the FY19-20 activities undertaken as part of the project.

The project focus was to control the impact of pest weeds in the Hamilton Channels catchment area primarily centered on 4 properties in collaboration with landholders and to involve the wider community in skills and knowledge development through a social field day to disseminate results.

The project surveyed 9 properties and undertook control works on 7 covering a total of 31,389 ha of which 19,369 was control using a biological control agent for Parkinsonia due to these properties being organic.

The project was broken into two Phases:

Phase 1

This included:

- A survey from source in the respective properties, through to the end of the infestation; and
- Identification of the most successful method given some of the listed properties indicated that they were in fact organic and the project preference for herbicide could not be used.
- The survey was widened from the initial 4 properties to 7 as the source of the weeds was better identified

Project deliverables:

- a schedule of works and time frame for control in the 19/20 financial year; and
- recommendations on ongoing control priorities between BSC and landholders.

Phase 2 was the development of a management with the aim of:

1. Controlling high priority infestations and seed sources along the Hamilton Channels, adjoining watercourses and priority areas of the Burke River, through targeted chemical control;
2. Implementing non-chemical control options through introduction of biological control agents on properties identified as organic; and
3. Establishing a monitoring network to flag changes in threat levels and to monitor biological control agent populations.

Background

The major weed identified for control was Parkinsonia.

This plant is native to Central America, the Caribbean, southern USA, Mexico and northern South America and has been introduced to many parts of the world where it has become an invasive weed of South Africa, the Mediterranean, tropical Africa, south-western Asia, India and the Pacific Islands. Parkinsonia has also become invasive in parts of its native range including Mexico and southern USA.

Originally introduced to Australia in the late 1800s as a shade and ornamental tree, Parkinsonia has now naturalised throughout most of northern Australia. The largest infestations occur in Queensland, the Northern Territory and northern Western Australia. Small isolated infestations have occurred in South Australia.

Parkinsonia has been recorded in the project area for many years and subjective advice from landholders suggests that its extent is increasing despite control activities occurring on most of the properties. A critical issue to be resolved as part of this project was the identification of seed sources, and their control, even if properties were identified as being organic.

The area is logistically challenging being so remote, covers the flood out areas of the Hamilton River channels, a vast area of anastomosing channels, had multiple potential weed sources and the project area included properties that could not have weeds controlled with standard chemical applications given they were listed as organic.

Project plan

The project plan has three phases:

1. Survey and prioritization
2. Ground control
3. Monitoring

Survey and prioritization

Phase 1, survey and prioritization was as follows:

- Intensive ground and aerial survey of Hamilton River intersected by the properties Warenda, Pollygammon and Slashers Creek;
- Intensive ground and aerial survey of Pollygammon Creek intersected by the properties Lucknow, Pollygammon and Slashers Creek;
- Intensive ground and aerial survey of Warenda Creek intersected by the properties Warenda and Granton; and
- Intensive ground and aerial survey of Bourke River intersected by the property Elrose;

The survey was conducted in Late 2019. Conditions were ideal for the identification of the weed due to the lack of ground cover.

The area was heavily vegetated with mixed riparian woodland vegetation,

dominated by eucalypt species, coinciding with soil type changes forming dense forests in flood-out country and elevated parts of the watercourse.

The channels of the Hamilton River are heavily braided, generally less than 1 metre in depth and show some sign of active erosion. While the catchment of this river at the project area is large, the channel morphology suggests slow, non-turbulent flow, which would be conducive to deposition of seed and vegetative material. The exception to this appears to be in the mixed vegetation communities. The soil type is sandier, channel depth increases and there are commonly signs of localized bank and channel erosion.

Initial ground surveys at the Hamilton River channels highlighted the spread of the weed along the western channels with infestations visible into neighboring properties. Due to the density of the native vegetation and the amount of ground debris, ground surveying had to be supported by the use of drones to obtain imagery over inaccessible areas, with ground-based surveying from ATVs used to validate imagery at key locations.

The survey was subsequently extended upstream to the property, Warenda to establish the upstream source of the Pollygammon infestations.

In total, 187 ground-survey points were undertaken along with 123 UAV survey flights and these were aided by flights using helicopters supplied by the property Pollygammon.

Survey results

The survey identified a consistent pattern for this weed, and that is, it is found within the outer channels of the braided streams, with the size of the infestation related to any previous control works and flow velocity indicated by the amount of leaf litter. Where the trees are in high density, and there are significant areas of undisturbed leaf litter, the weed reaches its maximum density and largest extent. The weed was not found in adjacent paddock areas away from the creek lines, or in areas where channelized flow increases velocity.

Imagery from UAV flights found infestations all the way to Warenda house, the suspected source of the infestations. The infestations were highest on the western side of the watercourse, with infestations also found in small amounts upstream of the main road to the Lucknow house.

The survey was extended to Granton to determine source area and to Elrose on the Burke River as required by the original project scope. The weed was generally found in small isolated pockets except on Elrose where the weed was found in extensive patches and generally these were mature infestations.

Ground truthing of UAV imagery confirmed the results of the UAV flights. It was clear from the expansion of the survey that the upstream extent appears to be at the property, Warenda in the North, and Lucknow in the East, however the Burke River infestations extend upstream well beyond the property Elrose.

Without control of the source on the Burke River, sequential control of this weed is not possible and control along the Burke should be considered in

future applications.

No infestations were found below the finish lines on Slashers Creek; however, it would be a safe assumption that there would be a seed bank below this point due to the maturity of the established infestations upstream; however, conditions do not suit establishment. This line, therefore, represents a change point for any future work, from control to monitoring.



Figure 2: Hamilton River Channels – Pollygammon Station

The table below summarizes the findings of the survey. It should be noted that this weed was only found in areas in, and adjacent to, the riparian zone.

Table 1: Survey results

Property	Infestation Density	Access Issues	WH&S Issues
Warenda	Medium to high but confined to western Channels	Low –Scattered ground obstacles, good access to channels	Medium - Fallen Timber, steep sided creek channels
Pollygammon	Scattered and in low density but generally confined to western channels	High – Multiple channels and ground obstacles	Medium - Fallen Timber, steep sided creek channels
Slashers Creek	Very low and confined to western channels	Low –Scattered ground obstacles, good access to channels	High – Very heavy fallen timber, steep sided creek channels
Lucknow	Medium to high but confined to main channels of creek	Low –Scattered ground obstacles, good access to channels	Medium - Fallen Timber, steep sided creek channels
Dover	Scattered and in low density but generally confined to western channels	Low –Scattered ground obstacles, good access to channels	Medium - Fallen Timber, steep sided creek channels
Elrose	Medium to high but generally confined to main river Channels	High – Multiple steep sided channels and ground obstacles	Medium - Fallen Timber, steep sided creek channels

Property	Infestation Density	Access Issues	WH&S Issues
Granton	Scattered and in low density but generally confined to western channels	High – Multiple channels and ground obstacles	Medium - Fallen Timber, steep sided creek channels
Cazna Downs / Black Mountain	Medium to high but confined to main channels of creek	Low –Scattered ground obstacles, good access to channels	Medium - Fallen Timber, steep sided creek channels



Figure 3: Parkinsonia – Burke River - Elrose Station



Figure 4: Parkinsonia – Warenda Creek - Granton

Area of Control

Property	Infestation Density	Area Treated	Control Activities
Warenda	Medium to high but confined to western Channels	5960 ha	Organic Treatment - 14,350 Capsules
Pollygammon	Scattered and in low density but generally confined to western channels	9393 ha	Chemical Control – 21,500 L (Diesel and Chemical) 55 kg of Gaslan Pellets
Slashers Creek	Very low and confined to western channels	75 ha	Chemical Control – 150 L (Diesel and Chemical) 5 kg of Gaslan Pellets
Lucknow	Medium to high but confined to main channels of creek	2627 ha	Chemical Control – 17,000 L (Diesel and Chemical) 5 kg of Gaslan Pellets
Granton	Scattered and in low density but generally confined to western channels	8715 ha	Organic Treatment – 23,000 Capsules
Elrose	Medium to high but generally confined to main river Channels	4104 Ha	Organic Treatment – 16,800 Capsules

Property	Infestation Density	Area Treated	Control Activities
Black Mountain /Dover / Cazna Downs	low but confined to main channels of creek	590 Ha	Organic Treatment - 3,500 Capsules

Chemical control

Phase 2, ground control, has three components:

1. Broad area intensive spray control
2. Extensive biological control and fire
3. Follow-up site/localized spray control

The ground control was separated into two stages with initial work commencing in November 2019 and the second stage commencing in May 2020 following flooding of February and March 2020, in which the Hamilton River flowed extensively. Control works were also held up due to the introduction of a region wide movement stop due to risk of Covid-19.

Control work undertaken in late 2019 establish an area from which other linked control activities will pivot. The plan had been developed around on-ground control to break the area into four control zones 2 of which involved conventional spray and two which involved biological control. The chemical spray areas were undertaken in late 2019 with the biological control areas associated with the organic sites to have work undertaken in early 2020 once conditions better favored establishment of the control agent. This stage 2, a very labor-intensive activity, is the stage that was impacted by the COVID-19 movement restrictions within the shire. The 4 control, areas were

1. Hamilton River – Slashers Creek to Pollygammon boundary
2. Pollygammon Creek – Pollygammon to Lucknow House
3. Warena Creek / Hamilton River – Granton / Warena / Cazna Downs / Black Mountain
4. Burke River - Elrose

The total area treated in the spray program was 12020 Ha on the properties Pollygammon, Lucknow and slashers Creek and was primarily undertaken between October and December 2019, with some follow-up in May 2020. Control works consisted of basal bark spraying from ATV's.

All chemical control works were undertaken in management zones 1 and 2.

Biological Control

Several of the properties in the project area indicated in the surveys that they were registered as organic and so conventional chemical control was not possible. The surveys indicated the importance of these properties being included in the control works as they were identified as weed seed sources for adjoining properties, the resolution was the treatment of Parkinsonia with the newly released Di-Bak bioherbicide that induces dieback into the woody weed. Infection occurs in the stem/trunk of the tree at the site of insertion of the capsule. Endophytic fungi then colonise the internal tissue at the application site which subsequently leads to pathological infection. Necrosis of the stem kills the vascular tissues leading to severe stem damage and eventual plant death.

Work to date in the west indicates that the biological agents, while damaged by excessive heat, can establish however the rate of plant death is slow, and dependent on climactic conditions. A significant issue with this control technique is the intensity of labour involved with up to 3 capsules needing to be drilled into mature plants. Application occurred in April, May and June 2020 to provide the best conditions for the establishment of the pathogen.

Control occurred in management zones 3 and 4 and covered a total of 19,369 Ha.



Figure 5: Hand application of Di-Bak Pellets – Burke River – Elrose Stations

Partnerships

Building partnerships with landholders is seen as a cornerstone of any effective control strategy and program. Considerable effort has gone into engaging both through phone calls and personal visits.

Landholders have been very supportive, supplying a helicopter to support surveys, and machines to create access tracks for the survey and control activities. Most landholders have also been very active in treating infestations on the Hamilton River and Pollygammon Creek, as well as mopping up any fresh outbreaks. All have confidence in the chemical control areas however from the perspective of landholder participation, much hinges on the success of the biological control agent's success, which is still in some doubt.

Monitoring

FY 19/20

- Photo monitoring points were established with tagged and GPS located steel posts at two representative chemical control sites on the properties Pollygammon and Lucknow prior to treatment in October 2019. Post treatment monitoring photos at these points were collected in May 2020 prior to the project completion when the control activities were most most visible.
- Photo monitoring points were established with tagged and GPS located steel posts at representative biological control sites on the properties Warenda and Elrose prior to treatment April 2020. Post treatment monitoring photos at these points will collected in September 2020 prior to the project completion when the control activities have had the greatest opportunity to begin to work.

Conclusions

The infestation of this weed is far more widespread than initially understood however the densities remain relatively light compared to infestations in the Upper Thomson River Catchment. The remoteness and size are the area, along with the physical changes of control in such an extensive system of channels compounded control issues. The support and assistance from landholders was essential to the successful conclusion of this project and is indicative of their ongoing interest in the control of this weed. In this aspect the landholders on Pollygammon stand out.

The growing challenge of weed control on properties which have, for commercial reasons, moved to organic status will be a difficult issue for Bouliia Shire Council to resolve. The control of Weeds of National Significance is a primary responsibility of landholders and the use of the bio-herbicide will hopefully resolve the issue for this species. The intensity of the labour required however is unlikely to mean that many landholders will use it extensively. While not an issue just for Bouliia Shire Council, the ongoing control of this weed is dependent on seasonal factors favouring the establishment and expansion of this fungi. While localised establishment has been found in the trial areas within the region, extensive movement and timely control have not as yet been observed. The location of these weeds, and the risk of erosion preclude mechanical control in most situation meaning that alternatives to chemical control should the Di-Bak fail, are limited.

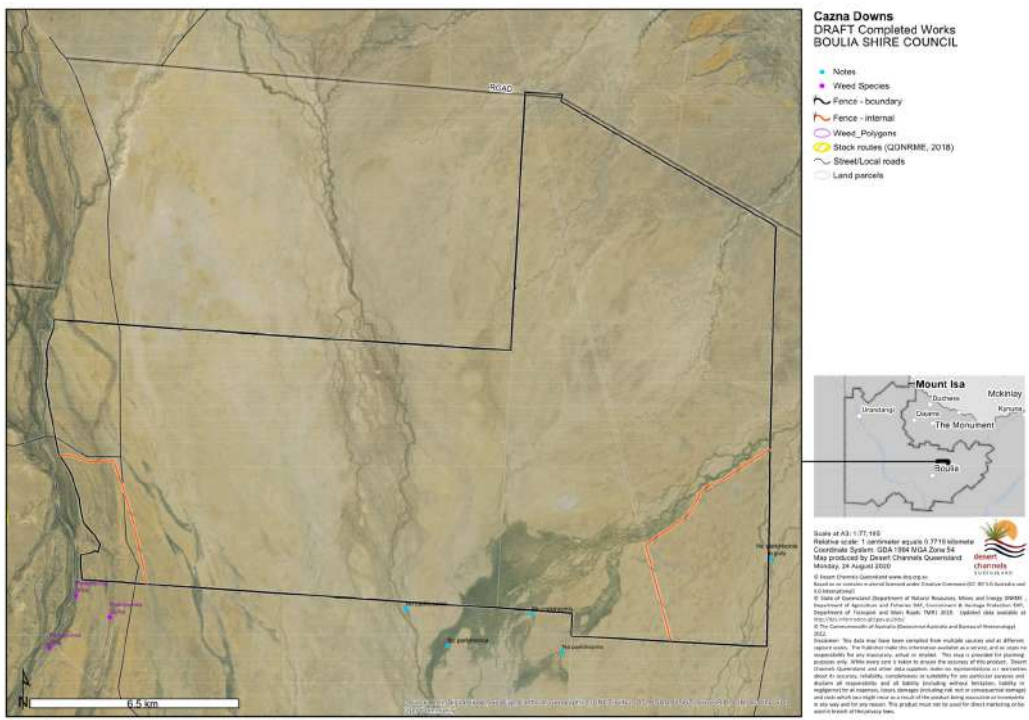
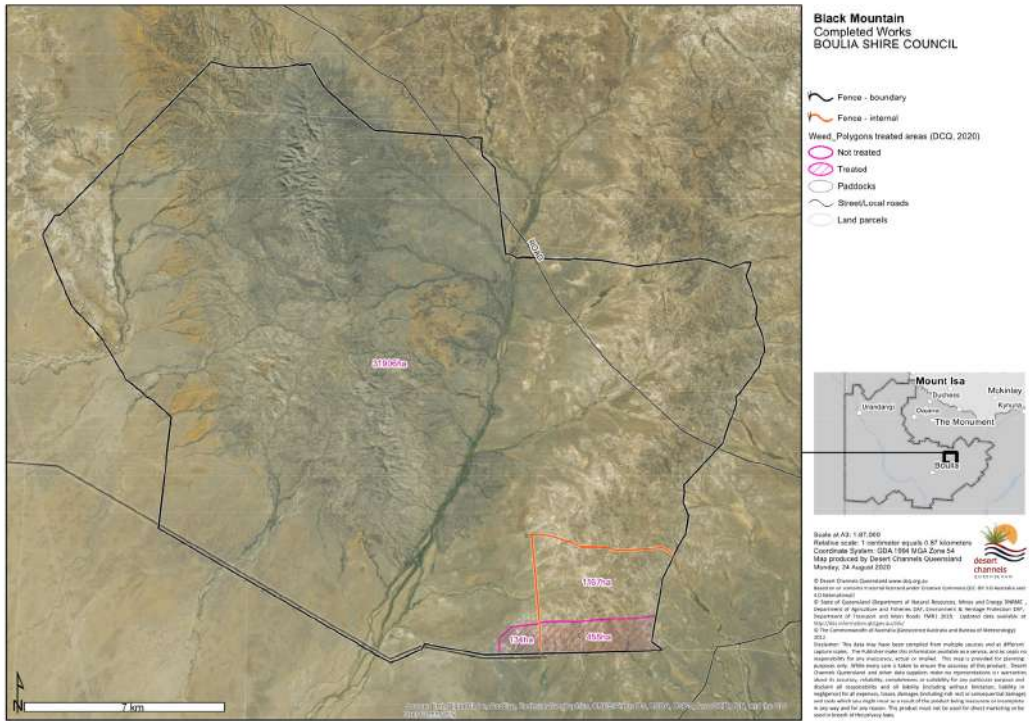
Chemical control of the entire infestation of the Hamilton Channels is logistically and practically difficult and financially. The next best option, and one that is achievable in the medium to long term with committed landholder cooperation, is a mix of biological control with co-ordinated spot spraying and increased competition from ground cover with some fire control of residual seeds. This should be a long-term goal and the project, plus any options to extend provide the foundations.

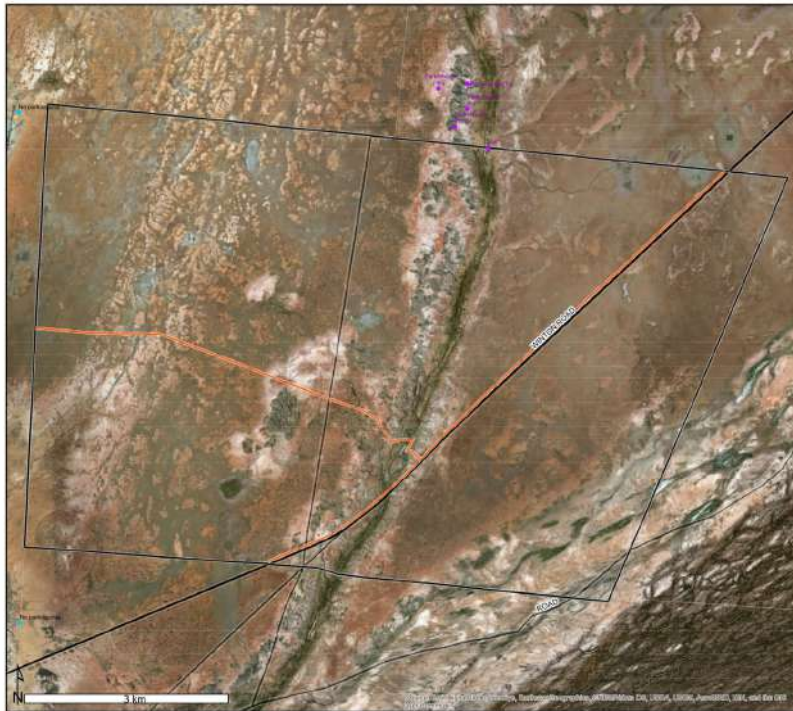
Recommendations for future Investment Initiatives

FY 20/21

1. Coordinated on ground control extending upstream of Elrose on the Burke River to capitalise on investment made to date.
2. Follow-up control in priority areas
3. Monitoring of biological control sites

Areas of Weed Control





**Red Head
DRAFT Completed Works
BOULIA SHIRE COUNCIL**

- Notes
- Weed Species
- ~ Fence - boundary
- ~ Fence - internal
- Weed Polygons
- Paddocks
- ~ Secondary roads
- ~ Street/Local roads
- Land parcels



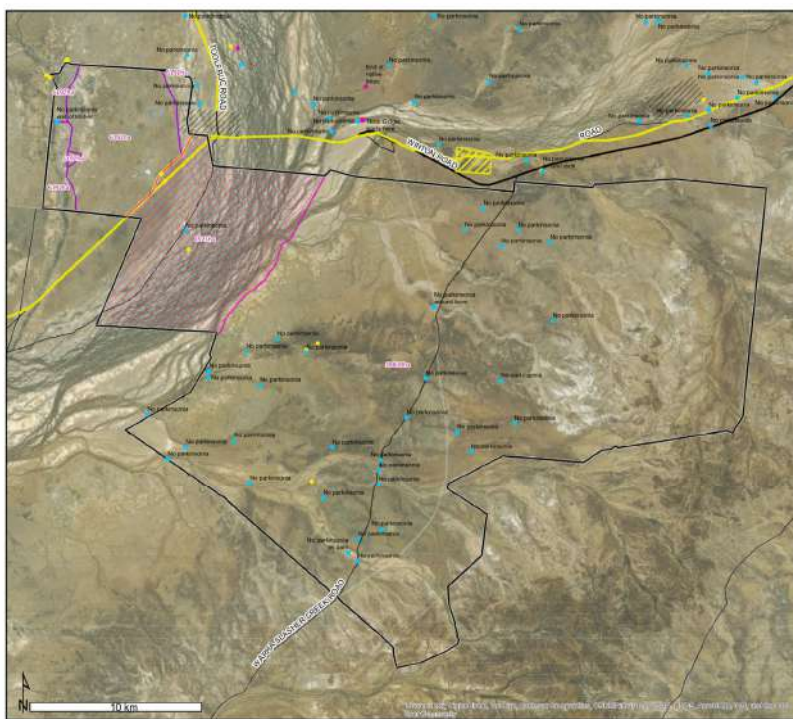
Scale at A3: 1:26,000
 Relative scale: 1 centimeter equals 0.26 kilometers
 Coordinate System: GDA 1984 MGA Zone 54
 Map produced by Desert Channels Queensland
 Monday, 24 August 2020

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**Slashes Creek
Completed Works
BOULIA SHIRE COUNCIL**

- Change required / Individual Prickly Acacia
- Infrastructure
- Notes
- ~ Fence - boundary
- ~ Fence - internal
- Weed Polygons treated areas (DCQ, 2020)
- Treated_Y
- N
- Y
- ~ Stock routes (QDNRME, 2018)
- ~ Secondary roads
- ~ Local Connector roads
- ~ Street/Local roads
- Land parcels
- /// Reserve



Scale at A3: 1:145,000
 Relative scale: 1 centimeter equals 1.45 kilometers
 Coordinate System: GDA 1984 MGA Zone 54
 Map produced by Desert Channels Queensland
 Monday, 24 August 2020

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Monitoring Pictures and Field Day

To be completed by end of September 2020.

Boulia Shire Council Action List

DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
Wednesday 17th April 2019				
17/04/2019		Cllr Neilson: Consider making a short clip promoting Boulia to distribute on Social Media when recruiting for staff.	CSM	08/10/2020 This is being worked on by Media Officer, meanwhile Youtube clips have been loaded to the employment section on Council website. 09/09/2020 CEO: Joint collaboration with RAPAD and tourism officers with this on the top of the list. 21/08/20 A 12 page digital booklet is being developed for the website with video clips inserted by the Media Officer and Vink Publishing.
Wednesday 22nd May 2019				
22/05/2019		Boundary fence on Cooridgee and Wirrilyerna – check if repairs finished	RLPO/DWO CEO _ Ltr	18/08/2020 DNRME: advised on requirements which fall back on the landholder to complete fencing. 02/12/2019 Allocation of \$40,000 to repair/replace fencing
Monday 18th November 2019				
18/11/2019	2019/11.36	That Council proceed with the Facebook Checkfront online booking system.	CSM	08/10/2020 OQTA Assist will help us start a set up with an online booking facility later in the year. 01/09/2020 Have contacted OQTA to ask for help with online booking contacts as Check front company not responding well.
Wednesday 18th December 2019				
18/12/2019		Cllr Rick Britton: During upgrades to washdown bay facility, look at possibilities for accommodating double deckers	DWO	10/02/2020 To be considered during upgrade works.
18/12/2019	2019/12.8	That the Town Common Stock Route Fence/Stock Baulk be deferred for investigation on Town Common leasing to be obtained.	DWO/RLPO	09/09/2020 CEO: Report deferred until further clarification can be obtained on both the Town Common and the Stock Route reserve. 11/08/2020 Report by CEO in progress, will be submitted to September Council meeting. 01/07/2020 Information received from DNRME indicating a trustee permit or trustee lease arrangement for grazing purposes only would be possible on the Town Common. Report with further information to go to August Council meeting.

Monday 25 th May 2020				
25/05/2020		'BO' km signage between Boulia and Winton to be replaced	DWO	09/09/2020 CEO – Audit complete – 11 signs to replace – advice to DWO. 13/07/2020 Signage audit scheduled to be done approx. August. 10/06/2020 Signage audit to be completed.
25/05/2020		Urandangi Playground – Councillors to attend an official opening following the completion of this W4Q Round 3 funded project	DWO	09/10/2020 Official Opening conducted. 09/09/2020 Playground complete - water tank complete – official opening on Oct 9 th – with Cllrs to visit Urandangi. 10/06/2020 Await completion of works. Combined opening to be done with Urandangi Water Tanks project once both are completed.
Friday 19 th June 2020				
19/06/2020		Cllr Britton: Container Collection Scheme – wool bags to be supplied by Brisbane company, frames for bags could be made locally e.g. Rainbow Gateway Participants or Work Camp	CEO/EA	14/10/2020 Visit by Winton company to review site at Council yard. 09/09/2020 No further action in this space – letter to Zac Britton advising what action Council are taking for the future of recycling. 25/06/2020 – Email from Rainbow Gateway – they are adding the 'frames' for the bags as a project to her budget for participants 2020-2021.
19/06/2020		Cllr Edgar: Electrical Design Plan for the Industrial Estate	DWO	14/10/2020 Preliminary design received from Ergon.
19/6/2020		TOURISM - 'Why do I live where I live?' – Michaella to 'interview' locals on a video for the web?	CSM/Michaella	01/10/2020 Media Officer still working on this. 11/08/2020 In progress. 10/07/2020 Michaella to research this for the best way to gather some locals for interviewing. The original interviews with locals by OQTA to be loaded onto Council website.
19/6/2020		STAFF ATTRACTION – Make a video of the highlights and services available in Boulia for prospective employees. To be available on the web.	CSM/ Michaella	08/10/2020 Media Officer working on this and advert positions as per top suggestion in April. 21/08/2020 As stated above, plus 09/09/20 - new tourism RAPAD group formed.
4/7/2020		Racecourse User Committee follow up from meeting on 3 rd July. Send 'wish' list out and ask for further thoughts and ideas.	DWO / CEO EA - Nicole	15/10/2020 CEO - Plan of Management for Parks, Sportsgrounds and Open Spaces will be circulated to Council for review prior to next months meeting. Off leash areas still to be identified. 09/09/2020 Management Plan beginning to take shape.

				11/08/2020 Some suggestions received back. Compiled ready for further work on future planning.
Tuesday 21st July 2020				
21/07/2020		Queensland Reconstruction Authority document - <i>Flood classifications in Queensland - A best practice guide for local governments</i> : to be referred to LDMG for discussion and referral back to Council. Cllr Nielson: could indicators be put at the Burke Bridge to show levels of water coming down stream?	CEO	18/08/2020 Spreadsheet sent to Councillors for their input Mayor: Minor Burke @ Burke Bridge 2.8 mtrs Moderate up to 3.6 mtrs Major 3.6 mtrs and above. 11/08/2020 No action to date due to CEO annual leave, to be progressed.
21/07/2020	2020/7.6	That Council, under Section 113 of the Animal Management (Cats and Dogs) Act 2008, undertake an Approved Inspection Program being a Systematic Inspection Program. The purpose of the Program relates to monitoring compliance on outstanding dog registrations starting 3rd August 2020 and concluding 30th October 2020. The Program is to cover the entire Local Government Area.	DWO	11/09/2020 Sourcing from other Council to complete inspection. 11/08/2020 Registration notices have been issued. Following the required 30 day wait period this will be reviewed and inspections can commence. Investigating third party options to assist with carrying out the inspections.
Monday 17th August 2020				
17/08/2020		Bouliia Industrial Estate: Provide Councillors with updated map to show layout	DWO	11/09/2020 Approved plan will be tabled at the Council meeting.
Friday 25th September 2020				
25/09/2020		Council to 'opt in' for the LGAQ Mutual Access Agreement to allow Mayors, Councillors and Council CEOs access to the Parliamentary Precinct, while Members of Parliament will be able to access council premises.	CEO	28/09/2020 LGAQ notified of Council's agreement to opt in.
25/09/2020		Cllr Britton: Council to support (in kind support only) James Cook University's EOI for a CRCNA research grant titled "Designing and evaluating youth mental health services in remote Queensland"	CEO	28/09/2020 Notification of Council's support sent to Sabina Knight at JCU.
25/09/2020		Replacement of entry signs to Bouliia Shire	DWO	01/10/2020 Existing Shire entry signs (NT Border, Bedourie Rd, Winton Rd, Mt Isa Rd) are faded. Replacements to be ordered.
25/09/2020		Tall gates on Spelling Yards: difficult to open/issues with door rolling system	DWO	14/10/2020 Working with Boilermaker to redesign the gates.

25/09/2020		Meeting to be arranged with QLD Health Chairs Jane Hancock and Paul Woodhouse	CEO	14/10/2020 Emailed Jane Hancock to arrange a meeting for feedback on the patient tfr issue between Mt Isa/Townsville and Winton.
25/09/2020	2020/9.7	That the applicants be advised that due to the Nerida and Braeside homesteads being unoccupied, the access roads to these properties are unable to be classified (in accordance with Council Policy 136 Shire Roads Policy) as Category 4 Emergency Access Only roads, therefore, Council will not be completing any grading works on these roads.	DWO	30/09/2020 Letter sent to applicants regarding Council's decision.
25/09/2020	2020/9.8	That Council implement the numbered rural property addressing system as presented in the Rural Property Numbering report.	DWO	14/10/2020 Letter sent to the property owners with facts sheet and published briefing on 'CCC'.
25/09/2020	2020/9.15	1. That Council receive the minutes of the Plant Committee Meeting on 17th August 2020 and endorse the actions proposed by the Plant Committee, as noted in the Plant Committee meeting minutes of 17th August 2020. 2. That Council approve to increase the plant budget by \$200,000.	DCS/FM	14/10/2020 Noted – to be ratified at the quarterly budget review.
25/09/2020	2020/9.16	That Council approve for Work Camp Inmates to be able to carry out work experience with Council Crews and that the Foreman, Road Maintenance and Utility Services, Mr Ronnie Callope, the Foreman Roads Maintenance and Construction, Mr Jimmy Newman and Rural Lands Protection Officer, Mr Graham Smerdon be nominated as Inmate Supervisors.	DWO	30/09/2020 Letter sent to Work Camp Supervisor to advise of Council resolution.
25/09/2020	2020/9.22	1. That all rates payable (general rates plus all services and the Emergency Services Levy) by the Boulia Golf Club Inc (Assessment A244) for the 2020/2021 financial year, be paid by Council as a donation on the basis that the association is a volunteer association responsible for providing a recreational facility. 2. That the CEO write to the Golf Club and advise them of the outcome. 3. Action to be completed by Finance to make the donation to the Golf Club to cover the	DCS/FM	30/09/2020 Letter sent to Golf Club advising of Council resolution for 20/21 rates.

		2020/2021 financial year. Notation to be made in the rates system for future records.		
25/09/2020	2020/9.31	1. That the after hours access during daylight hours be granted under strict considerations to current gymnasium members for training purposes and the access be controlled via 'FOB' security token linked to their gym membership. 2. This access is granted strictly for 'training' purposes and not for general family use.	WHSA/Admin	12/10/2020 Implementation process for after hours access to begin following completion of renovations at the Sports Centre.

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS			
Date	STAFF member	Project – or Issue:	Response:
18/12/2019		Cllr Beauchamp: Future idea – Drone Park	14/10/2020 Still on the burner Sam....
11/05/2020	Harin	Cllr Edgar: Resealing of Mulligan Street/Pituri Street/Wills Street	14/10/2020 - Reseal completed under R2R. Wills street requires special treatment to remove the roughness on the road. To be included in the listing of future projects for funding. Costings to be done on potential surfacing options e.g. bitumen, polycom
25/05/2020	Julie	Cllr Norton: Once State COVID-19 restrictions allow for it, consider hosting a COVID-19 Community Recovery Party	01/10/2020 Opening of Sports Centre could be considered as a recovery party as food and markets will be operating. Perhaps a recovery party could be held in conjunction with other organisations towards the end of the year.
19/6/2020	Harin	Cllr Edgar: Dam/recreational water park (boating etc)	This has been raised several times. We will put together all the information we have into a business case for review by Council for the long term benefits and costs etc. Not estimated to be completed within the next 6 months due to the workload of staff.
19/06/2020	Julie	Cllr Neilson: Branding idea – pronunciation of Boulia – Bull'ya	01/10/2020 Branding ideas and marketing to be looked at in further detail with OQTA Assist and Focus Productions.
19/06/2020	Julie	Cllr Edgar: Consider putting interactive tablets in the hut inside the Min Min Encounter.	The hut/office will be repurposed once the Min Min Encounter remodelling starts.
19/06/2020	Julie/Harin	Cllr Britton: Consider coloured directional signage (e.g. on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	14/10/2020. Revised street maps with coloured markers on street signs are to be implemented. This will be delivered in conjunction with the DWO.
19/06/2020	Julie	Cllr Neilson: Consider putting promotional signs on the back of toilet doors (e.g. at MME, BHC, Parks, Hamilton Rest Stop, Peak	08/10/2020 Completed 21/08/2020 Staff have designed an A3 sheet to be laminated and distributed.

		Creek) to encourage visitors to go to other areas within the shire	
21/07/2020	CEO	Cllr Neilson: Consider lobbying to: - gain better support for Hospital to Hospital transfers - make the returning patient process smoother and easier for patients and their families	14/10/2020 Have emailed Jane Hancock to set up meeting time to discuss these issues.
17/08/2020	CEO/CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre to the Rodeo Grounds	01/09/2020 CSM Report to Sept Council meeting.
17/08/2020	DWO/DCS	Cllr Norton: Undertake a blitz/ review to encourage responsible dog/cat ownership	12/10/2020 Roaming Dogs flyer has been distributed. 15/09/2020 In progress – flyer regarding roaming dogs to be distributed within the community.

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

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Draft Plan of Management Parks Reserves and Sportsgrounds	DOC REF: Item CEO3
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REPORT BY:	Lynn Moore Chief Executive Officer	DATE: 08/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services, and facilities

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

1.3: Bouliia Shire to have active inclusive communities

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

PURPOSE:

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

CONTENT:

Plans of Management are required to be prepared by Council in consultation with the community, for all public land classified as community land. A **Plan of Management (PoM)** is a long-term land management document describing the characteristics of the applicable land, requirements for its management, and permissible uses both now and into the future.

This plan identifies parks, sportsgrounds and reserves which fall under the management of Council and the general objectives are to ensure safety and accessibility while assuring the long term asset sustainability and management. The Plan also takes into consideration the natural and urban environment looking to encompass ecologically sustainable development principles ie: water use, vegetation management etc. This plan is directly linked to the Strategic Corporate Plan 2019-2024 Key Priorities 1, 3 and 4.

Our major influencer in this PoM is the Racecourse Reserve being the focus of major events within our region. Other parks and grounds within the shire are equally important but do not have the extensive infrastructure that the Racecourse does.

Note: A separate PoM will be developed for the Town Common in the near future.

On 3rd July 2020 an informal meeting was held with many of the user groups who utilise the Racecourse Reserve during the year. This was primarily held to gather thoughts and information on how best to use the facility in the future and what improvements could be earmarked when funding is available.

A comprehensive list of ideas and better ways for the utilisation of the facility were brought up during the meeting which have been recorded by Council for the future. The time and effort from these volunteer groups is greatly appreciated.

CONSULTATION: Racecourse Reserve User Groups – 3rd July 2020

GOVERNANCE IMPLICATIONS:

- Maintenance of the identified areas fall within the Council's annual budget.
- Any improvements to the facilities would require external funding to proceed.

RECOMMENDATION:

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

ATTACHMENTS: CEO3.1 Draft Plan of Management - Parks, Reserves and Sportsgrounds

Chief Executive Officer

Ms Lynn Moore

This plan will support the ongoing management and development of Council's parks, reserves and sportsgrounds

Plan of Management for Parks, Reserves and Sportsgrounds 2020-2025

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Plan of Management - Boulia Shire Council Parks, Reserves and Sportsgrounds

1. Introduction

Plan of Management Requirements

Plans of Management are required to be prepared by Council in consultation with the community, for all public land classified as community land. A **Plan of Management (PoM)** is a long-term land management document describing the characteristics of the applicable land, requirements for its management, and permissible uses both now and into the future.

Community land is categorised as **Park, Sportsground, Reserve, Natural Area, General Community Use** or an **Area of Cultural Significance**. The guidelines for these categorisations, as follow:

- **Park** - non-sporting community land which is mainly to be used for passive or active recreational, social, educational and cultural pursuits
- **Sportsground** - community land which is predominantly to be used for active recreation involving organised sports or the playing of outdoor games
- **Reserve** – identified area such as the Town Common
- **Natural Area** - bushland, wetland, watercourse, or another category prescribed by the Department Natural Resources Mines and Energy
- **General Community Use** - land which may be made available for use by the public, and does not satisfy the guidelines for any of the other categories
- **Area of Cultural Significance** - an area of Aboriginal, aesthetic, archaeological, historical, technical, research, or social significance (*QLD Local Government (General) Regulation 2005*)

A PoM may be Generic, relating to all land of a particular type, or Specific to a particular area. A specific Plan of Management may be required for some; e.g. **Reserves, Natural Areas or Areas of Cultural Significance**.

Areas of Cultural Significance or Natural Areas within the Boulia Local Government Area (LGA) are identified within the Town Planning Scheme: Waddi Tree, Min Min Hotel ruins, Urandangi Cemetery, Hamilton Hotel ruins, Boulia Cemetery, Native Police Barracks.

Council has allocated a reserve called 'The Town Common' which is used for hobby agricultural purposes and this area will be subject to a specific PoM in the future.

2. Scope

Table 1 lists criteria which provides a legal framework to guide the Council in their responsibility for the management, improvement and development of land classified as community land.

Table 1:

Identification of minimum requirements	Section where this PoM addresses these requirements
Categorise the land	5.0 The Sportsgrounds in Boulia Shire Council Parks, Reserves and Sportsgrounds
Objectives and performance targets for the land	8.0. Action Plan
Means by which Council will achieve the objectives and performance targets	8.0. Action Plan
Manner in which Council will assess its performance	8.0. Action Plan
Public consultation of Draft PoM	3. General PoM Implementation Process
Public exhibition of Draft PoM	3. General PoM Implementation Process
Additional inclusions	
Description of the condition of the land and any buildings or improvements on the land	12. Specific Management Information
General schedule of maintenance	8.2. General Schedule of Maintenance
Proposed capital works & improvements	8.3. Proposed Capital Works Priority Table

3. General PoM Implementation Process

The general process for the implementation of the Draft Boulia Shire Council Parks, Reserves and Sportsgrounds Plan of Management (PoM) is as follows:

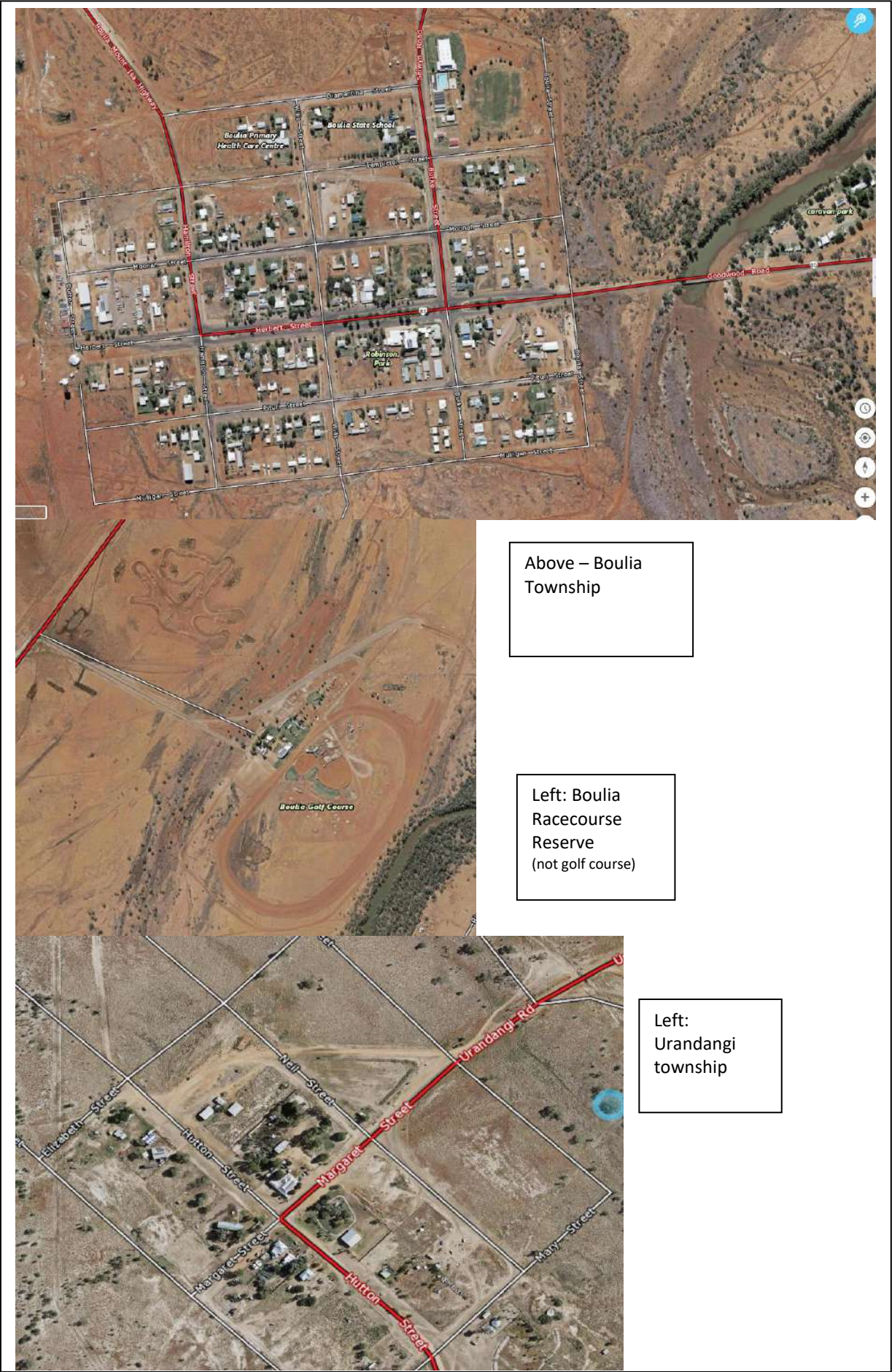
- Consultation with the community for suggestions and ideas.
- Preparation of the document.
- Draft PoM presented to Council for approval for public exhibition.
- In accordance with the Department of Natural Resources Mines and Energy, community consultation must be held if Community Land is proposed to be categorised or re-categorised.
- Draft PoM is placed on public exhibition for at least 28 days, with written submissions taken for at least 42 days from the first day of public exhibition.
- Council staff review comments received, and make changes to the Draft PoM accordingly.
- Revised Draft PoM presented to Council for adoption.
- Final Boulia Shire Council Parks, Reserves and Sportsgrounds PoM is adopted, implemented and made available for public view on Council's website, in the Boulia Library, and at Council's Administration Office.

4. Review

This PoM will be reviewed in accordance with the requirements of Council procedures. The schedule for this review is every five years from the date of adoption of this PoM.

Boulia Shire Council Parks, Reserves and Sportsgrounds

The Boulia LGA covers approximately 63,000 square kilometres. There are 4 parks/open space areas and 1 categorised sportsgrounds. Map 1 below shows all of Boulia Council's sportsgrounds in the context of other parks and open space in the Boulia LGA.



Above – Boulia Township

Left: Boulia Racecourse Reserve (not golf course)

Left: Urandangi township

Map 1. Sportsgrounds, other parks and open space in the Boulia LGA

5. Boulia's Sportsgrounds, Parks, Reserves, Recreation areas and Open Spaces

The formation of new sportsgrounds, parks and open spaces is limited by the availability of suitable public-owned land. Accordingly, there is pressure to ensure that the existing parks and sportsgrounds meet the needs of users and serve multiple purposes. Therefore, Council's focus is on improving the appeal, useability and quality, of the existing sportsgrounds, parks and open spaces across the Boulia LGA through responsible and ongoing management.

Table 2 below details the category and ownership of Boulia Council's Parks and Sportsgrounds.

Table 2: Boulia Council's Parks, Reserves, Recreation areas and Sportsgrounds

Park/Land	Category	Land Owner
Robinson Park	Park	Council/Crown
Boulia Aquatic Centre (Tennis Courts)	Sportsground	Council/Crown
Boulia Sportsground	Sportsground	Council/Crown
Boulia Racecourse Reserve	Reserve	Council/Crown
Town Common	Reserve	Council/Crown
Urandangi Park	Park	Council/Crown

Council owns and manages some landscaped open space areas which are part of reserves. These open space areas are managed under Boulia Council's Parks and Gardens schedule.

6. The Sportsgrounds in Boulia Shire Council LGA

Location Description and Land Categorisation

Boulia Shire Council sportsground and aquatic centre are located on the northern side of the Burke River in the Boulia LGA. The sportsground and aquatic centre fronts onto Burke Street with vehicular access from Templeton Street. The Herbert Street bicycle and pedestrian path provides linkages between Boulia township and the Boulia Caravan Park and open spaces along the Burke River. The Boulia Shire Council Parks, Reserves and Sportsgrounds are used for cricket and football games and are also enjoyed by the community for passive recreation and informal ball games. Boulia Shire Council sportsground is located on the northern side (Lots 17 in B2674) which is used for organised sports and active recreation.

Objectives

The core objectives for management of community land categorised as a **sportsground** are:

- *to encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games, and*
- *to ensure that such activities are managed having regard to any adverse impact on nearby residences.*

Zoning - Boulia Town Planning Scheme

Boulia Shire Council Parks, Reserves and Sportsgrounds - are zoned Recreation and Public Open Spaces. The objectives of this zoning are:

- *To enable land to be used for public open space or recreational purposes.*
- *To provide a range of recreational settings and activities and compatible land uses.*
- *To protect and enhance the natural environment for recreational purposes.*

7. General Objectives of the Plan of Management for Parks, Reserves and Sportsgrounds

The general objectives for the management of Boulia Shire Council parks, reserve's and Sportsgrounds are to:

- Ensure the adequacy, quality, safety, accessibility, cleanliness, aesthetics, and maintenance standard of the facilities provided to the community in sportsgrounds.
- Provide an Asset Management approach to proactively implement schedules of monitoring, audits, maintenance, repair, replacement, improvement of facilities, with available funding and staff to provide optimal community open space compatible with community requirements.
- Consider the community in the provision of facilities and areas in terms of accessibility, values, health and safety, security, heritage, and avoiding damage or nuisance to neighbouring residences.
- Protect and improve the natural and urban environment, both locally and broadly, in accordance with ecologically sustainable development principles, including vegetation, soil, waterways, air and biodiversity, and minimising resource use in the management of parks, reserves and sportsgrounds, including water, energy, transport and waste.
- Provide a rationale for the prioritisation of funding opportunities in support of capital works, from external sources.
- Consider sale/disposal of Community Land which is under-utilised or unsuitable as public land, if required.

The Strategic Corporate Plan 2019-2024 involved extensive community consultation and analysis of Council's role, with the outcome of a set of key themes which articulate the values of the community and provide the basis for the development of Council's future strategic goals and actions. The key themes are:

- Key Priority 1: A strong supportive community environment
- Key Priority 2: Building and maintaining quality infrastructure
- Key Priority 3: Economic Development - A sustainable local economy
- Key Priority 4: Caring for the environment
- Key Priority 5: Robust Governance
- Key Priority 6: Supporting local services and facilities
- Key Priority 7: Valuing our greatest asset - people
- Key Priority 8: Proactive and responsible leadership

The community's values as compiled through the Strategic Corporate Plan 2019-2024, and the goals of those strategies, have informed the objectives of this PoM. In particular the following Strategic Goals extracted from Key priorities 1, 3 and 4 of the Strategic Corporate Plan 2019-2024 have contributed to the development of the objectives of this PoM. These values will be considered in the ongoing management of Boulia's open space recreational areas.

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

- Maintain clean and attractive streets and public spaces
- Promotion and support for community celebrations which are able to be held in Council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre

Well managed environmental resources which supports our future growth

- Facilitate land and infrastructure planning and development that meets the needs of the community.
- Provide a safe and pleasant environment for families to live and work.

A sense of community pride

- Preserve Boulia's diverse heritage and provide information on the history of the area

Maintain and enhance open spaces and streetscapes

- Provide adequate funding to maintain open space areas
- Ensure all public parks and open spaces are accessible, maintained and well managed to meet the current and future recreation needs of the community

Accessible services and facilities that are well utilised

- Explore options for upgrading old facilities
- Improve accessibility of Council owned community facilities

Safe facilities and services

- Design footpaths to increase pedestrian only spaces for improved pedestrian access and safety
- Improve street lighting and lighting in public places

Land Uses and Development

Approval of uses and developments is dependent on various factors including site conditions within and surrounding particular areas, the community's needs, and availability of resources. Some uses and developments will require development consent, including the associated community consultation process.

The following development is permitted with consent: building identification signs; business identification signs; community facilities; emergency services facilities; recreation areas; recreation facilities (indoor); recreation facilities (outdoor); and hotels, motels, caravan parks restaurants or cafes.

Supported Developments

Apart from those uses and developments regulated by legislation, this PoM provides the following guidance around the types of activities which will be supported and prohibited within Boulia Shire Council Parks, Reserves and Sportsgrounds.

The currently supported developments in Boulia Shire Council Parks, Reserves and Sportsgrounds are listed below.

- Sporting facilities
- Hard and soft landscape
- Amenities
- Access paths
- BBQs
- Lighting
- Café/kiosk
- Community gardens
- Recreational facilities
- Playground equipment and shade structures
- Improvement of access, amenity and aesthetics of a park/sportsground
- Council park provisions signage

Supported Uses

- Amenities to facilitate recreational use such as toilets, change rooms
- Fitness circuit equipment
- Water refilling stations
- Park seating

- Picnic tables/seating/shelters
- Recreational equipment e.g. bocce court
- Public toilets
- Gazebo
- Rotunda/Bandstand
- Bicycle racks
- Cycle/walking pathways
- Parks operations depot buildings

The currently approved uses in Bouliia Shire Council Parks, Reserves and Sportsgrounds are listed below:

- Passive and active recreation public accessibility
- Storage for equipment associated with maintenance or management
- Service areas associated with maintenance or management
- On-leash dog walking
- Council and Community events
- Personal training
- Picnics
- Formal sporting activities, games and training
- Informal games, sports & activities
- Children's play
- Exercise
- Walking
- Cycling
- Informal group recreational gatherings

Prohibited Uses

The following activities (but not limited to) are prohibited within Bouliia Shire Council Parks, Reserves and Sportsgrounds:

- Motor bikes
- Horses (unless in an authorised location)
- Open fires (unless in and authorised location)
- Camping
- Golf (unless on the Golf Course Reserve)
- Motorised hobby articles (including but not limited to motor vehicles, aeroplanes and bikes)
- Dumping of rubbish
- Off-leash dog walking

Public Art

Council has a strong commitment to accessible public art in shared community spaces such as Parks and Reserves. Proposed artworks should complement the natural and cultural heritage of the Bouliia Shire Council Parks, Reserves and Sportsgrounds. The placement and installation of public art in or around the shire will be considered on a case by case basis approved by resolution of Council.

Council responds to graffiti damage promptly and regular patrols are conducted by staff. Offenders of malicious damage to Council property will be prosecuted.

Leases, Licences and Easements

The Council is able to grant leases, licences and other estates over all or part of community land. Leases and licences are a method of formalising the use of land and facilities. Leases and licences can be held by groups such as community organisations, schools, commercial organisations, or individuals providing facilities and/or services for profit.

A lease is a contract between a land owner and another entity, granting that entity a right to occupy an area for a specified period of time. Council will consider leasing areas of the land covered by this PoM under the following circumstances:

- that there is a clear reason for granting a lease, and the lease is consistent with the intended use of the land.
- there is a demonstrated link between the nature of the asset and the proposed tenant consistent with the objectives of the PoM.

Licences allow multiple and non-exclusive use of an area. A licence may be required where intermittent or short-term use or control of all or part of the area is proposed. A number of licences for different users can apply to the same area at the same time, provided there is no conflict of interest. A licence allows occupation and a clear and transparent way of identifying the permitted activity. The main difference between a lease and licence is that a licence does not permit the sole, or exclusive, use of the area. Licences may be granted to formally recognise and endorse shared uses. For example, an area may be licensed for use by a commercial photographer at a particular time, and family gatherings at other times. Short term licences and bookings may be used to allow Council to program different uses at different times, allowing the best overall use.

Easements or other rights over land for public utilities (electricity, telecommunications, water, drainage, sewerage, gas etc) may be granted by Bouliia Shire Council following application and approval by Council. Where possible, Council will coordinate to minimise the disruption to public use of the Parks or Reserves.

Licences Applicable to Bouliia Shire Council Parks, Reserves and Sportsgrounds

Under the conditions outlined above, this PoM expressly authorises the granting of short-term licences in Bouliia Shire Council Parks, Reserves and Sportsgrounds that fall within the following categories:

- Markets
- Concerts and performances
- Delivering a public address
- Commercial photographic sessions
- Picnics and private celebrations such as weddings and family gatherings
- Filming for cinema, television and other media
- Community, educational and/or sporting activities/uses for single one-off events
- Personal training sessions

In regard to granting such a licence, Council must take into consideration whether:

- The use/activity is in the public interest
- The use/activity would not cause any significant detrimental impact on the facility/area or on the local community

No permanent buildings or structures are to be erected as part of a Licence.

Boulia Shire Council Parks, Reserves and Sportsgrounds hire

Hire of Boulia Shire Council Parks and Reserves or Sportsgrounds requires a Hire/Event Application form to be completed and submitted to Council. Bookings may be one-off or seasonal dependent on availability and the applicant complying with the conditions of the hire including appropriate insurance, risk management and other requirements listed on the application form. Confirmation from Council of a booking is required prior to the applicant occupying the area on the booking date from Council's Administration office.

Telecommunications

Council may consider the granting of a lease or licence for the erection and use of "low impact" telecommunications towers as defined by the *Telecommunications Act 1997*.

Pipelines

An agreement between Boulia Shire Council and any proposed company would need to be reached prior to easements being granted in Boulia Shire Council Parks, Reserves and Sportsgrounds. Any future pipelines will be subject to payment of an annual rental. All proposed works in the vicinity of the easements require prior coordination with Council's Engineer. Pipeline easements in Boulia Shire Council Reserves are beyond the scope of this Plan of Management. However, this information has been included in the interest of protecting the environment.

Compliance

Provision signage is placed in each sportsground to inform all users of prohibited activities. Sportsground users are encouraged to report any breaches of the Sportsground and Park provisions to Council.

Alcohol in public parks/sportsgrounds

Boulia Shire Council Parks, Reserves and Sportsgrounds are not currently governed by Alcohol Prohibited Area provisions. However, Council has the authority to declare a park or section of a park as an Alcohol Prohibited Area if such conditions are required to control alcohol related behaviour. Any such declaration may occur for a specific period of time by order of Council and such declaration will result in signage being installed in the relevant section of the park.

Smoking in public parks, sportsgrounds and reserves

This PoM acknowledges and references Boulia Shire Council's *Smoke-Free Environments Policy*. Under this policy, smoking is currently banned within 10 metres of children's and young people's activities and play equipment, and all Council owned and managed buildings.

Car Parking

While Boulia Sportsground and Racecourse Reserve contain car parking for users, generally it is considered that parks will be used by local residents, and that recreation rather than parking makes better use of community land. There are some parking spaces on Templeton Street for users of the sportsground and in the Racecourse Reserve. Parking of a vehicle within a sportsground or Racecourse Reserve is only allowed in signed areas.

Facilities

Facilities are the physical fabric of sportsgrounds which Council provides and manages for community use. All Council owned facilities are managed under Council's Assets Management Plan.

Play Equipment

Boulia Shire Council recognises the value of playgrounds to contribute to the quality of community life and support the recreational and developmental needs of children of all ages and abilities. Boulia's playgrounds will be routinely inspected and maintained. Council has identified a playground replacement strategy for all existing playgrounds to consider the following:

- Estimated life expectancy of the play equipment
- Warranty of the play equipment
- Availability of replacement parts
- Compliance with all relevant Australian Standards for Play Equipment and Surfacing
- Development of new play equipment styles
- Play equipment will be installed and/or replaced and scheduled according to yearly Capital Works programs
- Council will undertake the appropriate community consultation process

Sporting and Recreational Facilities

Council aims to provide a wide range of recreational facilities and opportunities, contributing to the health and social life of the community. Cycle paths are planned to link some parks and sportsgrounds around the local area. Council has created a Cycle Map – 'Boulia LGA Cycle Network' which is available on the Council website.

Sportsgrounds

Boulia Shire Council Sportsground contains one (1) football field. Near to the Burke Street frontage are public toilets.

The hire of the Sportsground and associated facilities are administered by Council's Administration Office. The normal practice is to give preference to local sporting organisations. A Sportsground hire fee is payable for the use of facility with extra payment for amenities and other special services.

The sportsground and associated facilities are available on a casual basis to the general public.

Buildings and Structures

Where buildings and structures are provided within the sportsground, they are to be in keeping with the character and intended use of the land, and repaired and maintained to facilitate continued use. Toilets, change rooms and other buildings may be provided depending on levels and types of usage.

Park Furniture

The Boulia Shire Council Parks, Reserves and Sportsgrounds may have provisions for park furniture, such as seating, picnic tables, drinking water refilling stations and dog waste bins. Inclusion of other park elements will consider size, purpose, and usage rates of the facilities, durability of materials, minimisation of vandalism by design and maintenance availability. Placement of seating should be comfortable, convenient and accessible. Seating should consider shade/solar access, views, visual surveillance and social interaction.

Park Infrastructure

Infrastructure which supports the use of a sportsground such as lighting, drainage, services, and irrigation are provided at the facilities. All Council owned infrastructure is managed under Council's Assets Management Plan.

Dog Off-leash Areas

Council is committed to providing dog off-leash areas, consistent with the *Companion Animal Management Plan*. There are currently xx unfenced dog off-leash areas within Boulia LGA. They are located in xxx .

The Boulia Shire Council Parks, Reserves and Sportsgrounds do not have dog off-leash areas. The objectives of sportsgrounds are generally incompatible with dog off-leash areas.

Asset Management

Asset Management refers to the whole of life cycle approach to Boulia's facilities, from planning through to maintenance and monitoring, to replacement and disposal of assets.

Asset Management Plan

Council owned park assets are managed according to the principles prescribed by the Institute of Public Works Engineering Australia Limited 'National Asset Management System' (NAMS Plus).

The Asset Register catalogues all Council owned equipment and infrastructure in Council's parks and sportsgrounds. It contains key data to assist with the management of future repairs, maintenance and replacement of sportsground and park assets. Additionally, it assists Council in establishing and maintaining appropriate park management budgets.

The replacement of Boulia Shire Council Parks, Reserves and Sportsground assets may be included in the yearly Capital Works Program. Day to day maintenance and replacement of assets are included in the yearly park maintenance budget.

The Asset Register also informs the strategy for playground management by detailing the locations, estimated cost, and proposed dates for existing play equipment to be replaced. This strategy will ensure that the community is well provided with playground facilities and will assist Council to better understand the community's needs for the future development and maintenance of play facilities in parks and sportsgrounds.

A key objective, from a risk and insurance perspective, is the reduction and prevention of injuries and damages claims that may have been caused by Council's parks and reserves assets. This will be achieved by the provision of well-maintained assets and playground equipment, compliant with Australian Standards.

Maintenance

Council aims to provide efficient and effective maintenance of its sportsgrounds to meet the needs of the community. Boulia Shire Council Parks, Reserves and Sportsgrounds require ongoing scheduling for cleaning, maintenance, repair and replacement of assets. Monitoring of parks, sportsgrounds and their assets is carried out as part of the maintenance process, to identify inadequate or faulty assets.

Maintenance of Parks Signage

General Park provisions signage is provided in Boulia Shire Council Parks, Reserves and Sportsgrounds. Signage is maintained, repaired and replaced or revised on an ongoing basis as required.

Capital Improvements

Capital improvements are systematically planned, managed and prioritised. New facilities are budgeted for and scheduled for installation as required and may involve community consultation and other feasibility studies.

Racecourse Reserve User Committee

The Racecourse Reserve User Committee was formed in July 2020 consisting of members of various user groups within Boulia. The alliance aims to achieve a sustainable plan for the future of the Boulia Racecourse Reserve. The plan will include a snapshot of the existing infrastructure, future use of the facility and improvements covering the next 10 years.

Future Planning

Council aims to improve the use of and access to parks, reserves and sportsgrounds. The ongoing planning and management of Boulia Shire Council Parks, Reserves and Sportsgrounds will be in accordance with the objectives of this PoM.

Community

This section addresses the principles which advance and promote community use of facilities.

Equal Access

Access is to be provided to enable equitable use and enjoyment of community facilities. Consideration is given not only to the items within Boulia Shire Council Parks, Reserves and Sportsgrounds but the entryways and footpaths.

Under the *Disability Discrimination Act 1992* (DDA) public places must be accessible to people with a disability. Access includes paths of travel between and through spaces to ensure people with disabilities can enjoy and utilise all areas of Parks, Reserves and Sportsgrounds and move between activities.

Accessibility will be considered during improvement of Boulia Shire Council Parks, Reserves and Sportsgrounds including features such as play equipment, drinking water refilling stations and picnic tables. Fencing, signage and delineation of boundaries also improve the usability of the facility.

Values

The community values from '*Your Vision, Your Plan, Our Future; 2019-2024*' which are addressed in this PoM are a sense of community, a sustainable natural environment and accessible services and facilities.

Health, Safety and Security

Boulia Shire Council has an ongoing commitment to minimise risks by designing and improving open spaces as necessary to improve the safety of the community. Council has a duty of care to provide public spaces which comply with the relevant Australian Standards and Building Codes.

Community Engagement

Refer to the *Boulia Community Engagement Strategy*.

Heritage

Boulia Shire Council aims to maintain and protect any heritage features in its reserves. Interpretive signage and/or design features will be utilised where appropriate to protect and increase awareness and appreciation of heritage values.

Environment and Sustainability

Council is committed to addressing the environmental considerations and responsibilities involved in managing and maintaining Boulia Shire Council Parks, Reserves and Sportsgrounds.

Environment

To protect and enhance the natural and urban environment of Boulia Shire Council Parks, Reserves and Sportsgrounds, consideration will be given to the principles of Ecologically Sustainable Design during maintenance and management. Particular attention will be given to:

- Vegetation
- Soil
- Waterways
- Air
- Biodiversity
- Waste management

and minimising resource use including:

- Water
- Energy
- Transport

Trees

Trees are valuable community assets within the complex public infrastructure system, and are worthy of retention and protection to contribute to the 'Urban Forest'. Council acknowledges the many economic, social, environmental and ecological benefits that trees provide to our urban environment. Some notable examples are:

- Reduction in stormwater runoff
- Improving soil health
- Temperature regulation
- Biodiversity, and
- Improved community life

The 'Urban Forest', including trees in and around the Boulia Shire Council Parks, Reserves and Sportsgrounds, are managed and maintained in accordance with industry best practice. The trees in and around the Boulia Shire Council Parks, Reserves and Sportsgrounds are periodically pruned by Council's Park and Gardens team for dead wood, storm damaged branches, crown lifting and selective pruning as determined by Council's Officers.

Trees will only be removed when they are dead, dying, structurally defective or adversely interacting with structures where there are no repair alternatives available. Trees are not pruned or removed due to complaints regarding:

- Dropping of leaves, flowers, fruit, cones, bark, twigs or other debris
- Bird droppings
- Insects
- Shading
- Loss of views

Insurance claims regarding property damage from trees located in parks are referred to Council's insurer for determination. Tree planting is carried out in parks as budget and resources allow, with species chosen according to the constraints and opportunities of the site.

8. Action Plan

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Landscape elements/ aesthetics	<ul style="list-style-type: none"> Maintain high quality visual character 	<ul style="list-style-type: none"> Landscape to suit/improve character 	<ul style="list-style-type: none"> Community feedback
	<ul style="list-style-type: none"> Designed to achieve and support the other objectives and functions 	<ul style="list-style-type: none"> Engage community in planting projects 	<ul style="list-style-type: none"> Assessment of plant health and landscape condition
	<ul style="list-style-type: none"> Clean and well maintained 	<ul style="list-style-type: none"> Consistent palette of landscape materials Maintain healthy plants and control weeds 	
Play equipment	<ul style="list-style-type: none"> Meet Australian Standards and the needs of the community 	<ul style="list-style-type: none"> Schedule playground replacement 	<ul style="list-style-type: none"> Replaced & fenced as per Playground Replacement Strategy
	<ul style="list-style-type: none"> Fenced as required 	<ul style="list-style-type: none"> Regular inspections and repair of faults 	<ul style="list-style-type: none"> Audits and quarterly inspections
	<ul style="list-style-type: none"> Shade structure installation as required 	<ul style="list-style-type: none"> Identify needs for additional play equipment & fences as required 	<ul style="list-style-type: none"> Community feedback No faulty play equipment No incidents reported
Provision of facilities, signage	<ul style="list-style-type: none"> Multiple use 	<ul style="list-style-type: none"> Maintain facilities in good clean condition 	<ul style="list-style-type: none"> Facility inspections and audits
	<ul style="list-style-type: none"> Quality of facilities 	<ul style="list-style-type: none"> Repairs as required 	<ul style="list-style-type: none"> Community feedback
	<ul style="list-style-type: none"> Amenities 	<ul style="list-style-type: none"> Facilitate multiple uses 	<ul style="list-style-type: none"> Signage replaced as required
	<ul style="list-style-type: none"> Adequate signage 	<ul style="list-style-type: none"> Coordinated signage strategy, regular inspections 	<ul style="list-style-type: none"> All signs free of faults and graffiti
	<ul style="list-style-type: none"> Accessibility 		
Furniture (seating, fencing, lighting, drinking water refilling stations, BBQs)	<ul style="list-style-type: none"> Maintained in safe and clean working condition – adequate and appropriate 	<ul style="list-style-type: none"> Provide, monitor, maintain, repair, replace as whole life cycle approach and as per Maintenance Schedule 	<ul style="list-style-type: none"> Checks and feedback Asset Register
	<ul style="list-style-type: none"> Effective stormwater management 	<ul style="list-style-type: none"> Planning and designing for stormwater requirements 	<ul style="list-style-type: none"> Reduced stormwater flood incidents
<ul style="list-style-type: none"> Water Sensitive Urban Design consideration 	<ul style="list-style-type: none"> Reuse of water 		
Irrigation	<ul style="list-style-type: none"> Efficient use of irrigation as required to maintain use of sportsgrounds 	<ul style="list-style-type: none"> Monitor irrigation needs and adjust, repair as required 	<ul style="list-style-type: none"> Regular inspections Community feedback
	<ul style="list-style-type: none"> Adequate bins provided for waste management 	<ul style="list-style-type: none"> Recycling bins where appropriate 	<ul style="list-style-type: none"> Waste collected regularly
Rubbish bins and litter	<ul style="list-style-type: none"> Minimise litter 	<ul style="list-style-type: none"> Regular waste and litter collection 	<ul style="list-style-type: none"> Regular inspections Community feedback

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Toilets and change rooms	<ul style="list-style-type: none"> • Provide in clean, safe, working condition 	<ul style="list-style-type: none"> • Cleaning and inspections as per General Schedule of Maintenance 	<ul style="list-style-type: none"> • Regular inspections
			<ul style="list-style-type: none"> • Community feedback
Provision of sporting facilities	<ul style="list-style-type: none"> • High quality sporting facilities compatible with community requirements 	<ul style="list-style-type: none"> • Capital works for improvements 	<ul style="list-style-type: none"> • Completed Capital works
	<ul style="list-style-type: none"> • Optimise recreation facility usage across the LGA 	<ul style="list-style-type: none"> • Maintenance 	<ul style="list-style-type: none"> • Regular inspections
		<ul style="list-style-type: none"> • Line marking and seasonal setup 	<ul style="list-style-type: none"> • Community feedback
Buildings and structures	<ul style="list-style-type: none"> • Suit the character of the locality 	<ul style="list-style-type: none"> • Design considers existing character, expected use and the environment 	<ul style="list-style-type: none"> • Community feedback
	<ul style="list-style-type: none"> • Provided in good condition, safe and well maintained 	<ul style="list-style-type: none"> • Regular maintenance, monitoring and repairs as per Capital Works Program and Maintenance Schedule 	<ul style="list-style-type: none"> • Regular inspections, audits and checks
	<ul style="list-style-type: none"> • Contribute to park amenity and use 		<ul style="list-style-type: none"> • Increased/ maintained sportsground bookings and use

9. Asset Management

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Maintenance	<ul style="list-style-type: none"> • Well maintained sportsgrounds/ facilities 	<ul style="list-style-type: none"> • Maintenance as per General Schedule of Maintenance 	<ul style="list-style-type: none"> • Regular inspections
		<ul style="list-style-type: none"> • Ongoing planting as required to replace or improve 	<ul style="list-style-type: none"> • Community feedback
Monitoring	<ul style="list-style-type: none"> • Infrastructure monitored for condition and cleanliness 	<ul style="list-style-type: none"> • Implement program of monitoring, as part of maintenance 	<ul style="list-style-type: none"> • Monitoring program implemented successfully
Funding	<ul style="list-style-type: none"> • Adequate funding to maintain and upgrade facilities as needed 	<ul style="list-style-type: none"> • Explore various funding opportunities including grants 	<ul style="list-style-type: none"> • Successful funding sourced, projects completed
		<ul style="list-style-type: none"> • Council Budget 	<ul style="list-style-type: none"> • Maintenance budget adequate
Capital Improvements	<ul style="list-style-type: none"> • Assets replaced according to the Asset Management Plan 	<ul style="list-style-type: none"> • Refer to Asset Register 	<ul style="list-style-type: none"> • Checks and audits
			<ul style="list-style-type: none"> • Record keeping of Asset Register

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Permissible uses and development	<ul style="list-style-type: none"> Compatible with community requirements, benefits the community & in accordance with this PoM 	<ul style="list-style-type: none"> Community consultation Provide facilities for permissible uses as required 	<ul style="list-style-type: none"> Increased use of sportsgrounds measured by survey and observation Appropriate development completed
	<ul style="list-style-type: none"> Encroachments and breaches identified and rectified 	<ul style="list-style-type: none"> Due diligence checks for leasing arrangements and new developments 	<ul style="list-style-type: none"> Reduced breaches of park provisions
Future planning	<ul style="list-style-type: none"> Sporting needs of community identified 	<ul style="list-style-type: none"> Community consultation Maintain ownership of Sportsgrounds for maximum community benefit 	<ul style="list-style-type: none"> Increased use of facilities measured by survey and observation Maintain or increase community
	<ul style="list-style-type: none"> Continue to provide appropriate facilities for community use 	<ul style="list-style-type: none"> Improve accessibility where possible 	
	<ul style="list-style-type: none"> Stormwater strategy/ Water Sensitive Urban Design considered and integrated 	<ul style="list-style-type: none"> Development works meet relevant development controls/guidelines 	
Leases, licences and other estates	<ul style="list-style-type: none"> Ownership and permitted use arrangements allow the wider community access to Sportsgrounds that are compatible with recreational, sporting, community and other activities 	<ul style="list-style-type: none"> Assess leases and uses against the principles in this PoM 	<ul style="list-style-type: none"> Type and extent of licensing as measured by survey and observation of uses

10. Community

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Access and circulation	<ul style="list-style-type: none"> • Equal access 	<ul style="list-style-type: none"> • Maintaining pathways 	<ul style="list-style-type: none"> • Adequate paths measured by feedback and observation
	<ul style="list-style-type: none"> • Paths, ramps, pedestrian and cycle access 	<ul style="list-style-type: none"> • Adding or upgrading paths as required 	<ul style="list-style-type: none"> • Clear boundary markings
	<ul style="list-style-type: none"> • Boundary definition 	<ul style="list-style-type: none"> • Boundaries clearly defined and signed 	<ul style="list-style-type: none"> • Increased sportsground use
Traffic and parking	<ul style="list-style-type: none"> • Avoid adverse interactions between cars and people 	<ul style="list-style-type: none"> • Monitor parking requirements and consider new parking where appropriate 	<ul style="list-style-type: none"> • Reduced user conflicts and increased public safety by utilising best practice design standards
		<ul style="list-style-type: none"> • Design to clearly define vehicle and pedestrian spaces 	
Values	<ul style="list-style-type: none"> • Consider community values in planning and design 	<ul style="list-style-type: none"> • Community consultation 	<ul style="list-style-type: none"> • Community feedback
		<ul style="list-style-type: none"> • Communicate Council's objectives to the community 	<ul style="list-style-type: none"> • Minimise neighbour complaints
Health, safety, risk management, security	<ul style="list-style-type: none"> • Security, safety 	<ul style="list-style-type: none"> • Crime Prevention Through Environmental Design (CPTED) consultations, design and manage open space for security and safety including lighting, anti-vandal devices etc 	<ul style="list-style-type: none"> • Works in accordance with Australian Standards
	<ul style="list-style-type: none"> • Shaded areas, especially playgrounds, paths, entryways 	<ul style="list-style-type: none"> • Provision of shade, via tree planting, or shade structures 	<ul style="list-style-type: none"> • Regular inspections, audits of risks, incident
	<ul style="list-style-type: none"> • Adequate fencing 	<ul style="list-style-type: none"> • Regular schedule for inspection, repairs, tree maintenance 	<ul style="list-style-type: none"> • Community feedback
	<ul style="list-style-type: none"> • Discourage vandalism, graffiti, littering, dumping 		<ul style="list-style-type: none"> • Trip hazards minimised
	<ul style="list-style-type: none"> • Risks from Council assets minimised 		<ul style="list-style-type: none"> • Reduced incidence of vandalism, graffiti, rubbish dumping

11. Environment and Sustainability

Management Principle	Objectives and Performance Targets	Means of Achieving Objectives	Manner of Assessing Performance
Biodiversity	<ul style="list-style-type: none"> Maintain and improve biodiversity 	<ul style="list-style-type: none"> Plant suitable tree species including natives for native fauna habitat 	<ul style="list-style-type: none"> Stable or improved tree & vegetation health
		<ul style="list-style-type: none"> Manage and control noxious weeds 	<ul style="list-style-type: none"> Monitor native vegetation and habitat
Soil, water, and air	<ul style="list-style-type: none"> Protect waterways 	<ul style="list-style-type: none"> Design to minimise chemical use and avoid environmental impact 	<ul style="list-style-type: none"> Regular inspections and audits
	<ul style="list-style-type: none"> Avoid soil, water & air pollution 	<ul style="list-style-type: none"> Chemical use limited and used in accordance with legislation 	<ul style="list-style-type: none"> Community feedback
	<ul style="list-style-type: none"> Minimise soil erosion, compaction, sedimentation and degradation 	<ul style="list-style-type: none"> Water interceptor devices where appropriate 	
	<ul style="list-style-type: none"> Clean and tidy sportsgrounds 		
	<ul style="list-style-type: none"> Manage runoff water 		
Resource use	<ul style="list-style-type: none"> Water saving initiatives 	<ul style="list-style-type: none"> Ensure adequate supply of litter and recycling bins 	<ul style="list-style-type: none"> Reduction in consumption of energy and potable water in Sportsgrounds
	<ul style="list-style-type: none"> Energy saving initiatives 	<ul style="list-style-type: none"> Manage waste collections from site 	
	<ul style="list-style-type: none"> Waste reduction and management 	<ul style="list-style-type: none"> Consider introduction of water and energy saving initiatives over time 	
Community Engagement	<ul style="list-style-type: none"> Engage and inform the community 	<ul style="list-style-type: none"> Provide educational signage about environmental features 	<ul style="list-style-type: none"> Adequate signage
Trees	<ul style="list-style-type: none"> Maintain, preserve, protect and improve the health of trees and increase the 'Urban Forest' 	<ul style="list-style-type: none"> Optimise tree planting opportunities, Species selection and planting locations to consider future issues 	<ul style="list-style-type: none"> Health of trees maintained
	<ul style="list-style-type: none"> Planting of site appropriate replacement trees and new trees 	<ul style="list-style-type: none"> Protective measures to reduce ongoing damage 	<ul style="list-style-type: none"> Increased quantity of trees over time
	<ul style="list-style-type: none"> Promote trees for carbon sequestration, solar access and shade. 	<ul style="list-style-type: none"> Pruning or removal of trees where defects or adverse interactions exist with no repair alternatives 	<ul style="list-style-type: none"> Reduced damage claims regarding trees
	<ul style="list-style-type: none"> Minimise adverse interactions between trees and people or property 		<ul style="list-style-type: none"> Regular tree inspections Community feedback

12. Specific Management Information

This section provides detailed information on the Boulia Shire Council Parks, Reserves and Sportsgrounds including the condition and improvements of the land and buildings. This section also includes a general schedule of seasonal maintenance and the proposed Capital Works for the years 2020 to 2025.



Map 3. Plan of Boulia Shire Council Parks, Reserves and Sportsgrounds land titles and sportsground area

Location	Boulia Sportsground - Burke Street, Boulia
Approximate Park area	13,500m ²
Approximate Land area	44,616m ²
Land Owner	Boulia Shire Council
Zoning	RE1 – Public Recreation
Categorisation	Park/Sportsground
Property Type	Passive and active recreation open space with sports field
Condition of land and structures	Assets in Boulia Sportsgrounds and the amenities have a condition rating of 3.
	The below criteria determines condition rating:
	1. Excellent – no work required or as new condition
	2. Good – well maintained, minor maintenance only
	3. Average – maintained but in need of repair
	4. Poor – in need of major repair or renewal
5. Very Poor – urgent renewal or upgrading require	

	Park not heritage listed	
	<input checked="" type="checkbox"/> 1 x Football fields	<input checked="" type="checkbox"/> Irrigation (field)
	<input checked="" type="checkbox"/> Drinking water refilling stations	<input checked="" type="checkbox"/> Picnic table
	<input checked="" type="checkbox"/> Seats	
	<input checked="" type="checkbox"/> Rubbish bins	
	<input checked="" type="checkbox"/> Change rooms / toilets	
	<input checked="" type="checkbox"/> Playground	
Legal Description	Lot 17 in B2674 which contains a bore	

General Schedule of Maintenance Table

Maintenance Task	Service Level	Schedule Interval
Turf maintenance	Mown turf at acceptable length	1-4wks depending on season in active areas 2-4wks depending on season in passive areas
	Minimise weeds in turf	Weed spraying in spring and as required
Sports field maintenance	Football field review	Yearly
	Line marking (seasonal)	When required
	Soil test	When required
	Aerate and fertilise fields	In spring and as required
	Returf and top dress fields	In spring and as required
	Over sow high traffic areas	In autumn or as required
	Irrigation where provided	As required
Waste collection	Adequate emptying of bins	xx times/wk active areas
	Regular litter pick up	xx times/wk active areas
Amenities maintenance (where provided)	Toilets clean	Cleaned min. 3 times/wk
	Amenities building maintained	As required
	Toilets open	By arrangement with Council at other times.
	Seats, picnic shelters, drinking water refilling stations, bins, fences, signs, lights - clean and maintained	Clean and repair as required
Gardens and trees	Trees maintained	Pruning of defects as required
		Pest-disease treatment as required
	Removal of dead or dangerous trees	As assessed and required
	Mulched garden beds and tree surrounds	Mulch applied as required
	Control weeds in gardens	As required
Playgrounds	Inspected regularly for safety, cleanliness, damage	Weekly checks, quarterly comprehensive inspections
		Repair, clean as required
Access	Report illegal access, or prohibited use	As required
	Provide access for services	As required
	Paths clear of obstructions & trip points	Clear and repair as required

Boulia Shire Council Parks, Reserves and Sportsgrounds Proposed Capital Works Priority Table

Boulia Shire Council Parks, Reserves and Sportsgrounds Proposed Capital Works for years 2020 to 2025	Priority Rating
Build new caretakers house	High
Replace post and rail fence at racecourse	High
Install park/sportsground name signage	High
Install park/sportsground facility provision signage	High
Install equal access requirements for the facilities	High
Repair/replace floodlighting over the active areas	High
Install shade structure over the existing play equipment	Medium
Playing field upgrade include grassing, drainage and irrigation	Medium
Replace existing bubblers	Medium
Install barbecue and picnic shelters	Medium
Install sealed pathway link from pavilion to park amenities block	Medium
Replace existing goal posts	Low
Replace post and rail fence along the Templeton Street frontage	Low
Replace existing irrigation system	Low

Play Equipment Maintenance and Replacement

Council repairs and maintains the play equipment in Boulia Shire Council Parks, Reserves and Sportsgrounds under the recommendations of Council's contracted WH&S Officer and Council staff to ensure compliance with Australian Playground Standards. If this is not possible the play equipment will be removed and replaced following community consultation as appropriate.

The play equipment in the Boulia Shire Council Parks, Reserves and Sportsgrounds area was installed in 2017. At the time of the adoption of this Plan of Management the playground was well maintained and in good condition. Accordingly, there is low priority for replacement of the play equipment in the Boulia Shire Council Parks, Reserves and Sportsgrounds.

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	1st Quarter Operational Plan Report 2020-2021	DOC REF: Item CEO4
REPORT BY:	Ms Lynn Moore Chief Executive Officer	DATE: 14/10/2020
CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.1: Confidence 5.1.1 Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council		
PURPOSE: To present the first quarter Operational Report for 2020-2021.		
CONTENT: The first quarter review of the Operational Plan from July to September has been completed. It reflects Council's position in relation to the Corporate Plan and progress towards goals Council aims to achieve. <i>Local Government Regulation 2012 Division 4 Annual operational plan Section 173</i> <i>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months</i> <i>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</i> The report on the Operational Plan for 2019-2020 has been prepared in accordance with the legislation and has been linked to the Queensland Plan by reference to our Corporate Plan goals.		
CONSULTATION: Nil		
GOVERNANCE IMPLICATIONS: Prepared in accordance with Local Government Regulation 2012		
RECOMMENDATION: 1. That Council receive the first quarter report for the 2020-2021 Operational Plan for information. 2. That the report be displayed on the Council website.		
ATTACHMENTS: 1st Quarter Operational Plan Report 2020-2021		
Chief Executive Officer	Ms Lynn Moore	

Bouliia Shire Council

Operational Plan 2020-2021

Quarterly review Jul to Sep


Not Progressing
Completed
Progressing
Not Due To Start

Key Priority 1: A strong supportive community environment


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

1.1: Promotion of community events, services and facilities


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Yearly application for RADF funding and the promotion, assessment, and allocation of funding applications during the year to community groups and supported activities.	Number of programs delivered equals the funding program amount.	Council did not request any additional funding this financial year as we had a surplus of funds from the 19-20 budget to carry over.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.2.1	Support not-for-profit community groups with grant information opportunities and grant development and promotion of Council's 'Grant finder' program	All relevant grant information provided to groups via email.	Support is offered to all community groups as requested.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.3.1	Promotion and support for community celebrations which are able to be held in Council facilities: Burke Hall, Shire Hall, Racecourse Reserve, Sports Centre.	All special commemorative days and events supported.	All community celebrations and or events are able to be held in Council facilities as and when required if no restrictions in place.	

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


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.1.1	Preservation of Boulia's historical past with information researched, documented and saved electronically which is then available to the general public.	Documentary work completed with maintenance action plan in place.	Signage on all display and collections is ongoing and on target.	

1.2.2: To maintain, preserve, develop and provide access to our regions history


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.2.1	Ensure the operation of Boulia's tourist attractions showcasing the heritage, history and mystery of Boulia are functional during tourism season.	Boulia Heritage Complex open to the public with adequately trained staff in the delivery of historic information.	Heritage Complex open three week days this year as the pandemic has decreased visitor numbers travelling through the shire.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.3.1	Encourage local people to be engaged to provide information on the past history of Boulia both indigenous and non-indigenous which can be recorded for posterity.	Heritage information days held.	The Media Officer is progressing the videoing of older generation of community members for future research.	

1.3: Boulia Shire to have active inclusive communities


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.1.1	In conjunction with Job Network provider, support the continued opportunity for trainees to work with the Council.	New opportunities identified when grant funding supports this.	<p>We have had successful applicants transition into the workforce through this process. COVID-19 has impacted the process.</p> <p>W4Q COVID project and LRCI funding proven example to keep trades employed.</p>	


1.3.2: Recognise volunteers who support events throughout the year



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.2.1	Assist local community organisations which deliver community events, to engage volunteers, which support the well being of the community and support continued growth in tourism.	Community events supported with advertising, in kind support etc..	Support always provided.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.3.1	All Bouliia Shire community services staff are fully trained and the facilities are well maintained and fit for purpose.	All staff have completed relevant training.	New staff at tourism and library will begin training in 2021 as restrictions are lifted on the provision of such training.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.4.1	All parks and open spaces including Robinson Park playground is clean and free from defects and meets WH&S standards.	Parks are free from rubbish, broken equipment replaced/repared and mowed as per levels of service schedule.	Yes, we clean the park every day, replace & repair any broken equipment as per levels of service schedule.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.4.2	Community events such as ANZAC Day, NAIDOC, Australia Day are supported by the Council for celebration by the community. Other events such as the Easter Races, Rodeo and Campdraft and the July Camel Races are supported as required through the community grants program.	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted.	In 2020 all events have been cancelled due to the COVID-19 pandemic.	
1.3.4.3	Community Halls and open spaces are well managed, clean and key system and security deposit taken.	Halls and open spaces available to be booked as required. Checklists are used and damage reported.	Due to COVID-19 changes have been made. All plans and checklists are up to date and reviewed constantly due to COVID-19 changes.	

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.5.1	Library, swimming pool and WiFi continue to be promoted to encourage educational advantage, physical advantage and social advantage.	Opening hours reflective of community demand and budgetary constraints.	The Sports Centre has been closed during winter for extensive renovations. The library has had a facelift to encourage attendance.	




Key Priority 2: Building and maintaining quality infrastructure

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


2.1: Well connected - buildings and infrastructure

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.1	Inspections completed meet requirements for compliance with CASA. Aerodrome facility including runway surface, lights, furniture and markings meet with CASA requirements.	Pass of the audit via Annual inspection by CASA.	JASKO has not yet issued the completed report for the 2020 Airport Technical Inspections. This report will highlight any new and old defects present at the airport.	
2.1.1.2	Disaster Recovery Funding Arrangements (DRFA) Flood events are identified and managed with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget.	Though Recover software, flood damage collected and obtained DRFA approval for 2019 and 2020. 2018 Flood damage completed within the budget. Program in acquittal stage.	
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard, within timelines and budget allocation.	Donohue Hwy total sealed road 60% and unsealed 40%. Another 7kms will be sealed before December 2020. All other Council roads are safe to travel.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.4	Roads to Recovery projects are identified, recorded and completed within guidelines to improve the road network, footpaths and special projects etc.	Reporting to Roads to Recovery body is approved and audited by external auditors.	Project funding allocated according to the guidelines, Reseal and Footpath renewal.	
2.1.1.5	Shire roads are maintained within budget allocation and annual works program. Projects identified to reduce ongoing maintenance in the future.	Shire roads maintenance program including maintenance grading is completed each year.	Wherever flood damage not approved, we are utilising maintenance money as a complementary funding to fill the gaps and keep the roads safe. All the shire roads in reasonably good condition.	
2.1.1.6	Council manages extraneous Council equipment to obtain value for money and generate private works income where possible.	External work is completed at a competitive rate with all costs to Council covered.	Proven example of supplying concrete to DTMR and locals. Purchased new Skidsteer with stabiliser, track loader has been purchased and mini street sweeper also purchased. Roller tender in progress for purchase.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.2	Transport and Main Roads RMPC roadworks are completed and maintained within budget.	Reports to Council are completed monthly with quarterly update to Council meeting on progress against plan.	RMPC are completed within budget.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.3	Roads maintenance on RMPC contracts (TMR roads) are completed within the specifications by TMR with data recorded by REFLECT. These are within budget and submitted within approved time frames. Updated outstanding items reported to Council monthly.	All TMR contracts are completed and reports submitted to confirm work completed.	RMPC Contracts for TMR Roads, with data recorded by REFLECT, are submitted within approved time frames.	



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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.3.1	Continue to lobby for the progressive sealing of 'Australia's Longest Shortcut' - the Outback Way. Representation to State Government to have the Donohue Highway declared a State road.	Funding to complete roadworks on the Outback Way is received and value for money outcomes are achieved.	Ongoing interaction between the Outback Highway Development Committee, Transport and Main Roads and Council keep this important issue in the front of mind. This is a very important issue for Council going forward as the future sealing of the road will increase the liability in future years for the re-sealing programs.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.3.2	Lobby for the continued widening between Winton and Boulia and Boulia to Mt Isa.	Continued representations are made to ORRTG, TMR with attendance at monthly and quarterly meetings.	Council has delivered supporting funding to enhance the road program between Winton and Boulia with the road being increased in width from 4m to 6m. Discussions with TMR have highlighted the importance of the upgrading of the Mt Isa road due to increased HV traffic.	

2.2: Well serviced - buildings and infrastructure






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






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.1	Regular collection of residential and commercial waste as per policy with annual review on collections completed.	All collection dates are completed within timeframe.	All collection dates are completed three days a week.	
2.2.1.2	Environmental Protection Agency guidelines are adhered to and actions are attended to within time frames.	Reports from Water board free from errors.	As per WQMP all the samples collected and tested. SWIM data submitted. WQMP under review, it will be submitted to the regulator. New water tanks installed for Urandangi town water supply. Water softener purchased, yet to be installed.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.3	EPA requirements are met for all Council utilities - waste, water and sewerage.	Waste facility is ordered and functional with little blow away waste.	Regular rubbish is collected and reduction in some services due to COVID-19 has been scheduled. Waste facility has been maintained as per the regulations and we have obtained funding to install security cameras and construct earth bunding. Track loader has been purchased to maintain the landfill.	
2.2.1.4	Water treatment and conditioning is consistent and remains within department guidelines. Bore system functions to above ground tanks work and supply is constant.	No water outages.	Treatment remains within department guidelines and constant.	
2.2.1.5	Consumer confidence in water supply for clarity, taste and low turbidity.	Consistently clear non turbid water is provided to consumers.	Air Scouring & Pigging will be completed by end of October 2020. Two new water reservoirs installed for Urandangi town. Water softener purchased and received, installation pending.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.1	Buildings and all Council facilities meet regulatory requirements and also meet WH&S standards. Inspections of power boxes and RCD's are completed along with test and tag.	Inspections by regulatory bodies and WH&S Officers meet pass rate.	Test and Tag completed in all facilities. RCD's commenced testing in Sep.	
2.2.2.2	Building facilities are well maintained with building use monitored by the venue booking forms, income is generated where possible.	Regular inspections conducted by supervisors meet level of service requirements.	Scheduled inspections are conducted regularly.	
2.2.2.3	Maintain the buildings, grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events.	All facilities are maintained with limited interruptions to planned events and meet racing requirements. Fencing will be installed as required for race days.	
2.2.2.4	Urandangi Hall Facilities meet regulatory requirements and also meet WH&S standards.	Continual maintenance upgrades in accordance with funding from Dr Don.	Visit to be organised before Dec - no issues reported.	
2.2.2.6	Library facilities and programs are delivered to meet the needs of the community as well as meet regulatory requirements and WH&S standards.	Library programs developed and delivered for all patrons.	The library will soon facilitate the First Five Forever programs to encourage early literacy and social interaction.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.7	Boulia Cemetery facilities are well maintained and grounds are aesthetically appealing.	No dead trees, fencing is of good standard, watering system functions.	Boulia Cemetery is well maintained, waiting on funding for new fencing, we are planting more trees to beautify the Entrance.	
2.2.2.8	Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Regular inspections conducted by supervisors every month to meet level of service requirements.	
2.2.2.9	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	Bus is well maintained and is able to be used for functions and events	
2.2.2.10	All Council owned buildings are clean and well managed to ensure a good first impression to our town and that the building meets regulatory requirements and WH&S standards.	Inspections by regulatory bodies and WH&S Officers meet pass rate. Regular inspections conducted by supervisors meet level of service requirements.	Boulia is well managed by Council staff. i.e. contract cleaners and parks and gardens.	
2.2.2.11	Continued work in the development of the Regional Community Hub Concept completed for the final plans of the new building and subsequent funding when successful.	Concept design developed for building by architect.	The final schematic designs have been completed and this finalises the initial funding grant received to complete this project. Until further funding can be obtained this project will remain as a shovel ready project. The design can be viewed at the Council office.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.12	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the Housing Committee. Housing maintenance needs are lodged through Council's EDM system.	Housing stock is utilised for the best purpose with all applications progressing through Housing Committee.	Council housing policy has been reviewed and approved. Vacant homes and units are designated for new employees first.	

2.3: Well planned - buildings and infrastructure



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes which will consider both the future anticipated income projections, and the future expenditure requirements to sustain services. The plan to consider the expenditures identified in the Asset Management Plans, and will provide input into the annual budget.	Final Asset Management Plans completed for all major asset classes.	Asset Management Plans completed for Roads, Airport, Bridges, Footpaths and a revised buildings AMP. The next stage will be the complete set of plans for all infrastructure assets held by Council and this will support Council's long term financial plans. APV completed valuations for Water & Sewerage Infrastructure in March 2020.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.3	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	Levels of service for all AMP's has been developed by Shepard Services. All data collected by using virtual RACAS system. Budget forecast developed for the roads, footpaths, K&C and Airports. As per AMP budget allocation for the renewal for the footpath and K&C.	

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

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.2	Progress the development of the Residential Subdivision (Stage 1) by having survey plans prepared and a shelf ready project to enable the application for funding when available.	Survey plans completed ready for implementation if funding becomes available.	The design of the residential subdivision has been completed for Stage one only and an application for funding has been submitted under the 'Building Acceleration Fund'. This will see 11 blocks available to the general public to commence building.	
2.3.2.3	All identified future projects to have shelf ready funding applications ready for funding opportunities.	All potential projects have shelf ready funding applications completed.	Several projects are shelf ready, waiting for funding opportunities.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark.	Audit on street lights conducted with reports to Ergon on faulty lights.	Reports to Ergon on faulty lights.	
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on Council land. Positive comments from visitors and community.	Town entrances and parks and recreational areas are mowed and slashed regularly.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and 'flag' signage repaired/replaced.	All gardens are weed free and plantings have been done to peak during tourist season.	All gardens and plantings have been done, median strips and shrubs are well maintained, new flags are now in use, signage is repaired or replaced.	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision system and new sections allocated according to plan.	All existing information loaded into the system and new additions recorded.	Recording of cemetery data is being recorded into the IT Vision system.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.1	Survey plans for land titles held by Council to be reviewed and updated if necessary to enable future development.	All Council identified land for development has survey plans and shelf ready project costing ready to be implemented.	Plans for the industrial estate due to be released in December have been reviewed and land will be available for sale after December 2020.	
2.3.4.2	All projects over \$100k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects, and providing for the ongoing operational and maintenance requirements.	All projects to be approved by Council using the QTC Project Decision Framework tools.	Prior to approval the whole of life costing is taken into consideration and reviewed by Council. Continued review of this expenditure on the projects and also adding QLeave extra element, if the project cost is more then \$150K.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.5.1	Town Planning Scheme is adopted and reviewed by Council annually with the budget.	Town Planning Scheme is approved by the Minister and adopted by Council.	The Town Planning Scheme which has been under development for 18 months was adopted by Council in August 2020. This sets the theme for the town for the next 20 years.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.6.1	All building applications are completed in a timely manner with the correct fees charged.	Applications processed with minimum delays.	All building development applications are recorded and fees charged accordingly. All new/relocated structures are certified by Building inspector. ABS data up-to-date.	
2.3.6.2	Capital Exp: Development of the Boulia Industrial Estate to encourage new business within the town precinct.	Land Planning issues proceed as needed with the proper process followed.	New industrial estate is nearing completion (Dec 2020) with several parties showing interest in moving to the estate.	

Key Priority 3: Economic development - a sustainable local economy

Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us.

3.1: Facilitate employment and investment opportunities

3.1.1: Encourage a diverse supply of housing affordability and choices


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.1.1	Advertise the rates concession for new and renovated buildings within the shire.	Notices placed in CCC, provided in rates notices, advertised in regional newspapers.	Communication through the quarterly newsletter, notices in with Rate notices that are issued in September. Advertising continuing through newspapers and community notice boards including electronic.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.2.1	Housing inspections are completed on an annual basis or as required. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets Council demands.	Council housing inspections are completed and tenants are responsible for any non-wear and tear issues. The housing stock in general is in a fair condition but is starting to show signs of general fatigue as the houses are old. Council is looking to the new residential estate as an opportunity to improve the housing stock and potentially allow home ownership for the existing houses.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.3.1	Facilitation of meetings between regional organisations including RAPAD which may assist local business.	Meetings arranged as required. Council email blast, flyers, Facebook.	Council has supported and encouraged Remote Area Planning and Development Board (RAPAD) to deliver programs within Boulia for the local business. Part of the program was the COVID-19 support programs training delivered in June.	




3.2: Support local business and advocate for the region


3.2.1: Support opportunities for new and existing businesses

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Continued use of television and other media advertising of the shire including our website to support Council tourist attractions.	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Collaboration with neighboring shires in the future for television advertising will add a different dimension to our previous advertising strategy.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Achievement from the active engagement in Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for Council achieved through involvement in this group.	Regular monthly teleconferences attended with quarterly face to face meetings attended. Actively participating in the group and heavily involved in joint procurement.	
3.2.2.2	Work with RAPADWSA (Water Strategic Alliance) in joint procurement for major infrastructure water projects to enable the best utilisation of funding to achieve sound outcomes for infrastructure and therefore service delivery for water.	Improved water infrastructure.	Actively participating in the group and heavily involved in joint procurement. This year will see joint procurement in water mains and smart water meters and projects which will see Council save many thousands of dollars as joint procurement proceeds. Currently in progress a joint procurement project for Air Scouring & Pigging.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.4	Central West Regional Pest Management Group (CWRPMG) - Development of a strong regional group who guide the implementation of the adopted Regional Bio-Security Plan which will seek opportunities to eradicate, control and manage pest and weed issues.	Group is functional and has had success in the development of a workable plan.	Due to COVID-19 and other work commitments there have been no meetings or plans being made to do combined weed spraying for this year.	
3.2.2.5	Prepare submissions to Western Queensland Local Government Association and Australian Local Government Association to lobby State and/or Federal Governments for strategic changes to Acts and regulations where warranted.	Successful outcomes from motions developed by Council presented to WQLGA.	WQLGA - cancelled due to COVID-19 restrictions - no submissions were delivered this year.	
3.2.2.6	Ensure that the Local Disaster Management Group (LDMG) is functional and operates well in emergency situations. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. Reports to the LDMG are completed. Field and desk top exercises are completed.	Bi-annual meetings have been held with restricted conditions due to COVID-19.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.7	Inland Queensland Road Action Plan (IQRAP) - Development of a concise road network plan with a view to improve productivity for existing industries and businesses along supply chains, enhance competitiveness of exporters, support new private sector investment and improve resilience and connectivity for the delivery of goods and services to communities.	This group is gathering momentum. We are only one of 33 local governments who are members. The focus is to increase the quality and accessibility of the road network to maximise the economic prosperity of inland Qld.	The Mayor - Rick Britton continues to support this group as the Chair.	


3.2.3: Advocate and support the development of the Outback Highway

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.3.1	Outback Way Development Corporation - continuation of the joint representation for the future development of the Donohue Highway forming part of the Outback Way - Australia's Longest Shortcut.	Monthly teleconference updates.	This groups continues to be a strong cohesive group who has achieved a solid performance outcome for the ongoing sealing of the Outback Way.	


3.3: Innovate and explore opportunities


3.3.1: Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.1	Attendance at the Remote Area Planning and Development Board (RAPAD) meetings - Facilitate the growth and development of the Central West and wider Outback region.	Evidenced based outcomes resulting from the membership of the regional group.	<p>Zoom meetings are held due to COVID-19, attended 12th June, 26th June (COWS), 3rd July, 30th July.</p> <p>Face to Face meeting held in Barcardine 3-5th August. These meetings covered items such as rural water and waste water, participation in Qld Industry Recovery Alliance, the Outback Aerodrone reference group, RAPAD Skilling (employment and training), CW Digital Connectivity project, Head Yakka - mental health.</p>	

3.3.2: Enhance digital connectivity opportunities for the Shire


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.2.1	Maintenance and renewal of FM transmission sites ensures continued operation.	All sites operational.	FM transmissions are operational.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.2.2	Increased digital connectivity throughout the shire by the use of modern technology which improves communication and connectivity.	Review completed on how digital exposure can benefit Boulia (RAPAD).	<p>Always interested, investigated and invested in new technologies, recent additions in technology:</p> <p>Purchase Drone (Robotic)</p> <p>i-Auditor for safety issues reporting and investigating</p> <p>Tablets for collecting defects on the road</p> <p>Camp internet and WiFi</p> <p>Security cameras</p> <p>Water monitoring system</p> <p>Flood monitoring cameras and new upgrades with latest equipment</p> <p>Navman, Spot technology tracking and tracing</p> <p>Recover, Reflect, Radar, Zoom, AutoCad, Facebook Pulse and various GPS technology etc.</p>	

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



Coordinate and facilitate the submission of appropriate, complete and timely applications for grant funding across the Organisation.

Monitor and manage income generation from Min Min Encounter, Stonehouse and aquatic center.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.3.2	Grant application register is kept on applications approved, pending, unsuccessful.	Grant applications register is presented to Council monthly.	The Grants Register is updated on a regular basis as new information is received and applications/projects progress. All pending and approved grants noted on the register are presented monthly at the Ordinary Meeting of Council.	

3.4: Promote tourism as an economic driver for the shire

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.1	Signage which recognises Traditional Owner (T/O) groups within the shire by including signage on T/O area boundaries.	Consultation with T/O groups on wording and location of signage. Installation of signs completed.		
3.4.1.5	Promote the attractions in Boulia to increase the number of visitors to Boulia through partnerships with other regional tourism providers. ie caravan and camping shows.	Attendance of staff to trade shows and training opportunities.	Trade shows to resume in 2021.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.2.1	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities and new programs when required.	Upgrading of existing infrastructure completed with program review to be completed when funding available.	Updating of the audio/visual aspects of the Min Min show to be implemented soon.	

Key Priority 4: Caring for the environment


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

Service areas:


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

4.1: Well managed environmental resources which supports our future growth




4.1.1: Employ efficient development planning processes and practices

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

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.2.1	Development applications and building approvals are actioned within a timely manner.	All approvals are actioned within the timeframe.	All the development applications and building approvals are completed within the legislative timeframe. No pending application.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.3.1	Fogging activities completed in times of flood.	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests.	Fogging activities will commence after a rain event or flood event that brings out pests around town.	
4.1.3.2	Manage stray domestic animals within the township to reduce incidence of nuisance behavior.	Reports of stray domestic animals actioned within 4 hours.	Council will be doing Systematic Inspections till the end of October 2020 to ensure that all residents that have dogs and cats registered.	
4.1.3.3	The set of policies and local laws are reviewed annually to ensure that all residents are able to enjoy Boulia without impediment.	Policies and Local Laws are up to date and relevant.	All policies falling due for renewal are flagged for review by the policy's responsible officer and presented to Council for adoption.	

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

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.1.2	Local SES group is supported by Council. Compliance with the state requirements to have a State Emergency Service (SES) group.	SES Group is supported during and after events by the use of Council equipment and staff if required. SES Management Plans are up to date.	The Council continues to provide executive support and assistance with grant funding applications of which the SES received 2 x Milwaukee LED True view Stand Light M18 SAL-O (including Kit) this quarter. Council have completed the rural addressing system which completes the process for all properties within the immediate town vicinity.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.2.1	Meetings held with all agencies at least twice per year or as required for disaster events. Activities including field exercises are conducted as required.	Field exercises conducted in May and/or Nov.	LDMG meetings this year have consisted of the updates for COVID-19 of which there were weekly meetings for several months as the group went to 'Stand UP'. The group has reviewed also the Local Disaster Management Plan and Natural Disaster Risk Management Strategy.	


4.2.3: Plans of management are established for our Parks, Sportsgrounds, reserves and open spaces

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.3.1	Consultation forms part of the development of plans of management which includes affected groups and interested persons.		Parks, Sportsgrounds, reserves and open spaces management plan established.	



4.3: Sustainable practises are in place to be a good caretaker of our natural resources

4.3.1: Ensure the regions sustainability through integrated weed and pest management practices

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.1	Support the local landcare groups to achieve pest and weed control.	Meetings and assistance provided.	Attended Landcare meeting where it was agreed that a field day be held at Stockport Station, group is just waiting for landholder to set a date.	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a license meet the Qld standards and license renewal is achieved.	Visitation and audit by Environmental Health Officer to review all of Council operated facilities and business operating in Boulia.	All the licenses are up-to-date to comply with EPA guidelines. Environmental Health Officer carries out regular audits on licenses, landfill management and food licenses.	
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements - reviewed annually.	There are signs that the feed in both paddocks will need to have a close eye kept on it as we start heading in to the warmer months.	



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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.3.1	Watering of Council's parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	We will be looking to utilise automatic sprinkling system now that the water is demineralised.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.4.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by Council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO.	Baiting and weed spraying is being done when needed. Waiting for some rain to give pest weeds a boost so weed spraying can start again.	
4.3.4.2	Noxious pest weed control on Council managed land and Council road reserves is maintained, monitored and reported quarterly to Council but subject to grant funding.	Limited incursions with action taken for invasive species.	Weed control on hold till we get some good rain as the weeds are under stress and it would be a waste of time on Herbicide to spray at this time. Before putting weed spraying on hold, finished all but the Donohue Highway and Coorabulka Rd.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.4.3	Reduction in the number of pest animals by paying of bounties for wild dog and cat scalps and pig snouts with a complete register of numbers reported and amounts paid by Council for the bounty.	Take up of baiting program offers by the landholders. Bounty payments continue. Education information available on pest animals on the website/face to face.	<p>The second round of baiting has taken place and there was only 4 Properties that baited with a total of 2497.5kg of meat treated with pig strength 1080 poison and 880kg treated with dog strength 1080 poison.</p> <p>There has been a total of 15 dog scalps brought in and a total of 274 pig snouts brought from the 1st of July 2020.</p>	
4.3.4.4	Town Common is managed within the limits set and stock holders are encouraged to participate in any muster arranged by Council. Weed control and stock levels monitored and reported to Council quarterly.	Town Common Committee meets at least once per year. Members fees are paid promptly. Stock which is not registered with a member will be impounded. Town Common muster is completed half yearly.	<p>Numbers have remained steady and no muster has been carried out so far this year due to COVID-19, will be looking at holding a muster soon before it gets too hot.</p> <p>Feed on the Town Common is holding up as the numbers have been down on other years.</p>	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.4.5	Primary stock route bores are maintained as appropriate with funding applied for as needed. Other bores are maintained as funding allows.	Stock route bores are maintained in accordance with funding received.	<p>Had a visit from the two Senior Lands Officers from DNRME and we went and paid a visit to some of the properties to help them understand what their requirements were when watering their stock at Stock Route water facilities.</p> <p>Capital Works Funding was applied for and have just put in the final quotes and now the waiting starts to see if we get the money or not.</p> <p>It was to move the poly tank from Nisbet Bore to Herbert Downs Bore and replace the poly tank that has split.</p>	


Key Priority 5: Robust Governance

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

5.1: Confidence in Council systems and procedures to meet legislative and compliance requirements



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.1	Boulia Certified Agreement options are enacted within payroll from the agreement 2019-2023.	Regular reviews of conditions being paid to staff.	Existing Staff Members at the time of the implementation of the EBA were informed of all their payroll benefits. New Staff Members during the on-boarding process are given a copy of the EBA. Staff have been and are also informed of the relevant Stream of the Award for their role as the EBA is aligned with the Local Government Industry Award - State 2017.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.2	Administration - HR Policies and procedures in place to ensure staff have clear guidelines in relation to working for the Council.	Policies are reviewed and made available to staff.	<p>Notices of updated policies in relation to adopted policies by Council are sent out to Staff by email after the Council Meetings.</p> <p>During the on-boarding process, staff are informed of the website location of these policies; and are given a copy of the EBA.</p> <p>Work Health and Safety Officer conducts induction sessions with all new staff members, and regular toolbox talks with external staff or as required with all staff.</p>	

5.1.2: Effective internal and external communication and records management



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.2.1	Be proactive in providing information to staff on issues which may affect them.	Information delivered via email, payslip notice or meetings.	Council has progressed to the electronic delivery of payslips for those who prefer this method. Email is still the preferred method of communication due to the record and speed in which it is delivered. Staff meetings and toolbox talks are delivered weekly and in conjunction with training.	
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998.	Council's system is up to date with current upgrades and staff are trained in the use of the system.	A constant review is done on how we can better manage and store Council's business information ensuring it is easily understood.	


5.1.3: Adopt an integrated risk management approach

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the Audit Committee.	Risk Management Framework is reviewed and developed further.	The Audit Committee last met in May where the Council's Risk Management Framework was reviewed. This framework is now held as a permanent record which can be reviewed for progress against targets. The next full meeting of the committee will be in Sept/early October to review the financial reports for 2019-2020.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters.	Reports completed as required.	Good result - nothing to report to Workers comp or RTW.	




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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for re-instatement.	Items to be checked at start up 2021. Current tickets in place.	






5.1.5: Workplace Health and Safety focus




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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.1	To implement the 'Boulia Safe' - Workplace Health and Safety Management system across the Boulia Shire Council workforce.	Continuous improvement evident in the implementation. Quarterly action plans completed.	Has been rolled out and staff have been actively involved in developing ideas and solutions.	
5.1.5.2	Completion of all Quarterly action activities for WH&S by all sections of the workforce.	Close out all items within 30 days on notification from Management.	WHS review weekly and no outstanding issues currently.	
5.1.5.3	Completion of Hazard Inspections as outlined in the I-Auditor Schedule.	Completion of hazard inspections.	Hazards inspections have been reported and actioned by Council staff as required.	
5.1.5.4	Monitor and report to supervisors on completion of all WH&S action activities by staff.	Rectifications action plans completed.	Council uses i-Auditor for hazard assessment, plant/equipment/property damage, near misses and theft. Council also use this software for property/facility rental services.	







Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.5	All staff have completed WH&S training requirements.	WH&S training by staff is completed.	<p>All new staff undergo BSC induction process.</p> <p>Toolbox presentations and education are conducted weekly.</p> <p>Industry alerts and updates are provided to staff as they become available.</p>	
5.1.5.6	Attendance at all WH&S meetings including ManEx meetings as appropriate.	WH&S meeting attendance.	<p>Attend and provide a report detailing outstanding iAuditor issues.</p> <p>Provide an update on relevant training that has been done.</p> <p>Provide updates on process improvements. eg. online inductions.</p>	
5.1.5.7	Provision of Lost time Injury and incident trends and suggested rectification plans.	Report completed and presented to Council on an annual basis.	With the implementation of the WHS procedures and the acceptance to change by the staff, pleased to report no loss time injuries.	








Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.8	Complete checklist/hazards inspections as per I-Auditor scheduling.	All inspections are completed as per I-Auditor scheduling.	<p>Inspections and facility checks are being carried out through the iAuditor system.</p> <p>Staff have been very receptive and forthcoming with suggestions for improvements going forward.</p> <p>Staff are now using the ipad/tablets both for inside and outside actions.</p>	
5.1.5.9	Escalate uncompleted recommendations from hazard inspections that require a budget allocation into Pulse.	Budget allocation is recorded for escalated actions or a reason why it is not.	Nothing to report.	
5.1.5.10	WH&S Departmental reports as generated through PULSE and I-Auditor are communicated quarterly to ManEx.	Four quarterly reports are received and reviewed by ManEx.	Reports/updates are tabled weekly at ManEx meetings.	
5.1.5.11	WH&S to prepare 'Boulia BUZZ' newsletter to be distributed to staff.	Quarterly newsletter detailing achievements are delivered to staff.		




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.12	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools.	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	<p>Policies and procedures are reviewed as required.</p> <p>Safe Work Method Statements (SWMS) are reviewed and discussed by workers and supervisors prior to commencing of job.</p>	
5.1.5.13	Upload all reviewed documents under appropriate element numbers onto the Council's Safety Management System (including Infoxpert) as endorsed documents.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.	All SWMS documents have been updated and verified in InfoXpert.	
5.1.5.14	Work groups to be consulted on the review outcomes and have the opportunity to raise any concerns with any reviewed documents prior to rollout.	At least two consultation group meetings held each year to review forms.	Staff continually engaged in the review and the development of documents.	
5.1.5.15	On completion of the review, upload all reviewed documents and place them into Council's Safety Management System (including Infoxpert). This provides document protection and version control.	Documents can be located easily in Infoxpert.	All documents have been reviewed, uploaded and hyperlinked to InfoXpert.	
5.1.5.16	Develop a system to track training identified and completed for staff and contractors including verification of competency training.	A system is in place and is being used to effectively assist with the tracking of training and competencies.	The implementation of Synergy Soft HR module will improve this manual process.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.17	WH&S statistics to be presented to ManEx on the first meeting of the month to review 30 day actions not completed.	Twelve monthly reports received by ManEx.	Updated reports are presented to MANEX each week from the I-Auditor results and from meetings with staff at toolbox meetings.	
5.1.5.18	WH&S budget to be reviewed quarterly against targets.	Achievements against targets are within budget.	WH&S reporting is in full swing against the audit set by LWG Insurance to meet TMR accreditation in March 2021. Council is now using I-Auditor and Chem-watch as a stable format to review requirements to keep our staff and contractors safe and for Council to meet onerous benchmarks for safety and compliance. Staff are now using iPad's to record data on the job.	
5.1.5.19	Review all emergency plans and signage is in place for all areas.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of Council.	Plans are currently being reviewed against changes to regulations. New signage is being prepared as required ready for the audit review.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.20	WH&S to communicate any changes to documentation to staff members for action.	Email blast combined with internal notices and tool box talks are used to disseminate information to staff.	Information is provided to staff via flyers and toolbox talks which also contain PowerPoint presentations which can be used for new staff.	
5.1.5.21	Review the following procedure against requirements in preparation for consultation: high risk work method statements, Risk/Hazard Management, compliance control, incident reporting and investigation.	All reviews are completed within agreed timeframe.	All documents have now been loaded into Infoxpert after being reviewed by the account owner and WH&S staff member including ManEx.	
5.1.5.22	Review the following procedure against the legal requirement in preparation for consultation: WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching.	All reviews are completed within agreed timeframes.	All documents reviewed by WH&S Officer, staff and recorded into InfoXpert.	
5.1.5.23	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch.	All areas of Council have been checked and none are out of date.	New folders have been created where required and updated with correct information. In some areas the number of folders have been decreased to ensure consistency across the organisation.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.24	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements.	Training has been completed for all relevant staff.	Staff training in this area is complete.	
5.1.5.25	Draft new WH&S Plan for July 2022 to June 2024.	Draft document has been developed by staff and has had sufficient time to be reviewed for comment prior to adoption.	This action will commence in July 2021.	
5.1.5.26	90% Completion of all tasks and actions in PULSE.		Hazards risks have now been loaded into PULSE ready for release to managers.	
5.1.5.27	90% Completion of Hazard Inspections as outlined in I-Auditor schedule.		Good compliance from staff on the completion of risks in I-Auditor.	
5.1.5.28	90% Completion of all rectification actions as outlined in I-Auditor from their proposed completion date.		Good progress in the use and actioning of tasks in I-Auditor.	
5.1.5.29	90% Completion of WHS Training in accordance with key requirements as identified within the position description and training needs analysis from performance review and recorded in the HR module against individuals records.		This will be completed once the HR module is in place.	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.30	80% attendance at all ManEx Meetings.		WH&S attends the weekly meeting of ManEx to update senior staff on progress against targets for WH&S.	
5.1.5.31	90% Provide statistics on lost time injurys and any incident trends weekly to ManEx and recorded in ManEx minutes.		No lost time injury to report.	
5.1.5.32	Annual reporting of lost time injury claims which should be less than 55% of all claims.		No lost time injury to report.	
5.1.5.33	Annual reporting of injuries - No increase in recorded injuries from the previous year.	No increase from previous year.	No increase in injuries from last years results.	
5.1.5.34	Reportable incidents are reported within the required timeframes.	100% of reportable items are actioned correctly.	Pleased to report that Council staff are now reporting 'near miss' as they eventuate.	
5.1.5.35	100% Completion of all Incident Reports including investigations and implementation of any actions identified in the Investigation Report (include personal, members of the general public and plant incident reports).		Reports are completed and actioned within the required timeframes.	
5.1.5.36	Undertake an Internal Audit at the completion of the WHS Plan.	Annual review of plan and changes recorded on PULSE.		




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.37	To achieve 80% Compliance with the National Audit tool for Self-Insurers.		An interim review on progress will take place at the end of Oct to ensure we meet targets set.	
5.1.5.38	Organisational Target for uncompleted action Items - Close out all items within 30 days on Notification from Management.	Review of uncompleted actions - NIL expected.	Close out on action items is within guidelines.	
5.1.5.39	Continual improvement of the hazard risk register through identification of new hazards/risks and control measures.	Number of improvements made to the register.	A comprehensive risk register is in place and being monitored via the PULSE system.	

5.2: Accountability is clearly evident in how Council does business


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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.1	Long Term Financial Plan to be updated to QTC model to a stage where it gives Council a good indication of the impact of financial decisions made by them on future decisions.	Long Term Financial Plan developed in line with QTC format.	Finances are reported to Council and QTC in a timely manner.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.2	A business solution (IT) which covers the needs of Council at present and into the future is supported by each layer of the organisation and training is available to achieve best practice.	Partnership with the RAPAD group to identify future solutions for Boulia in line with the region progressed.	Synergy Soft business system has 80% of its modules rolled out with the balance to be completed this year. Staff have access to online training and telephone support when required. Council has taken up several new programs to ensure we are working smarter not harder. All of these programs deliver a comprehensive data base to Council to review actions against targets, can be followed up and monitored.	
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to Council.	Investments made in accordance with Investment Policy.	Council investment opportunities are reviewed monthly and budgets are amended accordingly.	
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to Council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively.	A number of outstanding accounts have been referred to our Debt Collection Agency and the remainder are being handled in house.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.5	Monthly reporting to Council for accurate and correct costing of expenditure (including Accounts Payable, Stores and Assets) on behalf of the functions of the Organisation.	Accounts payable paid within required timeframe, all stores issued at correct value and correctly costed to functions, all assets accounted for accurately.	Monthly reports are written and reported to Council.	
5.2.1.6	The Operational Plan to be linked in the Annual Budget which will be reflected in the actions included in the plan.	Operational Plan (including Budget) adopted by 30 June each year.	In the quarterly budget review the operational plan is also reviewed.	
5.2.1.7	Manage Council's insurance portfolio.	100% of insurances reviewed and maintained annually.	Insurance portfolio is updated throughout the year as changes occur. A review is scheduled for October 2020 in preparedness for 21/22 portfolio.	

5.2.2: Maintain high standards of Corporate Governance through effective audits



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.1	Audit Committee - Regular meetings are held in line with requirements to review and monitor audit comments and ensure Council is performing in accordance with the Local Government regulations.	Audit Committee meetings are held twice per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Audit meeting being arranged for end of October 2020.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.2	Internal Audit Plan to be reviewed quarterly and actioned to achieve goals.	Internal audit to be recorded on Pulse software for updating and permanent record.	Quarterly reviews are done on the Audit Plan to ensure we will and can achieve our goals, changes are made and put to Audit Committee for approval if required.	

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

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

5.2.4: Ensure transparency and accountability through management reporting






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.1	Provision of key financial information to ManEx and Council.	Provision of budget information to staff.	Conducted fortnightly with the ManEx group.	
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the Council's achievement during the year.	Annual report prepared with input from all senior managers and submitted to Council within timeframes.	Collation of the 2019/2020 Annual Report is underway. Information and data to be included in annual report is also noted throughout the year.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.3	Discharge Council's statutory financial reporting obligations.	Statements submitted to the Office of Local Government by 31 October each year. Unqualified audit report.	Financial reporting is ongoing, the current draft statements are under review.	
5.2.4.4	Undertake a review of policies and procedures register to identify policies due for review.	Policy owners are to be advised of policy reviews due and timeframe for these to be adopted by Council.	The policy register is reviewed as needed to ensure all policies due for review are captured and the policy's responsible officer notified of the pending review date.	
5.2.4.5	Council has a clear picture of the overall financial position and performance against adopted budget.	Monthly Financial reporting to Council includes snapshot of current performance against budget figures.	Budget workshops are completed prior to budget adoption then quarterly discussions and reviews are held with management and Council.	
5.2.4.6	Monthly financial reporting is completed and presented to Council of which Council is clear and Councillors are able to review costs against budget.	Delivery of Quarterly Budget Review to Council.	Report is completed monthly and again quarterly, both submitted to Council.	

5.3: Stability - a safe secure working environment

5.3.1: Provide a working environment for all in which risk is managed and monitored in all Council areas and facilities



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.1.2	Identify key risk areas in Council operations to be reviewed as part of the internal audit.	Undertake two (2) internal audit reviews per annum.	Review of internal audit plan to ensure we cover any areas of concern.	
5.3.1.3	Implementation of actions set out in the Internal Audit Committee Action Plan.	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year.	All actions are added to the audit and risk register and reviewed at each meeting of the Audit Committee.	
5.3.1.4	Support training and monitoring of use of Council's WH&S and I-Auditor programs. Complete annual audit of all Council work sites.	No breaches of WHS regulatory requirements. Hearing assessments for employees working in noisy environments completed. At least 80% compliance with the National audit tool.	Reviews of contractor and Council work sites have been conducted which also included noise level monitoring.	
5.3.1.5	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to Council.	Reports provided to Council and ManEx in relation to the testing conducted.	Drug and alcohol testing equipment has been sent for re-calibration and two staff will undergo training in November.	
5.3.1.6	Attend a planning meeting to authorise the WH&S plan			


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



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	Fees still in line with other regional tourism attractions. Quality products to sell are being sourced.	
5.4.1.3	Depot workshop, Council plant and equipment is fully operational at all times.	Limited downtime and minimal lost productivity.	Regular maintenance carried out on Council fleet and well maintained. Weekly and fortnightly check on the plant revenue. Major services are planned around the Council break to avoid down time of the machine. 20 years plant replacement program developed.	


5.4.2: Optimise performance of Council business units using available technology

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.2.1	Maintain compliant Closed Circuit Television network operations in the Shire.	No breach of regulatory requirements in relation to operation of CCTV Operations.	Council developed a policy for CCTV. Secured funding to upgrade CCTV system for: Admin building, Landfill facility, Sports Centre, Library, Heritage Complex.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.2.2	Maintain Servers and Facilities with adequate license. Renewals for current software.	All current software renewed on schedule.	This is ongoing, Servers have just been replaced and installed.	
5.4.2.3	Monitor and manage telephone and Ergon accounts for electricity and telecommunication equipment and services to ensure we are not paying for unnecessary services.	Accounts paid, nil outages and plans are cost effective for Council.	Monthly reviews of phone accounts and quarterly reviews of Ergon accounts are conducted as normal practice.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by Council.	Workshops are held with draft paperwork prior to budget meeting, finalised papers are issued to Councillors and management.	
5.4.3.2	Council is able to monitor the budget and determine the progress of projects and work completed in line with budget projections.	Quarterly budget reviews completed and presented to Council with comments on variations to budget.	Reports are given to Council every month at the Council meeting.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.3.3	Monthly and quarterly financial reports to Council deliver information on variations to budget and enable decisions on long term financial impacts to be reviewed.	Work to complete budget commenced in Jan and two workshops held.	Reports are put to Council monthly and quarterly.	


5.4.4: Implement good practice in managing and maintaining our assets

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.4.4.1	The Plant Committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the Council.	Plant Committee will meet whenever required to review the plant purchases and performances. 20 years plant replacement strategy developed. Plant and equipment purchased within the budget.	
5.4.4.3	Tourism attractions are managed and are sustainable with future enhancements progressed as budget permits.	Business plan and management manuals completed by Greg Tuckwell (consultant).	Future expansion ideas for the Min Min Encounter are on the drawing board and ready for funding opportunities.	


5.5: Advocacy - punching well above our weight

5.5.1: Advocate for improved services and infrastructure

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.5.1.1	Advocate for increased coverage for internet in remote locations.	Number of black spot internet locations achieved.	Internet access in Urandangi is again held up with Federal Government funding with an extension granted for the development approval signed in June. Council is partnering with Winton Shire to install mobile coverage at Middleton.	

5.5.2: To have Councillor representation and actively be involved in regional forums


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.5.2.1	Councillors report via the monthly Council meetings on meetings they attend as per the committees they have been nominated for.	All external meetings attended by Councillors or senior staff are to have a written report completed and submitted to Council at the following meeting.	Mayor Rick Britton attends all RAPAD, RDA, I-QRAP, CWRPMG, RAPADWSA, ORRTG meetings - both face to face and via Zoom meetings. Cllr Sam Beauchamp has attended RAPAD Water and Sewerage meeting, Drone Symposium meetings and Cllr Jack Neilson has attended Outback Highway meetings and Cllr Jan Norton attends Heath meetings as they arise.	

Key Priority 6: Supporting local services and facilities


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

6.1: Facilitate opportunities

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia and Urandangi.	All meetings attended with reports completed back to Council.	Limited involvement at present due to COVID-19 and the completion of the Well being Center.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.2.1	Support 'free to attend' functions and facilities where possible to encourage community engagement.	Council supports 'free to attend' functions where possible.	Support given to all RADF functions and events to enable free admission for attendees.	



6.2: Support an active healthy community

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.2.2.1	Continue to oversee the operation of the Boulia Aquatic Centre and sporting fields.	Facilities are open and usable for the public at least 95% of the year.	Boulia Aquatic Centre and sporting complex major refreshments project underway. New astro turf installed for Tennis Courts and new light will be installed shortly, Council secured finding to upgrade the lights.	
6.2.2.2	Continue to provide Australia Post services for as long as this is required to be provided by Council.	Australia Post facility is operational with trained staff who are available.	Ongoing service to the public and visitors of the Shire.	

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.2.3.1	Auspiced funding for Royal Flying Doctors Service (RFDS) is managed in accordance with planned activities to upgrade Urandangi Health facility.	Activities completed with quarterly reports submitted.	This funding first obtained by Dr Don Bowley has stretched over a number of years now with the maintenance and inclusion of extra items at the Urandangi clinic provided as requested. Items which have been purchased as requested are a wall mounted hand soap dispenser and pin boards, whiteboard and non cloth chairs.	
6.2.3.2	Local involvement in the support of the clinic and health committee groups for the betterment of health in Boulia and Urandangi.		The Boulia Interagency Group (BIG) supports the health clinic where possible.	




Key Priority 7: Valuing our greatest asset - people



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

7.1: An innovative culture

7.1.1: Support WH&S practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.1	Staff understand the importance of WH&S and all are competent in the use of the WH&S system and achieve an audit pass on inspections.	JLTA audit is completed and a pass is achieved by the group.	Toolbox talks have been very successful with engagement from staff evident. Trial with indoor staff to commence in Dec.	
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements.	All payments to staff are delivered within timeframes and without error.	Payroll is completed on a fortnightly basis.	
7.1.1.3	Record, preserve and protect employee records for payroll and human resource management.	All employee records are up to date and secured electronically and have a backup paper file.	All employee data is recorded and stored in accordance with regulatory requirements. A move to ensure all records are recorded electronically are being progressed.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.4	Assistance with the recruitment and selection process from advertising to the final letter of offer for new employees.	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is collected as required and saved electronically.	Continuous improvement towards implementing systems which are less time consuming and more environmentally friendly is practiced by Human Resources. Consequently there is movement towards more electronic document systems and storage of same such as Dropbox for the on boarding of Staff Member's and their associated document requirements. Online inductions are being planned in the near future.	
7.1.1.5	Mayor and or panel to complete annual review of the CEO.		The Annual review of the CEO was completed which also coincided with the expiry of the contract of 3 years (12th June 2020). The review was conducted by the Mayor and Panel with no major issues recorded. The CEO was offered a further three year contract which she accepted.	
7.1.1.6	CEO to complete six (6) monthly performance reviews on senior staff including WH&S compliance.	Performance reviews for the July-December period completed.	All reviews for senior staff and those reporting to the CEO have been completed.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	One page performance review developed. Due to commence reviews.	
7.1.1.8	Complete performance reviews for your staff in Community Services including WH&S compliance.	Reviews completed on anniversary.	Performance reviews done periodically in line with Council requirements.	
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance.	Reviews completed on anniversary.	Review paperwork is currently being created in readiness for reviews to be conducted.	

7.1.2: Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

6.2.1

Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.

Courses sourced for staff so they are competent in the use of the systems used by Council.

Council has invested in Go1 as a professional development tool for staff. Some Staff have this program available to them to enhance their skills in a universal approach as this library of courses educates on many plateaus.

Work Health and Safety compliance is necessary for the ongoing funding of Department of Main Roads to facilitate the viability of Council. Consequently, Staff are kept up-to-date with Work Health and Safety Standards. Tool Box talks have been enhanced by a library of resources provided by Safety Hub which the Work Health and Safety has to use as a teaching tool.


Professional development opportunities in relation to the day-to-day business systems are provided to staff members to more confidently, efficiently and effectively undertake their roles.

Because of the restrictions of COVID-19, Zoom has become a very reliable and user-friendly method to conduct face to face training.





7.2: A great place to work

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.1	Staff Committees are encouraged to be formed in all areas of the Council to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the Council sustainability.	Council encourages a consultative approach to all matters which impact staff; and, promotes team building.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/complaints/suggestions.	Records of suggestions/complaints/issues to be kept. PID training to be part of training regime.	Compliance with regulatory and statutory requirements is promoted with all staff undertaking appropriate training on an annual basis or as changes occur. Within the onboarding procedure, new staff members undertake training in Public Interest Disclosure, Right to Information, Privacy and Confidentiality. Staff are also advised of the Stream of the Local Government Industry Award - State 2017 under which they work so that they can refer to the Grievance Procedure within the Award.	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention.	Workforce Plan developed in conjunction with all staff.	Organisation Structure is reviewed regularly to facilitate where possible, for the development of an appropriately qualified and sustainable workforce. Workforce Planning tool is to be developed in 2020-2021.	






7.2.3: Provide access to external support networks for emotional assistance




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance Program and support the local RFDS visits.	Quarterly reports on access to services received (no personal details) only the volume of access.	<p>Posters are displayed in traffic areas for easy access for Staff regarding the EAP services available to Staff and their families. During these challenging times of COVID-19, Staff have been reminded of this service, and specific COVID-19 posters were distributed to Staff and displayed in the Office areas. With the easing of COVID-19 restrictions, the RFDS Outback Mental Health Team has returned to Boulia. The RFDS Team visits Council's workplaces to let everyone know about the programs and support services available; and, to develop a rapport with the Boulia Shire Council's Staff Members.</p> <p>Aligned with the Boulia Shire Council's Certified Agreement 2019, Council has an officially adopted policy in relation to the Employee Assistance Program.</p>	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.1	Investigate all contractors and workforce to ensure appropriate licenses, tickets, certificates and qualifications are held and maintained in respect to the relevant contract or project.	All reviews completed for contractors and workforce quarterly.	All tickets will be reviewed again at start up, the implementation of the HR system will be advantageous as this will no longer be a manual process.	
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.	A noise register has been established with base levels measurements taken on a number of machines. Testing has occurred with staff training on the use of noise reduction equipment completed.	
7.2.4.3	Introduce electronic fleet management system.	Fleet management system is used to monitor the productivity of the Council's fleet which is reported to the Plant Committee and ManEx.	Fleet management system is used to monitor the productivity of the Council's fleet which is reported to the works meeting.	
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment sheet on awareness training, prepare PowerPoint delivery of WH&S.	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Bouliia Shire such as licenses and tickets.	Training for all aspects of work within Council will be completed in February. PowerPoints, videos and handouts.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic Centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.	Drills to be completed in all areas in October.	
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening.	Audit of the checklist completion is done prior to pool opening/or primary use period.	Pool has been closed due to renovations and will re-open in November after all checks have been completed.	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in I-Auditor.	Reporting of incidents through I-Auditor is documented through ManEx via the WH&S Officer.	<p>Consultation with all stakeholders will ensure the appropriate procedure is followed to facilitate the best outcome for all parties.</p> <p>The Work Health and Safety Officer has been conducting toolboxes with staff to ensure they are aware of the importance of adherence to procedures in the event of any incidents in the workplace.</p>	
7.2.4.8	Attend weekly ManEx meetings and also conduct and attend worksite meetings as appropriate.	All meetings attended as required at both ManEx and toolbox meetings.	ManEx, toolbox and office meetings are conducted.	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers.	Annual training and demonstrations have been completed.		

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx.	All SWMS have been reviewed with department owners.	
7.2.4.10	Undertake lighting survey.	Annual lighting survey completed.	To be again reviewed after Dec closedown prior to start up.	
7.2.4.11	Onsite and roadwork signage is correct and ensures safety of workers and the general public.	Signage is in line with the job management plan and TMR requirements.	Inspections of the contractor crews worksite passed all requirements for road signage. A further review to be done on the Donohue in Dec.	

7.3: Living our values


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations.	Annual re-fresher training on customer service as required.	Working on implementation of electronic system.	
7.3.1.2	Provide a range of administrative, customer services and facilities for the continued operation of Council.	Policies, forms and up to date information is available on request.	Council Administration and Finance teams support all of Council areas.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.3	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark.	Result on recent audit on the job site more than 90%. Online induction in-progress and all the inductions are current.	

7.5: Education


7.5.1: Partner with relevant groups to support and deliver Emergency services within the shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.1.1	Support provided to SES and Rural Fire Service groups to enable them to function in an emergency.	Grant applications submitted for equipment as required.	Council will continue to provide support where required. None requested this quarter. Successful application for grants this quarter was submitted by Nicole Tonkies for stand alone lights.	

7.5.2: Partner with relevant agencies and organisations to provide a range of community awareness and educational programs

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.2.1	Partner with Bouliia Community Services to provide educational programs in our facilities.	Several planned programs over the school holidays conducted in our facilities.	Partnership continues to facilitate Thursday afternoon sports and holiday activities.	


7.5.3: Support further education for all employees relevant to their roles

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.5.3.1	Encourage all staff to take advantage of the Go1 training system and other opportunities as they eventuate with information provided to managers to facilitate this.	All staff reviews to be added to the training file request and training arranged in accordance with the budget.	Go1 was rolled out to all Executive Staff and Administrative Centre Staff so that the benefits of this program can be individualised for each staff member's personal needs, and they can study at their own pace. Once the training facilities are available to staff in the Depot, more roll-outs will occur. It also affords the opportunity for team training on a particular topic, and training can be formally assigned.	

7.6: Develop new employment opportunities

7.6.1: Partner with other organisations who can deliver training to improve prospects of future employment roles within Council

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.6.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the Council.	All trainee positions offered and filled.	<p>Professional development and training are key elements to staff delivering the required results and timely outputs. The training of staff to confidently undertake their role is a significant step towards reducing workplace stress and creating a happy workplace. Council identifies appropriate training for staff members and encourages staff to attend. There has been training undertaken using Zoom during the challenging times of COVID-19.</p> <p>Council currently employs a successful Administration Trainee within the Administration Centre's Support Staff. It is intended to seek further funding to employ another Trainee within the Centre in 2020-2021.</p>	

Key Priority 8: Proactive and responsible leadership

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




8.1: Genuine community engagement

8.1.1: Develop and implement initiatives to encourage the community to become more informed and involved in issues that may affect them

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released.	Meeting held in early December after the final results are released.	Future community meeting topics earmarked as they arise with intended meeting dates to be finalised.	
8.1.1.2	Regular information being released through Channel Country Chatter, Facebook, with the Website content reviewed for accuracy and content twice per year.	Verbal feedback, monitored visits through Facebook.	Social media continues to improve our community engagement with the amount of comments, likes and reviews. The website is constantly updated.	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.2.1	Council agendas are released for review 7 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	Council meeting agendas are released and placed on the Council website within the required time frames.	
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new Bigtincan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7.	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory timeframes.	Councillor profiles, inclusive of contact details, are kept up to date on the Council website. The Bigtincan program is updated regularly to ensure Councillors have 24/7 access to relevant documents.	
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest/Register of Interest forms are completed as required by Councillors.	No breaches of Code of Meeting Practice or Code of Conduct.	Acknowledgment to the Traditional Owners are held at the commencement of each Council meeting. Model meetings procedures are followed and all requirements are noted in the minutes of each meeting by the ExAssist.	

8.1.3: Communication with the community is aimed to capture the wide range of media


Provide customer service and information on Council's services through the Council office/Facebook/media etc.

At least 95% of initial queries received through the Council office are responded to in accordance with the Customer Service Charter.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.3.1	Notifications to customers to be sent via email blast, Facebook, web page, flyers.	All notices sent within 4 hours of receipt.	Notices are distributed via email blast, Facebook, web page and flyers as appropriate and in a timely manner.	


8.1.4: Residents are informed about and involved in Council's decision making


Publication and distribution of information in relation to Council decisions, activities and benefits

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.4.1	Council meeting dates listed on the website and in the Channel Country Chatter.	Council meeting dates notified and Business agenda and minutes loaded onto website.	Council meeting dates, currently set to December 2020, are available for view on the Council website and notice boards.	


8.2: Strong representation

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.1.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Ordinary Meetings of Council are held on a monthly basis and Councillor attendance noted.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.1.2	Representation at all elected meeting groups supporting Boulia initiatives.	Reports received from attendees at the meetings presented to Council for information.	Council continue to represent our interests at the RAPAD meetings Outback Way meetings, I-QRAP, RDA, LDMG.	

8.2.2: Develop and maintain partnerships with regional organisations

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.2.1	Active representation in all Council representative bodies including the RAPAD group of Councils.	Attendance at all meetings with success achieved with group projects.	Attendance at all meetings with success achieved with group projects.	

8.2.3: Council facilitates the implementation of this Plan to benefit the whole community

Plan what we do and do what we plan. Council acts in a coordinated manner to implement this Plan, Budgets and report upon it in a timely manner.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.2.3.1	Council actively reviews the progress of the Operational Plan on a quarterly basis with items listed on the Action List for immediate followup by staff.	Plan implemented with success against budget allocation and planned activities.	The Operational Plan is captured by the PULSE Local Government Solutions System which is a permanent record. The quarterly results against set targets are presented to Council each quarter and displayed on the website for review.	

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Finance Manager September 2020 Report	DOC REF: Item FM1
REPORT BY:	Rahaul Bhargava Finance Manager	DATE: 13/10/2020

<p>CORPORATE PLAN REFERENCE: Key Priority 5: Robust Governance 5.2: Accountability 5.2.1 Ensure Council's financial activities are monitored and well managed 5.4: Sustainability 5.4.3 Ensure the long-term financial sustainability of the Council through prudent financial management and budgeting</p>

PURPOSE: Financial Summary as at 30 th September 2020.
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Cash Position:

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

	30th September 2020	31st August 2020
Cash at Hand	18,057,580	20,814,219
Net Cash Equivalent (Debtors-Creditors)	687,069	150,965
Total	\$18,744,649	\$20,965,184

Income

- Total revenues 30th September 2020 are \$3,677,665. This equates to approx. 31% of this year's budget.

Expenditure

- Operating expenses to 30th September 2020 are \$3,659,456. This equates to approx. 25% of this year's budget.

Liquidity

• CBA		\$ 214,368
• Floats		\$ 1,300
• Investments		
CBA At Call 0.1%	\$ 2,189,890	
QTC .77%	\$ 15,652,022	
		\$17,841,912
Total		\$18,057,580

Additional Information on Cash Position

Cash Balance as at 30th September 2020 18,057,580

The following items need to be backed by cash:

Reserves 30 th June	2,328,551
Funded Depreciation	3,766,954
Funded Employee Entitlements - NC	182,464
Flood Damage Restoration Works – March 2019 (paid in advance)	2,772,293
Working Capital Cash	1,500,000
Capital Grants	1,359,230
Operating Results for 2020/2021	813,756
Less Capital Expenditure 2020/2021	(2,873,806)
	9,849,442

Uncommitted Cash 30th September 2020 **\$8,208,138**

AGED DEBTORS 30th September 2020

DEBTOR	90+	60	30	CURRENT	PRE-PAID	BALANCE
	21,239.50	4,060.93	7,797.37	30,043.36	(1,829.60)	61,311.56

90+ Days Outstanding

Of the \$21,239.50, \$2790.36 are currently under a payment arrangement, \$18,319.14 have been referred to Council's external Collection Agency, balance outstanding is being followed up by Manager.

RATES 30th September 2020

Total Outstanding \$580,648.46

RATES	3 Years +	2 Years	1 Year (19-20)	Current Year (20-21)	In Credit (pre- paid OR Water & Gravel Compensation)	Total Outstanding
Urban	29,306.59	39,805.27	31,416.93	89,926.32	(27,800.59)	162,654.52
Rural	0.00	0.00	12,365.02	400,989.91	(14,520.70)	398,834.23
Mining	0.00	0.00	5,230.50	13,929.21	0.00	19,159.71
	29,306.59	39,805.27	49,012.45	504,845.44	(42,321.29)	580,648.46

CREDITORS 30th September 2020

\$ 2,013.83

BOULIA SHIRE COUNCIL
Income Statement
For the period ended 30 September 2020

2020 Actual

Income	
Revenue	
Recurrent Revenue	
Net rate and utility charges	722,316
Fees and charges	67,785
Rental income	56,030
Interest received	27,795
Sales - contract and recoverable works	585,400
Other Income	202,962
Grants, subsidies, contributions and donations	448,171
Total Recurrent Revenue	2,110,459
Capital Revenue	
Grants, subsidies, contributions and donations	1,359,230
Total Capital Revenue	1,359,230
Total Revenue	3,469,689
Total Income	3,469,689
Expenses	
Recurrent Expenses	
Employee benefits	(864,547)
Materials & Services	(2,048,793)
Finance Costs	(10,875)
Depreciation	0
Total Recurrent Expenses	(2,924,215)
Total Expenses	(2,924,215)
Net Result Attributable to Council	545,474

BOULIA SHIRE COUNCIL
Balance Sheet
For the period ended 30 September 2020

	<i>2020 Actual</i>
Current Assets	
Cash and cash equivalents	18,057,580
Trade and other receivables	729,376
Inventories	<u>329,646</u>
Total Current Assets	19,116,602
 Non-current Assets	
Property, plant and equipment	<u>187,260,554</u>
Total Non-current Assets	187,260,554
 TOTAL ASSETS	<u>206,377,156</u>
 Current Liabilities	
Trade and other payables	(42,307)
Borrowings	(41,431)
Provisions	<u>(1,222,190)</u>
Total Current Liabilities	(1,305,928)
 Non-current Liabilities	
Borrowings	(1,009,222)
Provisions	<u>(182,464)</u>
Total Non-current Liabilities	(1,191,686)
 TOTAL LIABILITIES	<u>(2,497,614)</u>
 NET COMMUNITY ASSETS	<u><u>203,879,542</u></u>
Community Equity	
Asset revaluation reserve	110,691,282
Retained surplus	<u>93,188,260</u>
TOTAL COMMUNITY EQUITY	<u><u>203,879,542</u></u>

BOULIA SHIRE COUNCIL
Statement of Cash Flows
For the period ended 30 September 2020

2020 Actual

Cash Flows from Operating activities:	
Receipts from customers	588,075
Payments to suppliers and employees	(3,597,838)
	(3,009,763)
Interest received	27,795
Rental income	56,030
Non-capital grants and contributions	1,008,653
Borrowing costs	(10,875)
Net Cash Inflow (Outflow) from Operating Activities	(1,928,160)
 Cash Flows from Investing activities:	
Payments for property, plant and equipment	(2,873,806)
Proceeds from sale of property, plant and equipment	0
Grants, subsidies, contributions and donations	1,359,230
Net Cash Inflow (Outflow) from Investing activities	(1,514,576)
 Cash Flows from Financing activities	
Repayment of borrowings	(12,850)
Net Cash Inflow (Outflow) from Financing activities	(12,850)
 Net Increase (Decrease) in Cash and Cash Equivalents held	 (3,455,586)
 Cash and Cash Equivalents at beginning of Reporting period	 21,513,166
 Cash and Cash Equivalents at end of Reporting period	 \$ 18,057,580

CONSULTATION: Kaylene Sloman

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

That the Finance Managers September 2020 Report be received for information.
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DOCUMENTS TO BE TABLED: Capital Major Projects, Flood Damage Works Reports, Revenue & Expenditure Report

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

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Community Services September 2020 Report	DOC REF: Item CSM1
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REPORT BY:	Mrs Julie Woodhouse Community Services Manager	DATE: 08/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

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

PURPOSE:

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

CONTENT:

Current housing available:

<u>ACTIVITY</u>	<u>Number</u>
Total houses available for occupation currently	2
Total units available (includes 2 pensioner units which need refurb)	4
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	1
Formal applications for rental for September	1
Enquiries re housing availability for September	0

Housing:

Central West Health have commenced a housing lease from the 28th September 2020.

The Housing Committee has deemed the house at 26 Moonah Street which was occupied by a staff member for 17 years be given a refurbishment before renting it out again. The applicant who applied in September was denied because of this house needing an update.

Tourism:

Numbers have dropped back during the last week of September but there were still more visitors than we had expected considering the impact of COVID-19. The figures are not showing a great difference for the same time as 2019.

The online booking facility has been put on hold temporarily until later in November when it will be looked at again with the help of OQTA Assist. We prioritised this as low after the failed attempts with Checkfront due to the visitor impact from COVID-19. OQTA Assist is very confident that they will be able to help us with what we need and the problems associated with online payments.

Media:

Our social media pages continue to garner much interest and comments by the public.

We have signed a further agreement with Southern Cross Austereo up until June 30th to repeat our television advertising. They are doing all agreements now from the 1st July to the 30th June.

Grants:

The Qld Gambling Fund approved our application for tennis court lighting upgrades to the value of **\$35,000**.

The TRAIC funding of **\$61,000** has been received and in the coming months will be distributed as per agreement between the community parties concerned in conjunction with Boulia Council.

Community:

The Flipside Circus workshops in the hall which was an on tour production from Arts Qld attracted more than 25 children to its three age appropriate sessions. Feedback received suggests this was a very popular event and participants would like to see it again.

Planning is underway for an open day at the Sports Centre on the 14th November, this will include food prepared by the Boulia Rodeo Association, markets and fun for the children.

From the 25th November to the 10th December, the LGAQ is promoting a “*Walk against Violence*” event. To show our support for this Council has ordered red t-shirts and bucket hats and on the 10th December staff will be asked to participate by walking from the Council offices to the hall. A morning tea will be held and the community is welcome to join in, the staff Christmas party will also be held that evening.

Due to funding received from the Community Drought Support Program, 10 months of movies have been ordered to start from the 1st Saturday in February 2021 and happen every first Saturday of the month after. Ashtons Circus will also be coming to town in 2021.

GOVERNANCE IMPLICATIONS: Nil

RECOMMENDATION:

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

ATTACHMENTS:

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

Approved by Chief Executive Officer

Ms Lynn Moore

Grant Funding Register - Approved items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	NOTES	Amount of Funding approved	Expected Project Completion Date	Works Completed
Upgrade Urandangi Health Clinic - auspiced	Western Qld Primary Health Network	\$ 50,000	\$ -	\$ -	\$ 50,000	Funding auspiced by Council for Urandangi Health Clinic. Trust A/c	\$ 50,000	30th June 2018	
Regional Community Hub (Study)	MIPP_Maturing Infrastructure Pipeline	\$ 66,220	\$ -	\$ -	\$ 66,220	Additional funding received	\$ 125,310.91	30/09/2020	Yes
Airport Industrial Estate	Building our Regions	\$ 994,800	\$ -	\$ -	\$ 994,800	Stage 1, industrial airport land Extension of time approved	\$ 994,800	3/05/2021	
Combatting Pest and Weeds	Department of Ag and Water Resources	\$ 100,000	\$ -	\$ 99,498	\$ 199,498	Stage 2 Hamilton Channels	\$ 100,000	1/12/2019	
LDMG EMERGENCY GENERATOR	2018-2019 Queensland Disaster Resilience Fund (QDRF) and the Prepared Communities Fund (PCF) via Queensland Reconstruction Authority	\$ 42,541	\$ -	\$ -	\$ 42,541		\$ 42,541	30/6/2020	
Boulia Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 520,000	\$ -	\$ -	\$ 520,000		\$ 520,000	30/6/2021	
Boulia Town Water Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 180,000	\$ -	\$ -	\$ 180,000		\$ 180,000	30/6/2021	
Urandangi Town Infrastructure Upgrade - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 130,000	\$ -	\$ -	\$ 130,000		\$ 130,000	30/6/2021	
Boulia Shire Council Road Network Upgrade Signage and Weed Control - W4Q3	Work's For Queensland Round 3 - Department of Infrastructure, Local Government and Planning	\$ 200,000	\$ -	\$ -	\$ 200,000		\$ 200,000	30/6/2021	
Urandangi Water Tanks Relining & Hydrosmart Installation	LGGSP	\$ 202,400	\$ 50,600	\$ -	\$ 253,000		\$ 202,400	30/06/2021	Yes
Qld Day 2020 - deferred to next year 2021	Qld State Government 2020 Qld Day sponsorship	\$ 3,860	\$ 1,860				\$ 2,000	6/07/2020	
Security Cameras & Installation	LGGSP	\$ 77,467	\$ -	\$ -	\$ 77,467	Upgrade security systems at Library, Sports Centre, Admin Office. New system installation at Heritage Complex and Dump.	\$ 77,467	30/06/2021	
Flagpole	Saluting their Service funding	\$ 2,690	\$ 1,200	\$ -	\$ 3,890	ANZAC memorial garden	\$ 2,690		
Boulia SES Facility Upgrade	Queensland Fire and Emergency Services - SES	\$ 59,446.62	\$ -	\$ -	\$ 59,446.62		\$ 55,919.42	30/06/2021	
Drought Communities Program Extension - Various projects	Drought Communities Program (DCP), Department Infrastructure, Transport, Cities & Regional Development	\$ 1,000,000	\$ -	\$ 40,000	\$ 1,040,000		\$ 1,000,000		
2 VMS trailers	FNQ and NQ Monsoon Trough (Dept of Community, Disabilities)	\$ 47,586	\$ 7,680		\$ 55,266	VMS trailers	\$ 47,586		
Community Drought support program	Dept of Communities, Disabilities, Health Services	\$ 47,000	\$ -	\$ -	\$ 47,000	circus and 1 year of movies in hall	\$ 47,000		
Flipside circus	Play Local funding	\$ 5,649		\$ 4,000	\$ 9,649	circus skills workshop	\$ 5,649		Yes
Get Ready Program 2020/21	Queensland Reconstruction Authority	\$ 4,880.00			\$ -		\$ 4,880		
W4Q COVID -19	Department of Local Government Racing and Cultural Affairs	\$ 1,020,000	\$ -	\$ -	\$ 1,020,000	Shovel ready projects - must be completed by 30/6/2021	\$ 1,020,000		
LRCI - Local Roads and Community Infrastructure Program	Department of Infrastructure, Transport, Regional Development and Communications	\$ 568,000					\$ 568,000	31/12/2021	
Tennis court lights	Gambling Community Benefit Fund	\$ 30,000	\$ 12,000		\$ 42,000	new tennis court lights	\$ 35,000		
Flood Warning Infrastructure Network	Queensland Reconstruction Authority	\$ 495,000					\$ 495,000	30/06/2022	
Qld Health - on hold	TRAIC	\$ 61,000	\$ -	\$ -	\$ 61,000	community projects as per TRAIC workshop	\$ 61,000	31/08/2021	

TOTAL AMOUNT OF FUNDING APPROVED: \$ 5,967,243

Grant Funding Register - Pending items

Project Name	Grant / Funding Body	Amount of Funding applied for	Council Cash or in kind Contribution	Other funding source \$'s	Total Project Cost	Application closing date	Council Officer Responsible	NOTES
Min Min mini birthday party	YOOTEP	\$ 5,000	\$ 5,000		\$ 10,000	16/03/2020	CSM	street party - ON HOLD
Residential Estate	Building Acceleration Fund (State Gov)	\$ 1,426,000	\$ 158,447		\$ 1,584,447	4/09/2020	CEO	Dev new estate behind school
Indigenous Language Grants	DATIS	\$ 25,000	\$ 2,000		\$ 25,000	7/10/2020	CSM	Pitta Pitta alphabet book
Industrial Estate	Building Acceleration Fund (State Gov)	\$ 1,530,000	\$ 170,000		\$ 1,700,000	4/09/2020	CEO	Road infrastrucutre on industrial estate
Total Amount of Funding applied for		\$ 2,986,000						

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Min Min Encounter September 2020 Report	DOC REF: Item F
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REPORT BY:	Roni Harris Tourism Officer	DATE: 08/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

Key Priority 3: Economic Development – A sustainable local economy

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

PURPOSE:

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

CONTENT:

Monthly Activity Statistics:

Daily Sales for September 2020	\$20,851.55
MME Visitor Stats for September 2020	1072
MME Show Stats for September 2020	495
BHC Stats for September 2020	265

Social Media Statistics for September 2020:

<i>Page</i>	<i>Page Likes</i>	<i>Reached</i>	<i>Shares</i>
Boulia Shire Council	1938	33,443	900
Min Min Encounter	1158	10,034	157

Report on activities held for September 2020

We are continuing the protocols for COVID Safe cleaning and sign in process should contact tracing become necessary.

The requirement for printed Northern Territory Border Passes has brought a steady flow of visitors through the door and we welcomed one tour bus for the month.

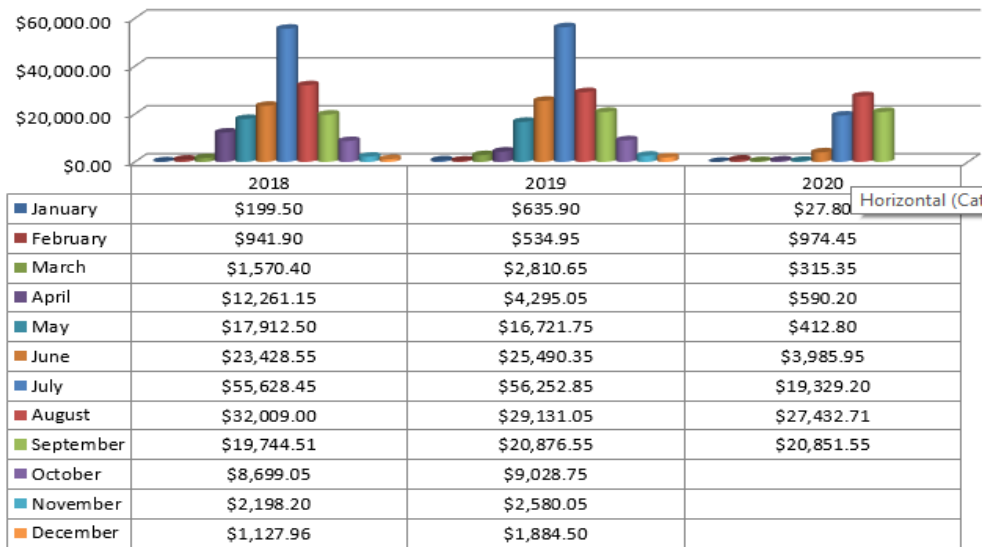
During September we were pleased to welcome an encouraging number of visitors with 94% being Queenslanders. The school holidays had only a small impact on us in comparison to the previous holiday period. Visitor numbers and sales have compared well with figures from previous years considering the restrictions on numbers allowed into each "Encounter".

We are seeing a number of travellers who have been this way previously and some of those are bringing friends to the Min Min Encounter and others who have been recommended to visit Boulia to experience the "Encounter". Most of the first-time visitors come out of the "Encounter" wearing big smiles and immediately volunteer to pass on the "unique" and "amazing" experience to friends and other travellers they meet.

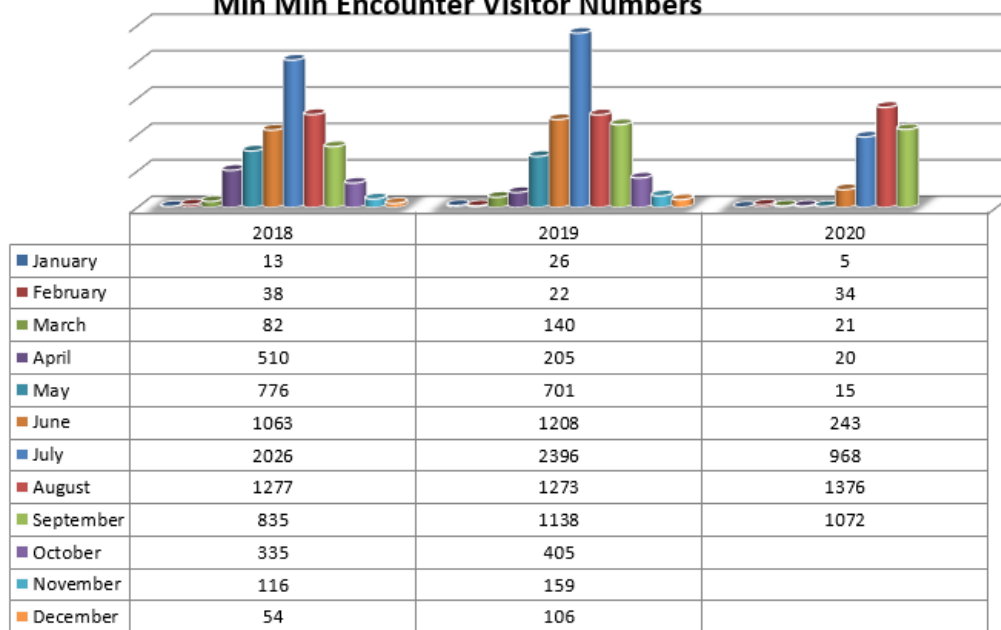
We have had a number of really good compliments on the show and the appearance of the VIC set up. The following is just one example:

“Hi, My husband and myself would like to Congratulate the Boulia Shire for the fantastic showing of characters telling their stories about their encounter with the Min Min light. "WOW" truly amazing all the work that has made these characters so, so real, I nearly needed the toilet myself when Ian slammed open the loo door, as I stood near him, not knowing this would happen, then i could not stop laughing. Beautifully presented and well set out, NEVER ever seen such a fabulous show as this one is. A credit to your town. We are staying at the caravan park and making sure we tell all we talk to, what a truly amazing show you have and it is a definat must see.”

Min Min Encounter & BHC Tickets & Merchandise Sales



Min Min Encounter Visitor Numbers



RECOMMENDATION:

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

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Library September 2020 Report	DOC REF: Item G
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REPORT BY:	Tarsha Shaw	DATE: 08/10/2020
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CORPORATE PLAN REFERENCE:

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

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

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

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

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

PURPOSE:

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

CONTENT:

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

ACTIVITY	CUSTOMER VOLUME - per month
Library visitors	111
Wi Fi	9
Number of new members - local	2
Tourist Member	0

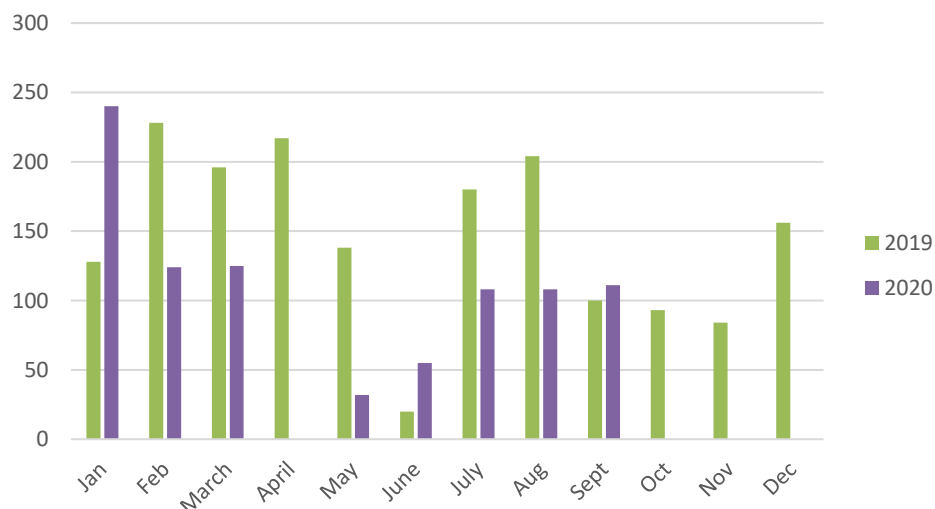
LIBRARY ACTIVITIES:

We continue to keep busy with printing not only our local handouts but also border passes to the Northern Territory.

Community Support Services (Jan Norton) hosted a reading and activity as part of the school holiday program.

Re COVID-19, appropriate arrangements remain in place keeping with Queensland Health Regulations.

Visitors to the Library



	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2019	128	228	196	217	138	20	180	204	100	93	84	156
2020	240	124	125	0	32	55	108	108	111			

RECOMMENDATION:
That Council receive the Library September 2020 report for information.

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

BOULIA SHIRE COUNCIL

Report for Ordinary Meeting held on 23rd October 2020

TITLE:	Work Health and Safety September 2020 Report	DOC REF: Item H
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REPORT BY:	Brett Hyde Work Health and Safety Advisor	DATE: 07/09/2020
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CORPORATE PLAN REFERENCES:

Key Priority 7: Valuing our greatest asset – people

7.1.3 Ensure the workforce is adequately trained and staff have access to development programs and continually support Workplace, Health and Safety practices

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

PURPOSE:

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

CONTENT:

LGW – (TMR Audit requirements)

- Ongoing monitoring with contractors on the Donohue Highway projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls.
- Continually updating the Boulia Shire Council Hazard and Risk Register.
- Conducting Noise Level monitoring on various motorised and mechanical plant.
- Continually populating the audit criteria with the required evidence.

Toolbox talks/
Presentations

- Ongoing Weekly Toolbox meetings/talks have been held with Council workforce.

Compliance and
Education

- Field staff are continually informed and updated, where as possible or required, documents to better address compliance standards and safe works.
- Updated on alerts from Workplace Health & Safety Queensland.
- Educational quizzes developed for both PPE and Hazard & Risk awareness.

Assistance to Staff/
Contractors on
paperwork for
compliance audit

- Development of a Works Folder for the additional road work stages on the Donohue Highway to complete and submit documentation in line with other road contractors and compliances.
- Format and update the Boulia Shire Council Hazard and Risk Register.
- Created a Tyre Torque form for maintenance and added to listing in the MagiQ system.
- Creation of a Travel Movement form for all staff to fill in and provide trip details when travelling out of the area for conferences and other work related programs.
- Creation of a wallet size Induction Card to be issued to all new inductees going forward which has a three year expiry from date of induction.
- Created “worker competency forms” so supervisors can sign off staff that are competent to use ride-on mowers, whipper snippers, blowers and push mowers and to meet our audit obligations.
- Created a noise level register on BSC plant and equipment.

Near Misses, Incidents and issues (September)	<ul style="list-style-type: none"> • Near Miss – 1 • Hazard – 1 • Damage – 1 • Other – 0 		
Category	Description	Site	Outcome
Near Miss	Garbage, bedding, chair left in middle of roadway to the dump.	Road (Council)	Was removed and taken to the dump
Hazard	Mini sink hole at the Sports Complex.	Sports Complex rear parking area	Holes have been filled in
Damage	Hand rails rotting	Footbridge near school	On list of works to be repaired/replaced.

Completed Tasks and/or Achievements	<ul style="list-style-type: none"> • Completed the formatting, compiling and structure of the Boulia Shire Council Hazard Risk Register (this is a live document). • Designed and completed the Boulia Shire Council online Induction PowerPoint/ PDF presentation concept. • Created a wallet size Induction Card. • Created “worker competency forms” for supervisors to sign off staff that are competent to use various equipment and to meet audit obligations. • Created a Travel Movement Form for staff travels outside the area. • Commenced a spreadsheet register for noise level monitoring of plant and equipment. • Editorial and photos submitted to the Channel Country Chatter publication of staff embracing new technologies.
Works in Progress	<ul style="list-style-type: none"> • Weekly consultation with CEO to discuss current and future WHS items concerning the Shire. • Weekly consultation with Director of Works and supervisors on current and upcoming projects and what is required from a WHS perspective. • Adaptation of the Boulia Shire Council Induction onto an online platform. • Regularly monitor the Boulia Shire Council Hazard Risk Register (this is a live document) and update and/or add as required. • Development of mini questionnaires/tests on various topics for Council staff. • Ongoing monitoring of work site activities to ensure that compliance standard requirements are being met to enable compliance re-certification. • Ongoing compiling of Audit Evidence to LGW to meet the Audit criteria requirements. • Ongoing development of the iAuditor system templates, designed to streamline checklists for continued user friendly access, reporting, accountability, monitoring and archiving. • WHSA site visits have continued on Council Sites as well as on Contractor Sites. • Developing JSA for confined space with the water treatment facility. • Compiling a “No Smoking” sign audit for Council buildings, parks and yards. • Ongoing noise level monitoring of Council plant and equipment. • Creating documentation for working with gravel crushers.
WHS Alerts and Updates	<ul style="list-style-type: none"> • Regularly send out e-mails to Council Directors, Supervisors and relevant staff of Workplace Health & Safety alerts, updates and changes within the industry. • Adopt various alerts/updates into weekly Toolbox talks and training as needed.
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> • Achieving the LGW and TMR compliance standard requirements for compliance re-certification. • Submission of the Boulia Shire Council's Safety System audit evidence to LGW to meet the required audit criteria requirements and compliance standards. • Ongoing Chemwatch software staff familiarisation.

	<ul style="list-style-type: none"> • Create monthly Toolbox info sessions for the office staff. • Where possible, create media content for the Channel Country Chatter publication. • Updating of evacuation plans for Council facilities.
Training Required	<ul style="list-style-type: none"> • Drug and Alcohol Testing certification and/or refresher training for nominated staff scheduled for November 10th. • First Aid and CPR training scheduled in October and conducted locally. • Verification of Competency “VOC” training and certification of plant/equipment operators. • Continue with iAuditor training for Supervisors and Managers. • Continue with the Chemwatch software familiarisation, access and training to staff. • Working at heights and traffic management courses scheduled in October and conducted locally. • Practical assessments scheduled in October for forklift and skidsteer certifications.

RECOMMENDATION:

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

Reviewed and approved by Chief Executive Officer

Ms Lynn Moore