

# **BOULIA SHIRE COUNCIL**



## **ORDINARY MEETING**

**Friday 22 September 2023**



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



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## BOULIA SHIRE COUNCIL

18<sup>th</sup> September 2023

### 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 22 September 2023** at the **Boulia Shire Hall** commencing at **9 am** for the transaction of the following business.

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

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Ms Lynn Moore  
Chief Executive Officer

Please note:

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

**COMMONLY USED ACRONYMS**

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

## **RISK MANAGEMENT**

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

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

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

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

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

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

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

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

The Mayor will also acknowledge past and present service personnel.

## **2 Present**

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

Officers: Ms Lynn Moore (Chief Executive Officer)  
Mrs Kaylene Sloman (Director of Corporate & Financial Services)  
Mr Trent Marshall (Director of Works and Operations)  
Mrs Nicole Tonkies (CEO Assist)

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

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

## **4 Declaration of Interests**

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

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

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

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

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

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

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

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

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

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

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

## **8 Deputations**

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

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

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

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

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

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

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



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

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



**MINUTES OF THE ORDINARY MEETING  
OF THE BOULIA SHIRE COUNCIL  
HELD ON Friday 18 August 2023  
COMMENCING AT 8:00 am**

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

*Please note:*

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

The Mayor opened the meeting at 8.14 am.

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

The Mayor also acknowledged past and present service personnel.

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

**2 Present**

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

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

**3 Apologies / Leave of Absence**

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

**4 Declaration of Interests**

Councillor Edgar declared a Prescribed Conflict of Interest in the report 11.2.4 Contract Cleaning Services - Extension of Contract in accordance with the *Local Government Act 2009* section 150E1(c)(i) due to being the applicant for approval. Due to all other Councillors providing their approval to, Councillor Edgar stayed in the meeting while the matter was discussed but did not vote on the matter.

Councillor Edgar declared a Declarable Conflict of Interest in the report 11.3.4 Boulia Golf Club Rates in accordance with the *Local Government Act 2009* section 150EQ(4)(a) due to being the President of the Boulia Golf Club. In accordance with section 150ES of the *Local Government Act 2009* Councillor Edgar was allowed to stay in the meeting while the matter was discussed and voted on.

## **5 Mayoral Minutes**

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

## **6 Notice of Motion**

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

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

There were no requests to address the Council.

## **8 Petitions**

There were no petitions presented to Council.

## **9 Deputations**

There were no deputations to Council.

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

**Moved:** Cr Edgar

**Seconded:** Cr Norton

*That the minutes of the Ordinary Meeting held on Friday 28th July 2023 be accepted.*

**Resolution No.:** 2023/8.1

**Carried**

## **11 Reports**

### **11.1 Works and Operations**

<b>TITLE:</b>	Rural Lands Protection Officer July 2023 Report	<b>DOC REF:</b> 11.1.1
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**PURPOSE:**

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

**Moved:** Cr Britton

**Seconded:** Cr Edgar

*That the Rural Lands Protection Officer's July 2023 Report be received for information.*

**Resolution No.:** 2023/8.2

**Carried**

<b>TITLE:</b>	Engineering Service Report June 2023	<b>DOC REF:</b> 11.1.2
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**PURPOSE:**

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

**Moved:** Cr Beauchamp

**Seconded:** Cr Britton

*That the Engineering Services Report – Newsbrief for July 2023 be noted.*

**Resolution No.:** 2023/8.3

**Carried**

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report July 2023	<b>DOC REF:</b> 11.1.3
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for July 2023.

**Moved: Cr Norton**

**Seconded: Cr Neilson**

*That Council receive the Foreman Roads, Construction and Maintenance July 2023 Report for information.*

**Resolution No.: 2023/8.4**

**Carried**

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for July 2023	<b>DOC REF:</b> 11.1.4
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of August 2023.

**Moved: Cr Britton**

**Seconded: Cr Neilson**

*That Council receive the Foreman Roads, Utilities and Services July 2023 Report for information.*

**Resolution No.: 2023/8.5**

**Carried**

<b>TITLE:</b>	QRA Flood Damage Works Department July 2023	<b>DOC REF:</b> 11.1.5
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**PURPOSE:**

To inform Council of the current utilisation and activities of the Flood Damage Program for July 2023.

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the QRA Flood Damage Works Department July 2023 Report be received for information.*

**Resolution No.: 2023/8.6**

**Carried**

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

<b>TITLE:</b>	Chief Executives Report July 2023	<b>DOC REF:</b> 11.2.1
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**PURPOSE:**

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

**Moved: Cr Norton**

**Seconded: Cr Britton**

*That the CEO for July 2023 report be received for information.*

**Resolution No.: 2023/8.7**

**Carried**

<b>TITLE:</b>	Action List Update July 2023	<b>DOC REF:</b> 11.2.2
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**PURPOSE:**

To present to Council an updated Action List.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That Council receive the Action List update for July 2023 for information.*

**Resolution No.: 2023/8.8**

**Carried**

<b>TITLE:</b>	Policy Reviews	<b>DOC REF:</b> 11.2.3
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Neilson**

1. *That Policy 102 Advertising Spending Policy as presented be adopted.*
2. *That Policy 111 Councillors Expenses Policy as presented be adopted.*
3. *That Policy 121 Confidentiality (Use of Information) Procedure Policy as presented be adopted.*
4. *That Policy 127 Complaints Management Policy and Process as presented be adopted.*

**Resolution No.: 2023/8.9**

**Carried**

<b>TITLE:</b>	Contract Cleaning Services - Extension of Contract	<b>DOC REF:</b> 11.2.4
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**PURPOSE:**

To seek Council's endorsement to extend the current Contract Cleaning Services agreement.

*Councillor Edgar declared a Prescribed Conflict of Interest in the report 11.2.4 Contract Cleaning Services - Extension of Contract in accordance with the Local Government Act 2009 section 150E1(c)(i) due to being the applicant for approval. Due to all other Councillors providing their approval to, Councillor Edgar stayed in the meeting while the matter was discussed but did not vote on the matter.*

**Moved: Cr Neilson**

**Seconded: Cr Britton**

*That the 'Contract Cleaning Services' agreement with Quality Electrical be extended for a further 12 months to 1/7/2024.*

**Resolution No.: 2023/8.10**

**Carried**

<b>TITLE:</b>	Review of CEO InKind approval limit	<b>DOC REF:</b> 11.2.5
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**PURPOSE:** Council have previously indicated that they wish for the Chief Executive Officer to hold a higher Inkind Assistance approval amount. This report makes changes to the Community Grants policy to be able to carry out this change.

**Moved:** Cr Britton

**Seconded:** Cr Norton

*That Policy 103 Community Grants Policy as presented be adopted and that the associated internal Inkind Assistance form be updated.*

**Resolution No.: 2023/8.11**

**Carried**

<b>TITLE:</b>	4th Quarter Operational Plan Report April to June 2023 with Annual Comment	<b>DOC REF:</b> 11.2.6
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**PURPOSE:**

To present the fourth quarter Operational Report for April to June 2023.

**Moved:** Cr Britton

**Seconded:** Cr Beauchamp

1. That Council receive for information the fourth quarter report from April to June 2023 in relation to the adopted Operational Plan 2022-2023.
2. That the report be displayed on the Council website.

**Resolution No.: 2023/8.12**

**Carried**

The meeting was adjourned for Elected Member Training at 9 am.  
The meeting resumed at 12.35 pm.

<b>TITLE:</b>	WHS Report for July 2023	<b>DOC REF:</b> 11.2.7
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**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**Moved:** Cr Neilson

**Seconded:** Cr Beauchamp

*That the Workplace Health and Safety for July 2023 report be received for information.*

**Resolution No.: 2023/8.13**

**Carried**

### **11.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate and Financial Services July 2023 Report	<b>DOC REF:</b> 11.3.1
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**PURPOSE:**

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

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That the Director of Corporate & Financial Services July 2023 report be received for information purposes.*

**Resolution No.: 2023/8.14**

**Carried**

<b>TITLE:</b>	Fees and Charges 2023/24 Amendment	<b>DOC REF:</b> 11.3.2
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**PURPOSE:**

To amend and update Council's register of cost-recovery fees for the financial year, 2023/2024, in accordance with the Local Government Act s97 and s98.

**Moved: Cr Beauchamp**

**Seconded: Cr Britton**

*That in accordance with section 97 of the Local Government Act 2009, the 2023/2024 Fees and Charges amendments:*

<b>Page No.</b>	<b>Description</b>	<b>What needs to change</b>	<b>Change made</b>
5	Certification, Building & Town Planning	New charge –	Town Planning Application / Lodgement Fee \$125.00 11005500.156
10	Right to Information	Changed web address	<a href="http://www.rti.qld.gov.au/fees-and-charges">www.rti.qld.gov.au/fees-and-charges</a>

*As presented in August 2023 Agenda be hereby adopted by Boulia Shire Council.*

**Resolution No.: 2023/8.15**

**Carried**

<b>TITLE:</b>	Financial Report for July 2023	<b>DOC REF:</b> 11.3.3
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**PURPOSE:**

Financial Summary as at 31<sup>st</sup> July 2023

**Moved: Cr Edgar**

**Seconded: Cr Neilson**

*That the Finance Report for July 2023 be received for information.*

**Resolution No.: 2023/8.16**

**Carried**



<b>TITLE:</b>	Boulia Golf Club Rates	<b>DOC REF:</b> 11.3.4
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**PURPOSE:**

To advise Council of the request to waiver the rates relating to the Boulia Golf Club.

*Councillor Edgar declared a Declarable Conflict of Interest in the report 11.3.4 Boulia Golf Club Rates in accordance with the Local Government Act 2009 section 150EQ(4)(a) due to being the President of the Boulia Golf Club. In accordance with section 150ES of the Local Government Act 2009 Councillor Edgar was allowed to stay in the meeting while the matter was discussed and voted on.*

**Moved: Cr Britton**

**Seconded: Cr Neilson**

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 2023/24 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 DCS 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 2023/24 financial year. Notation to be made in the rates system for future records.

**Resolution No.: 2023/8.17**

**Carried**

<b>TITLE:</b>	Banking Signatories Update	<b>DOC REF:</b> 11.3.5
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**PURPOSE:**

To update changes to banking signatories in preparation for Finance Manager leaving 17/08/2023, remove Ajay Agwan ex-DWO, adding Relief Finance Manager as a view only.

**Moved: Cr Edgar**

**Seconded: Cr Britton**

*That Council confirm that the following authorised signatories be authorised to operate on any new or existing bank accounts Council may open in the future and all previous signatories if held with the same bank be made obsolete.*

*That the Director of Corporate & Financial Services action the changes to signatories and electronic devices for the change in Finance Manager, Director of Works & Operations and Relief Finance Manager position.*

**CHEQUE SIGNATORIES**

**PRIMARY ACCOUNT SIGNATORY: Type 'A'**

- Mayor - Eric Britton
- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate Services – Kaylene Sloman

**SECONDARY ACCOUNT SIGNATORY: Type 'B'**

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**ELECTRONIC FUND TRANSFERS:**

PRIMARY ACCOUNT SIGNATORY - AUTHORIZING OFFICER TYPE 'A'

- Chief Executive Officer - Lynn Moore
- **Director of Works and Operations - Ajay Agwan - remove**
- Director of Corporate & Financial Services – Kaylene Sloman

SECONDARY ACCOUNT SIGNATORY - AUTHORIZING OFFICER TYPE 'B'

- **Finance Manager – remove Marie Chan**
- Senior Finance Officer – Carol Smith
- Senior Administration Officer – Kelli Chatfield

**The method of signing/authorising electronic transactions will be as follows:**

- Any two type 'A' signatories OR
- Any two signatories: consisting of at least one primary 'A' signatory and one secondary 'B' signatory.

**VIEWING ACCESS:**

- **Relief Finance Manager – Ian Honour**

**Resolution No.: 2023/8.18**

**Carried**

## **11.4 Community Services**

<b>TITLE:</b>	Community Services Report July 2023	<b>DOC REF:</b> 11.4.1
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**PURPOSE:**

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

**Moved: Cr Britton**

**Seconded: Cr Norton**

*That the Community Services July 2023 report be received for information.*

**Resolution No.: 2023/8.19**

**Carried**

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – July 2023	<b>DOC REF:</b> 11.4.2
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**PURPOSE:**

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

**Moved: Cr Beauchamp**

**Seconded: Cr Norton**

*That the Min Min Encounter & Boulia Heritage Centre Report July 2023 be received for information.*

**Resolution No.: 2023/8.20**

**Carried**

## **12 Late Reports**

There were no late reports presented to Council.

### **13 Closed Session**

#### **CLOSED MEETING AT 1PM**

**Moved:** Cr Britton

**Seconded:** Cr Neilson

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

*(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*

**Resolution No.: 2023/8.21**

**Carried**

#### **OUT OF CLOSED SESSION AT 1.45 PM**

**Moved:** Cr Edgar

**Seconded:** Cr Neilson

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

**Resolution No.: 2023/8.22**

**Carried**

The following recommendations were resolved from the closed session: 2023/8.23

<b>TITLE:</b>	Surrender of Land to Council	<b>DOC REF:</b> 113.3.1
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#### **PURPOSE:**

Acquiring land by ratepayer surrendering land in Urandangi.

*Closed under Local Government Regulation 2012 (254J (3))*

*(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967;*

**Moved:** Cr Britton

**Seconded:** Cr Edgar

1. That Council delegate to the CEO to negotiate with Jane Turner to come to an agreed terms for surrendering the land known as A172, Lot 409 on Crown Plan U4321 in Urandangi.
2. That Council complete all forms and submit to the Registrar to record Council as the registered owner of the land.

**Resolution No.: 2023/8.23**

**Carried**

## **14 General Business**

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

## **15 Meeting Closure**

The Mayor closed the meeting at 2.15 pm.

## **16 Confirmed**

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

UNCONFIRMED

## 10 Reports

### 10.1 Works and Operations

<b>TITLE:</b>	Director of Works and Operations August 2023 Report	<b>DOC REF:</b> 10.1.1
<b>REPORT BY:</b>	Trent Marshall Director of Works and Operations	<b>DATE:</b> 18/09/2023

#### **CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

#### **RISK MANAGEMENT:**

Information Report only - not applicable.

#### **PURPOSE:**

To inform Council of the current utilisation and activities of the Works and Operations Department in line with all works and operations being undertaken for August 2023.

#### **CONTENT:**

##### **Director of Works & Operations activities:**

**Introduction to all BSC staff, discussing all current activities within the scope of BSC Works & Operations.**

DWO carried out onsite inspections at:

- Donohue Hwy project.
- New build Duplexes at 58 Pituri St project.
- Council unit's renovations at 26 Pituri St project.
- Diamantina Development Road 93D Emergent works for TMR.
- The Truck Stop and culverts project on the DDR at the edge of town.
- Pump Station project progression.



DWO attended the following meetings:

- NBN discussions regarding the Industrial Estate project 15 August 2023
- Current projects overview - 18 August 2023
- Ordinary Council meeting - 18 August 2023
- Gavin Williams QRA progress report - 24 August 2023
- Leading Hand interviews - 25 August 2023
- ORRTG Technical Committee meeting - 25 August 2023
- RAPADWSA Technical Committee meeting - 25 August 2023

- TMR RMPC meeting - 12 September 2023
- Depot Staff interviews - 13 September 2023
- Trility Project meeting - 15 September 2023
- BSC Plant meeting - 21 September 2023

### Staff Training:

Technical Officer Sujan Thebe is currently getting in house training in all aspects of project management quality, safety, environmental and traffic management along with ITPs and JMP reviewing for TMR works.

- BSC Works Annual Achievement planning under review.
- BSC Works Training Matrix under review.

### Projects:

#### 93E Diamantina Development Road [Boulija- Dajarra] Truck Stop

**Project Scope:** Construction of truck bay on Winton town entry.

**Current Status:** Formation completed, Culverts have been installed, seal has been applied to the Truck Stop area, seal completion once contractor comes through at the end of September to combine works with Donohue Hwy forecast seal plan.

#### QRRRF – Concrete Floodways – Package 1&2

**Project Scope:** Concrete Margins and Floodways on Slashers Creek and Coorabulka Roads

**Current Status:** Phase 1 works by NQES [T2022-23.1] is completed with the package 2 [T2022-23.11] awarded to Stockham Building Services currently will be starting in approximately 3 weeks.

#### Industrial Estate Installation

**Project Scope:** Installation of Power, Water and Sewer to Industrial Estate.

**Current Status:** Sewer Construction has slowed due to rock being encountered. Trenching work has been halted while waiting for design compliance with NBN to ensure electrical and NBN can be completed simultaneously. GBA have the current design in with NBN for approval.

#### New Staff Housing Project:

**Project Scope:** Construction of 6 new housing units at Pituri St.

**Current Status:** Services have been installed, footings poured, flooring, walls and roof frames have been erected. The work is being completed on time and within scope currently. Regular inspections show good compliance to the building codes and the site maintains a clean working environment.



#### Renovations on Current Staff Housing at 26 Pituri St:

**Project Scope:** To renovate the current staff housing, replacing floors, wet areas, toilets, showers, and laundry along with external concreting to ensure safety and compliance to current building codes.

**Current Status:** The first unit has new floors going in, the wet area is being completed and new utilities are being installed. The process requires one unit to be renovated while the tenant is moved out into a temporary accommodation. Once completed the tenant can move back in creating minimal disturbance to the tenants concerned. The renovations are on time and within budget currently.



### Boulia Saltwater Chlorinator

**Project Scope:** Installation of a Saltwater Chlorinator [NaOCl Generation & Dosing] at the Boulia Water Treatment Plant.

**Current Status:** Contract awarded to Trility [T2022-23.8] Design is over 50% complete. Procurement of the unit has commenced, Trility staff arrived at Boulia 14 September 2023 to view the current unit ensuring compliance of works for this project.

### Pump Station Upgrade

**Project Scope:** Installation of a new sewerage pump station adjacent to the existing structure by Complex Civil Infrastructure Services Pty Ltd.

**Current Status:** Lines are in, tanks are in, stand has been erected, macerater installed, work is progressing well. Time frames have exceeded expectations due to supply and connection of electrical by Ergon. However, work is being completed with high standards and building compliance.



### CONSULTATION:

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

### GOVERNANCE IMPLICATIONS:

All work to be completed within guidelines and budget allocations.

### RECOMMENDATION:

That Council receive the Director of Works and Operations August 2023 Report for information.

### ATTACHMENTS: Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Engineering Service Report – Newsbrief for September 2023	<b>DOC REF:</b> 10.1.2
<b>REPORT BY:</b>	Stuart Bourne GBA – Senior Civil Engineer	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**1. Visits to the Shire**

Nil	
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**2. Flood Damage Works**

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

Activated for the ‘Western Qld Low Pressure Trough 19 Jan – 4<sup>th</sup> Feb 2022’.

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

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

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

Damage pickup has been completed. Emergent works completed. Eastern roads submission approved and commenced. Western roads submission nearly approved by QRA.

Slashers Creek Submission has been approved for \$292,926.90.



### 3. Other

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

There is 76.1 km left to seal which is about 30% (locations left are Lake Wanditti and Pituri to Kellys Ck and 2.7km near the emergency airstrip).

Design and CH clearance is complete for Stage 7 and 8. Works to commence after the truck pullover project.

Bitumen procurement Tender – T2023-24.1 completed RPQ engaged for Donohue Reseals and 8km new seal works.

Aggregate procurement started under the Panel of Providers.

Works commenced for PPR1 (Ch170.5-178.5)

#### **Priority Structures Upgrade**

DTMR are investigating Chainages 62.4-88.4 and Chg 110.4-125.8 on Dajarra-Mt Isa Road for culvert widening. Some structures have been identified. Funding now moved to 23/24 and 24/25 FY through the road group.

### 4. Industrial Subdivision

All earthworks completed. Works awarded to KABZ Plumbing & Quality Electrical. Procurement of materials has been completed. KABZ and Quality Electrical has commenced on site. Sewer line crossing Mt Isa Highway has been completed.

Electrical works started.

#### **CONSULTATION:**

Nil – information update only

#### **GOVERNANCE IMPLICATIONS:**

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

#### **RECOMMENDATION:**

That the Engineering Services Report – Newsbrief for August 2023 be noted.

#### **ATTACHMENTS:**

1. Flood Damage Events Detailed Summary (1) [10.1.2.1 - 2 pages]

Approved by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (15/09/2023)**

QRA Event Code	Activation	Type	Submitted Value(Inc PM,Esc and Cont)	Approved Submission Value (Inc PM,Esc and Cont)	Final Expenditure (Acquittal)	Comments
Western Qld Low Pressure Trough 19 Jan - 4th Feb 2022	Jan-22	REPA	\$ 2,514,057.71	\$ 2,445,193.96	\$ 2,120,142.28	REPA - Approved Betterment submission Lodged Acquittal completed - waiting on QRA approval
	Jan-22	Emergency Works	\$ 507,127.18			Lodged
Northern and Central Western Qld Rainfall and Flooding event 21 April - 12 May 2022	Apr-22	REPA	\$ 1,810,518.53	\$ 1,750,892.06		Submission Approved Works started March Betterment submission ineligible - as restoration works for Jan event have been completed on the Betterment sites for April Betterment, the April Betterment submission is deemed ineligible.
	Apr-22	Emergency Works	\$304,307.69			Emergency Works Completed Emergent works submission Lodged
North and Central Queensland Monsoon and Flooding, 20 December 2022 – Match 2023	Jan-23	CDO – Reservoir Cleaning				3 Submissions Uploaded so far 1. Slashers Creek - approved 2. Eastern Submission - approved 3. Western Submission lodged and nearly approved  Urandangi Bore Emergency Works Submission - approved  Reservoir Cleaning Submission abandoned due to lack of evidence
	Jan-23	REPA Slashers Creek	\$298,804.41	\$292,926.90		
	Jan-23	REPA Easter Submission	\$2,793,821.10			
	Jan-23	REPA Western Submission	\$4,055,018.32			
	Jan-23	Emergency Works				
Total 2023 FD			\$7,147,643.83			

**Boulia Shire Council**

**Flood Damage Events - Detailed Summary (20/07/2023)**

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.11.16	Feb 2016	REPA	\$ 2,300,053.00	\$ 2,750,563.39	\$ 2,763,757.02	Acquittal complete 18/12/2018
BoSC.15.16	June 2016	REPA	\$ 1,486,913.00	\$ 1,625,986.10	\$ 1,651,206.62	Acquittal complete 18/12/2018
BoSC.19.16	Sept. 2016	REPA	\$ 1,626,724.35	\$ 1,625,911.76	\$ 1,940,739.95	Approved/Acquitted
BoSC.21.18	March. 2018	Emergent	\$ 464,858.92	\$ 433,648.40	\$ 464,858.92	Acquittal complete 14/01/2018
BoSC.23.18	March. 2018	REPA	\$ 7,200,421.00	\$ 3,994,189.65	\$ 2,811,273.65	Works Completed. Acquittal Completed
BoSC.0003.1819E.EWK	Jan/Feb .2019	Emergency Works	\$ 237,341.09	\$ 233,036.11	\$ 237,341.09	Acquitted
BoSC.0004.1819G.EWK	Mar. 2019	Emergency Works	\$ 1,131,952.82	\$ 1,050,377.03	\$ 1,131,952.82	Acquittal Docs submitted to QRA
BoSC.0006.1819G.REC	March. 2019	REPA	\$ 14,706,416.51	\$ 14,231,596.59	\$ 11,743,408.55	Works Completed. Acquittal complete and Lodged
BoSC.0007.1819E.REC	Jan/Feb .2019	REPA/Betterment	\$ 245,031.26			Lodged, Submission include betterment application for 50m Floodway,submission declined
BoSC.0011.1920E.EWK	Jan/Feb 2020	Emergency Works	\$ 494,438.07	\$ 494,154.58	\$ 494,438.07	Approved/ Works Complete
BoSC.0008.1920.REC	Jan/Feb 2020	REPA	\$ 450,999.46	\$ 450,999.46	\$ 443,071.38	Approved - Donohue only, works completed - Acquittal Complete and Lodged
Central, South and Western Qld Rainfall and Flooding 10 Nov - 3 Dec 2021	Nov - Dec 2021	REPA		Superseded		
	Nov - Dec 2021	Emergency Works	\$ 262,330.61			Emergent works submission completed, REPA submission to be superseded by Jan 22 event.

<b>TITLE:</b>	Foreman Roads, Utilities and Services Report for August 2023	<b>DOC REF:</b> 10.1.3
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<b>REPORT BY:</b>	Ron Callope Foreman Roads, Utilities and Services	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of the current utilisation and activities of the Town Department during the month of August 2023.

**CONTENT:**

**Racecourse:**

Arena and grounds	General maintenance by the caretaker of the Racecourse grounds is ongoing.
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**Town water testing and depot maintenance:**

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

Three Mile Campground	In general tourists using the site are keeping the area tidy.  Town gardens have been looking great due to warm weather, watering, and the consistent dedication of our Parks and Gardens Crew.
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**Parks and Gardens:**

Council, Min Min Encounter, ANZAC and Airport gardens	All garden areas are continuing being worked on to ensure they are kept in good order.  Planning is being undertaken on the proposed upgrade of both entrances to town.
Mowing/Whipper Snipping	Our crew was kept busy with mowing and whipper snipping. Works completed in the following areas on these days throughout August 2023: <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> August – Robinson Park</li> <li>- 3<sup>rd</sup> August – Min Min Encounter</li> <li>- 4<sup>th</sup> August – Median Strip, Melrose</li> <li>- 7<sup>th</sup> August – Sports Centre</li> <li>- 8<sup>th</sup> August – Council Depot</li> <li>- 9<sup>th</sup> August – Oval</li> <li>- 10<sup>th</sup> August – Stonehouse</li> <li>- 14<sup>th</sup> August – Airport &amp; Clinic</li> <li>- 15<sup>th</sup> August – Fire Station</li> </ul>

	<ul style="list-style-type: none"> <li>- 16<sup>th</sup> August – Robinson Park</li> <li>- 17<sup>th</sup> August – Post Office</li> <li>- 18<sup>th</sup> August – Median Strip</li> <li>- 21<sup>st</sup> August – Becks House &amp; Council Depot</li> <li>- 23<sup>rd</sup> August – Melrose</li> <li>- 24<sup>th</sup> August – Stonehouse</li> <li>- 29<sup>th</sup> August – Robinson Park</li> <li>- 30<sup>th</sup> August – School Safety Park, Fire Station</li> </ul>
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**RMPC/Works crew:**

The RMPC Crew has just started on the new RMPC Contract for this new financial year. They have also been kept busy completing maintenance work in Urandangi township and maintaining Rest Area Servicing at Waverley Creek.

Concrete batching and other Private Works requests are consistent interruptions to RMPC Works.

**Bubble Park:**

Bubble Park	Parks and Gardens have been looking after the plant room at the bubble park with Chlorine and Ph levels being maintained at desired levels.
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**Urandangi:**

Urandangi	Council services continued over the month of August as required (Rubbish collection etc). Work remains focussed on the continued clean up and management of fire risk. Grading of town fire breaks for Urandangi and slashing were completed and will be ongoing based on availability of both Council and contractor resources. Non potable and boil water alert signs have been erected in the township.
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**Water and Sewerage:**

**Boulia Township**

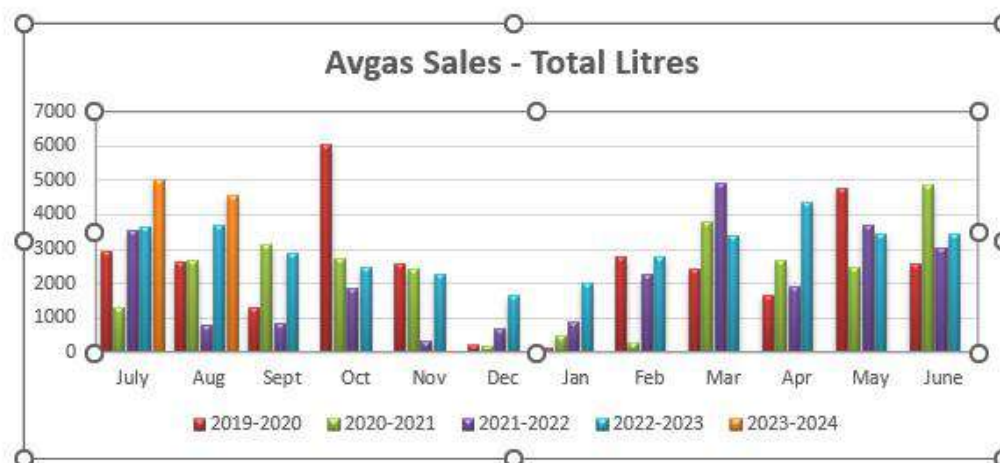
Call outs – water	Nil
Call outs – sewer	1 – Rocks in sewerage line caused blockage.
Broken mains	Nil

**Urandangi Township**

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

**Boulia Airport activity: (Appendix 1)**

Number of call outs: RFDS/LifeFlight Rescue	0
Avgas/Jet A1 Refuelling	Total 31 – 31 self-fuelled through Compac.



**Boulia Feral Animal Bounty Claims: (Appendix 2 & 3)**

Feral Pigs	Nil
Feral Dogs	Nil

**Road Closure Data**

Aug 2023	Boulia/Dajarra	Dajarra/Mtlsa	Boulia/Winton	Boulia/Beourie	Boulia/Qld Bord.
<b>Open</b>	31	31	31	31	7
<b>Closed</b>	0	0	0	0	0
<b>Restricted</b>	0	0	0	0	24

Aug 2023	Dangi Sth	Dangi Nth	Dangi Border	Toolebuc	Coorabulka	Slashers Ck	Springvale	Selwyn
<b>Open</b>	7	7	7	7	7	7	7	7
<b>Closed</b>	0	0	0	0	0	0	0	0
<b>Restricted</b>	24	24	24	24	24	24	24	24

**CONSULTATION:**

Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within budget allocations.

**RECOMMENDATION:**

That Council receive the Foreman Roads, Utilities and Services August 2023 Report for information.

**ATTACHMENTS:** Nil

Approved by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Foreman Road Maintenance and Construction Report August 2023	<b>DOC REF:</b> 10.1.4
<b>REPORT BY:</b>	Jimmy Newman Foreman Roads, Construction and Maintenance	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of the current utilisation and activities of the Works Department in line with the Council works program for August 2023.

**CONTENT:**

Current and upcoming projects are as follows:

- Truck Stop
  - Culvert installation completed in June
  - Completed cement stabilised base (CTB) pavement works and bitumen sealing on the 8<sup>th</sup> of August 2023.
  - Stage two culvert installation completed.
  - Installation of solar lighting planned for September 2023.
  - Second coat seal programmed for October 2023.
  
- Donohue Highway Ch 170.5 to 174.5
  - Commenced procurement of site survey set-out, and planning for gravel and seal for project
  - Completed 4kms of subgrade
  - Crushing to commence 12<sup>th</sup> August 2023 – completed.
  - Commenced Base course – completed 3km.
  - Testing in progress for Base Course.
  - Sealing scheduled to commence early October 2023.
  - Reseal on Donohue in conjunction with job seal – pads have been completed.



**CONSULTATION:**

Director of Works and Operations as required.

**GOVERNANCE IMPLICATIONS:**

All work completed within guidelines and budget allocations.

**RECOMMENDATION:**

That Council receive the Foreman Roads, Construction and Maintenance August 2023 Report for information.

**ATTACHMENTS:** Nil

Approved by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore



<b>TITLE:</b>	QRA Flood Damage Works Department August 2023	<b>DOC REF:</b> 10.1.5
<b>REPORT BY:</b>	Gordon Stumbris Consultant Works Overseer	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.1: Well connected

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

Key Priority 4: Caring for the environment

4.2 : Resilient

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of the current utilisation and activities of the Flood Damage Program for August 2023.

**CONTENT:**

**Proposed REPA (Dec 2022 – April 2023)**

- Queensland Reconstruction Authority (QRA) has now fully approved two submissions out of the above flood event, they being (1) BoSC.0025.2223G.REC.
- **Eastern Submission:** (Restoration of 10 road pavements, with a \$2,746,669.39 budget).

**Harris Crew A**

- **Coorabulka Road** - Pavement Restoration has now been Fully Completed between Ch0.00 to Ch 40.00. All work has been carried out to a great standard well above the defined standards as set out by QRA.
- **Montague Road** - Full Restoration of this roadway has been carried out full length Ch 0.00 to Ch 4.36.

**Harris Crew B**

- **Coorabulka Road** - Pavement Restoration, Fully Completed between Ch 40.00 to Shire Boundary.
- **Elrose Road** - Commenced Repairs to All damaged sections along this road including, Heavy Formation Grading, and De-Silting various Floodways with major works at the 9 Mile Creek area.

**Mixed Crew**

- **Slashers Creek Road** - Pavement Restoration of the damaged sections (40 separate areas of various).

**Future Works**

- **Harris Crew A** - Selwyn Road (as per Scope of Works), forms part of the Eastern Submission.

- **Harris Crew B** - Springvale Road (as per Scope of Works), forms part of the Eastern Submission.
- **Mixed Crew** - Toolebuc/Middleton Road (as per Scope of Works), forms part of the Eastern Submission.

**CONSULTATION:**

GBA as project managers for Council QRA Flood damage work.

**GOVERNANCE IMPLICATIONS:**

All work completed within QRA guidelines and budget allocations.

**RECOMMENDATION:**

That the QRA Flood Damage Works Department August 2023 Report be received for information.

**ATTACHMENTS:** Nil

Approved by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

<b>TITLE:</b>	Rural Lands Protection Officer August 2023 Report	<b>DOC REF:</b> 10.1.6
<b>REPORT BY:</b>	GRAHAM SMERDON Rural Lands Protection Officer	<b>DATE:</b> 18/09/2023

### **CORPORATE PLAN REFERENCE**

Key Priority 4: Caring for the environment  
4.3: Sustainable

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

### **RISK MANAGEMENT**

Information Report only - not applicable.

### **PURPOSE**

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

### **CONTENT**

#### **RLPO**

The month was spent checking on pest weeds, town common, stock routes and animal control.

#### **TOWN COMMON**

Feed on the common looks to be holding up well.

#### **PONY/CAMEL PADDOCKS**

Feed in the pony/camel paddock is holding up ok.

#### **DOMESTIC ANIMAL CONTROL**

There have been no dogs impounded.  
The street patrols are still on going.

#### **CWRPM (TECHGROUP)**

Nothing has changed from last month; I am still planning to go over in October to give a hand with the control Jumping Cholla Cactus.

#### **WEED SPRAYING SHIRE ROADS**

No weed spraying this month.

#### **RMPC**

No weed spraying this month.  
Will be starting in September.

#### **GRAVEL/BORROW PITS**

I have seen some Parkinsonia Bushes come up in Pits that I treated with Graslan pellets over 5 years ago.  
And when I am up that way again, I will take some Graslan Pellets and throw some around those bushes.

**STOCK ROUTES**

I have had one enquire for a travel permit the stock would be coming from the NT heading to Goondiwindi.

At this stage, the drover will be coming through and having a look at the state of the feed before applying for the travel permit.

**1080 BAITING**

The dates and times have been sent out for the second-round of 1080 baiting and this will take place from the 25<sup>th</sup> to the 29<sup>th</sup> of September.

**CONSULTATION**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Rural Lands Protection Officer's August 2023 Report be received for information.

**ATTACHMENTS: Nil**

Approved by Director of Works and Operations	Mr Trent Marshall
Approved by Chief Executive Officer	Ms Lynn Moore

## **10.2 Office of the Chief Executive**

<b>TITLE:</b>	Chief Executives Report August 2023	<b>DOC REF:</b> 10.2.1
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 18/09/2023

### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

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

Expressions of interest has been lodged prior to the closing date for the proposed Community Hub / Precinct.

#### **Boulia Shire Council Precinct - (2) Regional Precinct and Partnerships Program**

This is a newly released program which does lend itself better to the entire project including the relocation of the council offices while under construction etc. Ground work has already been completed as per the Growing Our Regions Program and I will be attending a Webinar on 19<sup>th</sup> September for the details on a future application.

#### **Local Recovery and Resilience Grants - State Government Initiative - Urandangi Flood Event – Dec to April 2023**

Jasko Air Services who complete our annual inspection (July 2023) for CASA have supported the viability of moving the clinic to the airport and from their perspective it is a sound idea and can be accommodated. George Bourne and Associates Building Certifier have completed reports on several structures in the town for structural stability and safety. Requests for surrender of land are being reviewed are to be actioned by the Director of Corporate Services.

\*\*Council will continue to support Urandangi with our normal service provisions and have engaged an officer who is living in Urandangi to do this role.

#### **Sales Permits for gravel – Native Title and the Futures Act**

Council has identified 104 gravels pits across the shire used for the maintenance of council's roads and some TMR road work. Sales permits which are in place and have been issued by DAF are currently being reviewed. ILUA's will now be negotiated by DAF for each of the Native Title owners:

- Pitta Pitta
- Wangkamadhla People
- Bularnu Waluwarra and Wangkayujuru Peoples

DAF visited on 5<sup>th</sup> June to inspect (selected) gravel pits which have been identified as 'crucial' to the delivery of road building material to the shire prior to the expiry of Sales Permits in December 2023.

The State ILUA group have made contact with the Wangkamadhla group, and they are meeting with the administrators of the BWW group (7/9). They have made contact with the Pitta Pitta groups representative.

Progress has been made with our submissions to the Road group, RAPAD with the importance of these pits and their implications now being understood at a State level.

This was also highlighted at the Regional Community Forum held in Boulia from which communication has been initiated with DAF.

### **Signage – Outback Way, Winton Intersection, Barcaldine and Bedourie Rd**

Recent damage to the Outback Way sign by an unknown vehicle means that a replacement is required.

- **OHDC (Longest Shortcut)** is currently updating their signage and having designs completed – this is outside of our control.
- **Winton Intersection ('This way to Boulia')** – 362km....  
Photos of the sign were provided by Winton Shire and showed the frame in old and worn state. We are looking to have the frame replaced due to safety concerns and these will need to comply with TMR standard as they are within the road corridor. Winton Shire are assisting us with this process. Signs have been completed and are waiting for Winton to provide further information.
- **Barcaldine (Min Min Light)** - This sign has now been installed with the assistance of Barcaldine Regional Council.

### **Sale of Staff housing to employees**

The sale of employee housing to two employees has been supported by the Department of State Development and assessed and approved by the Minister. HTW have completed the valuations and are to supply a report to council. This will enable council to determine a sale price. Contact with the valuer this month – he is confident a report will be issued before the 22<sup>nd</sup> September.

### **Ergon Street Lighting project**

Sixteen new lighting locations have been identified to reduce the 'dark spots' and improve safety in the town area. This project has been submitted to Ergon for inclusion in their LED lighting campaign. Ergon are assisting council with the design requirements which we are expecting to have completed by the end of September (external consultant). Ergon will install the lights at no cost to council and they will also be LED lights (for foot traffic).

### **Solar Farm – EnergyQ**

Land valuation: We believe it would be beneficial to have the valuer co-instructed and issued in the names of both parties. i.e. The valuation request is to be issued by both Boulia Council and Energy QLD.

EnergyQ has obtained a quote from the valuation firm (redacted), who are well experienced in valuations of this nature and in this region of QLD. They have quoted \$4,500+GST but EQL are willing to fund the report and inspection costs full.

Benefits of co-instruction can include, the parties being able to accept the market value figure issued (unless we mutually disagree with the figure) and it enables both parties to utilise the report in their internal acquisition/divestment processes.

Progress so far:

- Access Licence is in place
- Initial Cultural Heritage Assessment has been undertaken with the local indigenous group
- EQL Environmental and Engineering inspections have been undertaken
- Surveyor has pegged the proposed lot
- Surveyor has prepared the draft survey plan
- Valuation has been ordered
- Valuation inspection -tentatively scheduled September 2023

**Positions Vacant:**

WH&S	Position to be advertised externally
Leading Hand- RMPC (re-advertised)	This position was advertised internally and externally and has been re-advertised
Executive Assistant	Position was advertised internally and externally. The position has now been filled - commencement date 25/9/23

**Events / Conferences**

Date	Activity	Attendees	Location
17/9 - 21/9	OHDC	Rick + ??	Alice Springs
25/9 - 29/9	WQAC	Rick, Lynn, Jack	Winton
16/10-18/10	LGAQ	Rick, + Sam	Gladstone
26/11 - 30/11	RAPAD AGM	Rick, Lynn,	Brisbane

**CONSULTATION:**

NIL

**GOVERNANCE IMPLICATIONS:**

NIL

**RECOMMENDATION:**

That the CEO for August 2023 report be received for information.

**ATTACHMENTS:**

Nil

Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Action List Update August 2023	<b>DOC REF:</b> 10.2.2
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<b>REPORT BY:</b>	Ms Lynn Moore Chief Executive Officer	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance  
 5.2: Accountability  
 5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

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

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

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

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

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council receive the Action List update for August 2023 for information.

**ATTACHMENTS:**

1. CEO Action List August 2023 [10.2.2.1 - 6 pages]

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

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
<b>Friday 27 August 2021</b>					
01.	27/08/2021		Look at creating a bigger passing-pad at the give-way sign and possibility of moving the sign to the Town side. 1. Waverley Creek 2. Burke River (Boulia)	<b>DWO</b>	<b>29/8/23 TMR have money to do the designs as per Gavin Hill.</b> 13/6/2023- TMR scoping a new section for Waverley creek – perhaps there is some more money around? 17-3-2023 - The 93F Waverly Ck 'Give Way' area upgrade is currently with TMR awaiting completion of scoping. Once project is scoped and quantities confirmed, a schedule will be provided to Boulia Shire Council for pricing. Estimate schedule will be provided to Council mid-April.
<b>Friday 21 January 2022</b>					
02.	21/01/2022		Review all air-conditioning requirements at Depot and Stores. Min Min (Dec 2022- no responses recd from tender- handed to Tim Edgar- electrician)	<b>DWO</b>	13/6/2023 – Follow-up required with electrician 21/4/2023 Tim to follow up (purchase order is required) 17-3-2023- Tim has sent the report to an AC technician. Awaiting response.
03.	18/03/2022	Emailed Ron 28/6	Disabled parking for PO required - <b>Requires disabled line marking</b> - <b>Line marking for caravans in Main Street</b> - <b>Caravan Parking in Pituri Street</b>	<b>DWO/RUS</b>	13/6/2023- Disabled parking at the post office to be completed by end of June
<b>Friday 19<sup>th</sup> August 2022</b>					
04.	19/08/2022		Washdown Bay double gantry – what is the current status	<b>DWO</b>	<b>14/9/2023- Photos from DABFAB and payment for work done with the instruction work is to be completed by End of Sept</b> 14/7 Advice from DABFAB -will be completed 30 <sup>th</sup> July.
<b>Friday 16<sup>th</sup> September 2022</b>					
05.	16/09/2022	2022/09.10 Emailed Graham 28/6	Resolve that Council investigate implementing a systematic inspection for dog registration in Boulia town area.	<b>RLPO</b> <b>Remove after Sep council meeting</b>	<b>14/9/2023-Completed- Notice of impending dog inspection program have been issued from Nov to Feb 2024</b> 29/8/2023 Now going to be done with Longreach and Winton. 21/4/2023 CWRPMG are looking to engage a 'commercial' operator to blitz each shire.
06.	21/10/2022		Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	<b>DWO</b>	<b>29/8/2023 Smiley face sign near servo to be moved to non shaded area.</b> 10/11/2022 ...The request has been sent to TMR. Awaiting road inspection by TMR.
<b>Friday 16<sup>th</sup> December 2022</b>					
07.	16.12.2022	General Business	Continued untidy state of the Waverly Toilets on the Mount Isa Road - Councillors discussed the ongoing issue of the toilets at the Waverly rest stop on the	<b>DWO/CEO</b> <b>Remove after Sep council meeting</b>	<b>29/8/2023 Completed- Contract issued to Cloncurry Shire Council.</b> 3/7/2023 Interim contract issued to Cloncurry Shire for the cleaning of 'Waverley' toilets. This will be the most economical option as they are only 50klms from Dajarra. Awaiting signing.


## Bouliia Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
08.	16.12.2022	General Business	Min Min Encounter Entrance - the concrete entrance to the Encounter is showing noticeable signs of cracking which is a presentation issue for the tourist attraction.	<b>DWO-primary CSM-Info DCS- Budget</b>	28/6/23 Contractor to schedule in off tourist season 2023. 30/5/23 Seating with attached planter boxes have been ordered for site, CSM
09.	16.12.2022	General Business	Solar Energy - Council to conduct a survey regarding their solar energy - what buildings do we have working panels on now, which buildings could we add solar panels onto?	<b>DWO</b>	<b>14/9/23 Refer to update in CEO report in September Council meeting</b> 23/6/23 Solar farm establishment in progress 20.02.2023 - Not yet investigated due to current ongoing important issues. 23/12/2022 DWO to Investigate the current solar systems, Min Min, Pool & Depot, Racecourse
11.	21.04.2023	General Business	Cars to be removed from Urandangi after flood event. <i>Ronnie to arrange this asap.</i>	<b>RUS</b>	13/6/2023 Contractor collected Bouliia cars but not Urandangi yet.
12.	21.04.2023	General Business	Tree trimming required for the Sybella and Mica creeks (Mt Isa shire). <i>Contact Mt Isa Shire Works Overseer to progress this – safety issue.</i>	<b>DWO/CEO</b>	<b>29/8/2023 TMR Roadtek are now working on this.</b> 14/7 CEO wrote to TMR Barcaldine-Gavin Hill – he has spoken to Cloncurry TMR about this and it has been noted/ 23/6/23 Councillors stated more trimming needed.
13.	21.04.2023	General Business	1.Tropic of Capricorn- metal fence panel 2.Pitta Pitta Scar tree sign required to be installed at 4mile on Bedourie Road.	<b>CSM Remove after Sep council meeting</b>	<b>14/9/2023-Completed- sign has been installed – photos to come</b> <b>9/9/2023- Completed- Pitta Pitta -Scar tree sign has been installed.</b>
15.	21.4.2023	General Business	Street lighting (existing and new). Ergon to be followed up and see if we qualify for LED lights. Map to be completed for new power poles.	<b>DWO and CEO Remove after Sep council meeting</b>	<b>14/9/2023 Refer to update in CEO Report at September Council meeting</b> 14/7/2023 Ergon have requested a design and construct for the new lights- this is being sourced from an external surveyor for the ability to complete and also the cost. 3/7/2023 submission completed to Ergon for the new lights to be installed on existing poles (LED lights) 13/6/2023 Map completed, new lights to be identified .
<b>Friday 23<sup>rd</sup> June 2023</b>					
17.	23.06.2023	2023/6.15	1. That the Council endorse the Disaster Resilience and Recovery Plan 2023-2025. 2. That the CEO submit the Disaster Resilience and Recovery Plan to the next LDMG meeting for review.	<b>CEO Remove after Sep council meeting</b>	<b>14/9/2023- Completed- next meeting scheduled Nov</b> 4/7/2023 Plan has been lodged into the LDMG agenda ready to be submitted at the next meeting. Plan forwarded to all group members for prior review along with updated contact list.
18.	23.06.2023	2023/6.20	That the same proof be used for the current Tourism sign in Winton but the words 'Herbert Street, Bouliia' be replaced with an arrow pointing left and the words	<b>CSM/CEO</b>	<b>14/9/2023-Barcaldine sign installed</b> <b>7/9/2023 Winton sign at depot-awaiting condition of Winton frame.</b>

## Boulia Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
19.	23.06.2023	2023/6.24	1. That Council consider all options available to them and the request from the owner of the Urandangi Hotel. 2. That Council include all stakeholders (listed in the report) in future suggested decisions in relation to the Hotel and Urandangi.	CEO	<b>14/9/2023 On the 2/8/23 the owner of the Hotel requested that the Hotel be demolished after a building report had been received from a building certifier.</b> 4/7/2023 Insurance quote recd. Waiting on proposal to move clinic out of flood water zone (cost).
21.	23.06.2023	DWO Report	Industrial Estate: nbn line to be added now while other trench line is being placed. Check on status.	DWO/CEO	<b>29/8/2023 Designs have been submitted to Ian McCulloch and Xiao from GBA is following up.</b> 18/7 CEO required to apply for new connection- documents have been received from NBN. CEO- 4/7/2023 Ventia and NBN are working designs and costing to see if they can get the industrial estate into the current grant funding.
23.	23.06.2023	General Business	Future water security: Feasibility study to be done for Artesian Bore. Consider getting someone in (Water Geologist?) to see where water is, cost to access, potable or non potable	CEO	<b>29/8/2023 Contact with Ingrid re use of Artesian water.</b> 14/7/2023 Initial research has commenced – review into the taking of water from the GAB with new restrictions.
25.	23.06.2023	General Business	Future residential land sizing - consideration to be given on what size blocks could be made. Discussion Workshop to be held prior to the <b>start of the August Council meeting.</b>	Clrs/CEO/EA	<b>For September pre-council meeting.</b>
<b>Friday 28<sup>th</sup> July 2023</b>					
27.	28/7/2023	General Business	Pre-mix stockpiled at Lucknow – Councillor Query ( Jack Neilson). <b>Can this stockpile be used at the Bus transfer station at the racecourse reserve to keep the dust down if it is not being kept for roadworks in the area?</b>	DWO/RUS	<b>29/8/2023 Stockpiles are used for Roadworks.</b>
28.	28/7/2023	General Business	Untidy piles of gravel /rock on the Mt Isa Rd-Councillor Query ( Jan Norton). <b>Can these piles of gravel/rock be cleaned up and moved to town or in a less conspicuous storage area if they are to be used near by?</b>	DWO/RUS	<b>29/8/2023 Stockpiles are used for Roadworks, not to be removed.</b>
29.	28/7/2023	General business	Kilometre indicator posts – on the Bedourie /Boulia Rd. <b>There are only two signs stating 'kilometres' on the way to and from Bedourie.</b> <b>This should be covered by RMPC- please note for inspection and correction</b>	DWO/RUS	<b>5/9/23 Will investigate further (RMPC work).</b>
30.	28/7/2023	General Business	Town Entrances – discussion at length Action from this meeting- remove dirt ,rock-leave fence/sign/lights.	DWO/RUS/CSM	<b>29/8/2023 Meeting being held with Julie, Tim, Jan and Sam to discuss what they envision on 6<sup>th</sup> September.</b> 27/7/2023 CEO sent email for this action to commence.

## Bouliā Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
			Stage 2- addition of sculptured Camel/cow/horse hitched to fence (refer attachment)   Action for_ Town entrance- Bedourie I	<b>Remove after Sep council meeting</b>	
33.	18/8/23	Action List Discussion	Sensors out of box – cattle baulk sensors	DWO/RLPO	<b>14/9/2023-Completed-repaired and installed.</b> 5/9/23 To be reviewed by RLPO. Email sent today.
34.	18/8/23	Action List Discussion	Walkway from Caravan park, Concrete Path around gate, new gate to install with a safety latch, for wheelchair access.	DWO	<b>5/9/23 RUS to get contractor to get quotes for making of gate.</b>
35.	18/8/23	Action List Discussion	Leather Cover for attendance book	EA	<b>5/9/23 Completed-Book with supplier to fit cover</b>
36.	18/8/23	General Business	Shade for Robinson Park – Concept brief to be completed by CSM. Council to get quotes, cost to dismantle one at Urandangi?	CSM	<b>5/9/23 In progress</b>
37.	18/8/23	General Business	Tourism – 4WD, Shire Roads, Scenic Routes	CSM / DWO	<b>5/9/23 Reviewing.</b>
38.	18/8/23	General Business	2 <sup>nd</sup> Mortgage/new properties – CEO to work on	CEO	<b>5/9/23 To be investigated</b>
39.	18/8/23	General Business	CSM to complete concept brief on sculptures for town entrances	CSM Remove after Sep council meeting	<b>7/9/23 Completed- Report done for Council</b> 29/8/2023 Meeting being held 6 <sup>th</sup> September 2023.
40.	18/8/23	2023/8.12	1. That Council receive for information the fourth quarter report from April to June 2023 in relation to the adopted Operational Plan 2022-2023. 2. That the report be displayed on the Council website.	EA Remove after Sep council meeting	<b>24/8/23 Completed-Report uploaded to Council website</b>
41.	18/8/23	2023/8.17	1. That all rates payable (general rates plus all services and the emergency services levy) by the Bouliā Golf Club Inc (Assessment A244) for the 2023/24 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 DCS 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 2023/24 financial	DCS Remove after Sep council meeting	<b>29/8/2023 Rates paid, letter done, notations made.</b>

## Bouliá Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
			year. Notation to be made in the rates system for future records.		
42.	18/8/23	2023/8.23	<p>1. That Council delegate to the CEO to negotiate with Jane Turner to come to an agreed terms for Surrendering the land known as A172, Lot 409 on Crown Plan U4321 in Urandangi.</p> <p>2. That Council complete all forms and submit to the Registrar to record Council as the registered owner of the land.</p>	DCS	<b>5/9/23 Being organised with Ms Turner.</b>

### COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS

NUMBER	DATE	Staff Member	PROJECT – OR ISSUE:	RESPONSE
01.	18/12/2019		Cllr Beauchamp: Future idea – Drone Park	9-6-2022 Meeting with Droneamics in June. Future of drone flights here.
02.	19/6/2020	DWO	Cllr Edgar: Dam/recreational water park (boating etc)	9-6-2022 This project will be moved to the ‘visioning’ project 26/02/2021 Alternative dam location - obtain drone footage to identify potential location. This has been raised several times.
03.	19/06/2020	Julie/DWO	<p>Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town</p> <p>17/08/20 Signage design to stand out and be broader width</p>	<p><b>30/5/23 These signs are being investigated-CSM</b></p> <p>26/02/2021 Street signage (i.e., Street names) currently is only on one side of the street. Consider both sides in future?</p> <p>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.</p>
04.	26/02/2021	CEO/DWO	Cllr Britton: Long Term Business Case/Study to be undertaken regarding artesian bore to support future community growth. Eg. where will drilling have to be done? Costs involved?	9-6-2022 Water Engineer to consider the options available for Bouliá. 7/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022
06.	26/02/2021	DWO	Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	07/12/2021 to be reviewed during the ‘visioning project’ 20/01/2022 and 22-23 budget
07.	17/08/2020	CSM	Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge - suggested) to the Rodeo Grounds	<p><b>13/6/2023- Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced.</b></p> <p>24/11/22 idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guide posts/labour and plant. Indigenous story signs to be developed with locals.</p> <p>9/11/2022 Meeting with Pitta Pitta – very interested. Work Camp are also interested as a project.</p> <p>7/10/2021 Work Camp interested in developing an indigenous bush tucker walking track from Burke River to the Racecourse Reserve. Will need strong consultation with Pitta Pitta</p>
08.	07/03/2023	Cr Edgar	Cr Edgar supplied some photos of Shade Structures	

## Boulia Shire Council Action List

NUMBER	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS
09.	28/07/2023	<b>CSM</b>	Cr Edgar suggested consideration be given to potentially creating a wetland area in the space behind the Old Racecourse Road and Capewell Road		

<b>TITLE:</b>	EnergyQ Solar Farm- Owners consent to the making of a development application	<b>DOC REF:</b> 10.2.3
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 2: Building and maintaining quality infrastructure

2.3: Well planned

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

To advise council of the request from EnergyQ for consent for the making of a development application under the Planning Act for land previously identified as Lot 101 on SP 255329 with proposed new lots being Lots 1 & 2 title reference 510882150 registered in the name of Boulia Shire Council and situated at Selwyn Road, Boulia in the state of Queensland. Lot 2 is to be used for the sole purpose of providing electricity supply to Boulia township. (refer attached proposed survey plan)

**CONTENT:**

The initial request from Energy Queensland was for council to consider the identified block as suitable for the intended purpose and have a section surveyed of approximately 19ha for the purpose of electricity supply to Boulia. This was submitted and approved by council in the June council meeting.

Energy Queensland requested a Licence Agreement for the sole purpose of accessing the land prior to a formal contract being issued and signed by council. This enabled them to prepare their initial plans and progress this project quickly. This section of land has been previously identified by council as suitable for this purpose therefore the CEO previously signed the access agreement on behalf of council to progress the project.

The new request is for council to approve the making of a development application for a material change of use for this land (Lot 2). The CEO is able to sign and return this application for a material change of use under my delegated Power to act as the “assessment manager” for all development applications, change representations, cancellation applications and extension applications received by Council under Chapter 3 of the Planning Act 2016.

For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93 100, 101, 105, 107 and 109 of the Planning Act 2016

Cultural Heritage clearance has been completed in conjunction with local traditional owners, EnergyQ, and GBA Cultural Heritage Clearance Officer.

**Map showing location of the proposed future Solar Farm. Lot 2 is highlighted**



**CONSULTATION:**

- Rohan Rainbow – EnergyQ
- Michael Williams – George Bourne and Associates

**GOVERNANCE IMPLICATIONS:**

- Value of the land is yet to be determined- EnergyQ are expecting this to be finalised by the end of September
- Consent to the making of a development application for this land has been signed under the CEO delegated authority.

**RECOMMENDATION:**

That the CEO ensure the request is actioned and returned to EnergyQ.

That the council endorse the actions in this report and receive this report for information on the EnergyQ Solar Energy Farm project.

**ATTACHMENTS:**

1. Applicanttemplate 11.0- Ownersconsent(company) [10.2.3.1 - 1 page]
2. Boulia Solar Farm D P 340117 [10.2.3.2 - 2 pages]

Chief Executive Officer	Ms Lynn Moore
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**Company owner's consent to the making of a development application under the *Planning Act 2016***

I, Lynn Moore, Chief Executive Officer under my delegated Power to act as the "assessment manager" for all development applications, change representations, cancellation applications and extension applications received by Council under Chapter 3 of the Planning Act 2016. For avoidance of doubt, the power delegated includes the power to take all actions of an assessment manager and consider all matters as detailed in sections 48, 51, 53, 54, 59, 60, 61, 62, 63, 64, 65, 67, 71, 75, 76, 84, 85, 86, 87, 93 100, 101, 105, 107 and 109 of the Planning Act 2016

[Lynn Moore.]

Chief Executive Officer the council mentioned below.

Of

**Boulia Shire Council**

the council being the owner of the premises identified as follows:

**Proposed Lot 2 on SP340117**

consent to the making of a development application under the *Planning Act 2016* by:

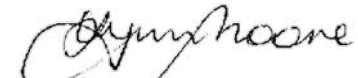
**Ergon Energy Corporation Limited**

on the premises described above for:

***Material Change of Use for Renewable Energy Facility (Solar Farm)***

Company seal *[if used]*

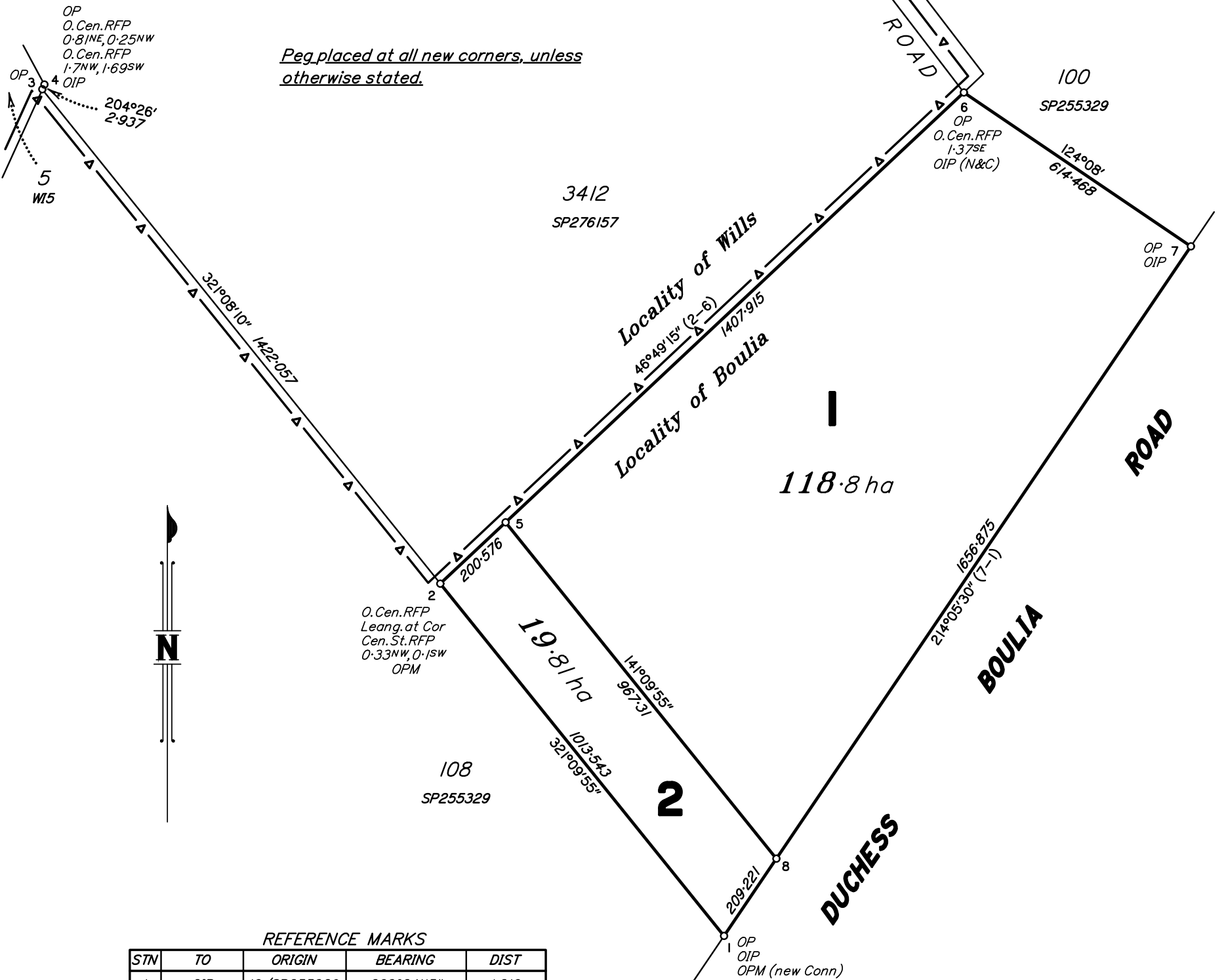
Company Name and ACN: Boulia Shire Council ABN 20 492 088 398



.....  
Signature of Sole Director/Secretary

.....1/9/2023  
Date

*The Planning Act 2016* is administered by the Department of Local Government, Infrastructure and Planning, Queensland Government.



REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
1	OIP	10/SP255329	263°24'15"	1.216
2	Pin		82°13'30"	1.134
4	OIP	1/SP255329	135°08'10"	0.951
5	Pin		58°40'30"	1.474
6	OIP	4/SP255329	60°45'30" (N&C)	1.54 (N&C)
7	OIP	8/SP255329	121°00'40"	1.23
8	Pin		86°20'50"	1.47

PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO
1-OPM (new Conn)	RP868113	225°41'05"	847.14	34533
2-OPM	3/SP255329	82°36'	2.41	193622

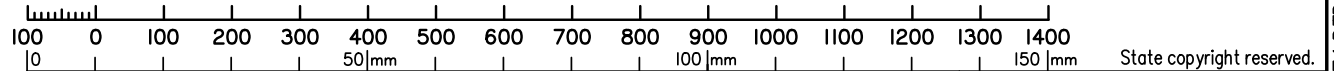
M.G.A. COORDINATES GDA2020

STATION	EASTING	NORTHING	ZONE	P.U.	LINEAGE	METHOD
OPM off Stn. 1	387 874.059	7 466 148.49	54	0.022	DATUM	Published
OIP off Stn. 1	388 478.812	7 466 740.002	54	0.012	DERIVED	AUSPOS
OIP off Stn. 7	389 526.758	7 468 284.485	54	0.013	DERIVED	AUSPOS

Reinstatement Report:

- This survey is to reconfigure lot 101 SP255329 into 2 lots
- Original marks and/or references found at stns 1-4 and 6-7 from survey SP255329 with generally good correlation.
- OIP at stn 6 on this plan appears to be different to that of SP255329 and could be due to numbers not entered correctly - line 2-6 original distance 1608.419, same distance on this plan 1608.491. This maintains original dimensions on line 6-7, however the reference to the OIP at stn 6 distance is shown as N&C, with original distance 1.45, distance on this plan 1.54, with small amendment to bearing.

Scale 1:10000 - Lengths are in metres.



I, Anthony Scott MORCOM hereby certify that the land comprised in this plan was surveyed by me personally and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 12/7/2023.

25-07-2023

Cadastral Surveyor

Plan of Lots 1 & 2

Cancelling Lot 101 on SP255329.

LOCAL GOVERNMENT: BOULIA SHIRE COUNCIL

LOCALITY: BOULIA

Meridian: MGA2020 zone 54 vide CORS

Survey Records: No

Scale: 1:10000

Format: STANDARD



SP340117

23074.DTD

**WARNING : Folded or Mutilated Plans will not be accepted.**  
**Plans may be rolled.**  
**Information may not be placed in the outer margins.**

(Dealing No.)

4. Lodged by

(Include address, phone number, email, reference, and Lodger Code)

I. Existing		Created		
Title Reference	Description	New Lots	Road	Secondary Interests
51082105	Lot 101 on SP255329	I & 2	_____	_____

EXISTING ADMINISTRATIVE ADVICE ALLOCATIONS

Administrative Advice	Lots to be Encumbered	
717946177	I & 2	ADMIN NOTING NT DETERM
718204377	I & 2	

I & 2	Lot 101 on SP255329
Lots	Orig

2. Orig Grant Allocation :

3. References :  
Dept File :  
Local Govt :  
Surveyor : 23074

5. Passed & Endorsed :

By :  
Date :  
Signed :  
Designation :

6. Building Format Plans only.  
I certify that :  
\* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;  
\* Part of the building shown on this plan encroaches onto adjoining \* lots and road  
.....  
Cadastral Surveyor/Director\* Date  
\*delete words not required

7. Lodgement Fees :

Survey Deposit	\$ .....
Lodgement	\$ .....
.....New Titles	\$ .....
Photocopy	\$ .....
Postage	\$ .....
TOTAL	\$ .....

8. Insert Plan Number **SP340117**

23074.DTD

<b>TITLE:</b>	Policy Reviews - Model Meeting Procedures and Standing Orders	<b>DOC REF:</b> 10.2.4
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 12/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

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

**CONTENT:**

The Local Government Act 2009 (LGA) prescribes that all Councils must adopt model meeting procedures (MMP). The Department of State Development, Infrastructure, Local Government and Planning (the Department) has published MMP and Standing Orders documents that Councils are able to adopt or incorporate into their own documents. Previously Council has chosen to mirror the documents from the Department and implemented these through Council policies 148 Standing Orders for Council Meetings Policy and 151 Model Meeting Procedures Policy.

Recently notification was received from the Department to advise they had reviewed their documents and minor amendments were made to ensure better consistency with the LGA. Subsequently, Council's version of the policies needed to be looked at also.

In reviewing Council's policies, it was found that our two documents could be combined in order to create a clearer overview of model meeting procedures and standing orders for Councillors and staff. The new policy version is attached for Council review.

It is suggested that policy 148 Standing Orders for Council Meetings Policy be repealed and the combined policy, under policy number 151, be adopted.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** The policy is consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**

That Policy 148 Standing Orders for Council Meetings Policy be repealed and that Policy 151 Model Meeting Procedures and Standing Orders Policy as presented be adopted.

**ATTACHMENTS:**

1. DRAFT 151 Model Meeting and Standing Orders Policy [10.2.4.1 - 29 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Model Meeting Procedures and Standing Orders Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	151
<b>Document Version:</b>	2
<b>Obsolete Version:</b>	20th January 2023
<b>Keyword Classification:</b>	Model Meeting Procedures, Standing Orders
<b>Summary:</b>	To set out certain procedures and written rules to ensure the Local Government principles are reflected in the conduct of Local Government meetings and committee meetings.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Three years unless otherwise impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Policy 122 - Councillor Interaction Policy (Acceptable Request Guidelines) Policy 129 - Councillor Code of Conduct Policy 146 - Code of Conduct Policy 150 - Investigation Policy
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer (CEO)
<b>Legislation:</b>	Local Government Act 2009 Local Government Regulation 2012 Acquisition of Land Act 1967 Information Privacy Act 2009

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## MODEL MEETING PROCEDURES

The purpose of Model Meeting Procedures is to set out certain procedures to ensure all the Local Government principles are reflected in the conduct of Local Government (Council), advisory and standing committee meetings as defined in the *Local Government Act 2009* (LGA) and *Local Government Regulation 2012* (LGR). However, model meeting procedures do not apply to meetings of the Council's Audit Committee.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Council to deal with the conduct of Councillors, conflict of interest of Councillors, loss of quorum and closed meetings.

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by, the local government
- Ethical and legal behaviour of Councillors, local government employees and Councillor advisors.

As required under section 150F of the LGA, this document sets out:

- The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- The process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a Council meeting.
- the processes for dealing with conflicts of interests and recording them.
- the process for dealing with a loss of quorum.
- procedures for closed meetings.

## PROCESSES

### 1 DEALING WITH UNSUITABLE MEETING CONDUCT BY A COUNCILLOR IN A MEETING

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

- 1.1 The Chairperson must reasonably believe that the conduct of a Councillor during a meeting is unsuitable meeting conduct.
- 1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, refer to 1.7 for the steps to be taken.



- 1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- Ceasing and refraining from exhibiting unsuitable meeting conduct
  - Apologising for their conduct
  - Withdrawing their conduct/comments
- 1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order for unsuitable meeting conduct being issued.
- 1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial actions, or the Chairperson decides that a warning is not appropriate under 1.5, the Chairperson may make one or more of the orders below:
- An order reprimanding the Councillor for the conduct.
  - An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting (section 150I(2)(b) of the LGA).
- 1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed (section 150I(2)(c) of the LGA).
- 1.9 Following the completion of the meeting, the Chairperson must ensure:
- Details of any order issued is recorded in the minutes of the meeting (section 150I(3) of the LGA).
  - If it is the third or more order within a 12 month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of Council as suspected inappropriate conduct. If the conduct of a Councillor at the meeting becomes inappropriate conduct, in accordance with section 150J of the LGA, it is not required to be notified to the Independent Assessor and may be dealt with under section 150AG of the LGA at the next Council meeting.
  - The Council's CEO is advised to ensure details of any order made must be updated in the Council's Councillor Conduct Register.
- 1.10 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

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

## **2 DEALING WITH SUSPECTED INAPPROPRIATE CONDUCT REFERRED TO COUNCIL**

2.1 Pursuant to Chapter 5A, Part 3, Division 5 of the LGA, after receiving a referral by the Independent Assessor (IA) or under paragraph 1.9 of this document of inappropriate conduct or an instance of suspected inappropriate conduct, the Council must complete an investigation into the alleged conduct. The investigation must be conducted in a way that is consistent with the local government's investigation policy including:

- consistent with any recommendations from the IA, or
- in another way decided by resolution of the Council

2.2 After the completion of the investigation, the Council must decide in a Council meeting whether the Councillor has engaged in inappropriate conduct, unless in accordance with section 150AG of the LGA it has delegated responsibility for this decision to the Mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA.

2.3 When dealing with an instance of suspected inappropriate conduct which has been referred to Council by the IA:

- the Council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J(3)(f) of the LGR to discuss the allegation. No resolution for a decision can be made in the closed session.
- The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting (unless Council decides otherwise), during a debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor by the Chairperson to assist the other Councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have engaged in inappropriate conduct.
- If the complainant is a Councillor, that Councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in this document. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter the other Councillors must decide how to deal with the conflict of interest under section 4 of this document.

The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

2.4 The Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the local government must do one of the following:

- delegate deciding the matter under section 257 of the LGA to the Mayor or a standing committee, whichever is the most appropriate in the circumstances or
- decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
- decide, by resolution, not to decide the matter and take no further action in relation to the matter.

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

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

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

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

2.8 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made and the Chairperson must advise them of the decision made by Council and if relevant any orders they have made.

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

### **3 PRESCRIBED CONFLICT OF INTEREST**

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a Council, standing or advisory committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

3.1 A Councillor who has notified the Chief Executive Officer (CEO) in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a Council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.

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

3.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:

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

3.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on unless the subject Councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter including participating in the discussion and the vote.

Ministerial approval may be obtained when a quorum is lost due to the number of Councillors with a conflict of interest in the matter, and the matter cannot be delegated. The Councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.

3.5 Once the Councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the Council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a Councillor other than the subject Councillor, then the Councillor must disclose their belief or suspicion to the Chairperson and the processes (duty to report another Councillors conflict of interest under section 150EW of the LGA) will apply. If the Councillor with the suspected conflict of interest considers there is no conflict of interest then the eligible Councillors must make a decision whether or not the subject Councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

#### **4 DECLARABLE CONFLICT OF INTEREST**

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at Council, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under section 150EF of the LGA).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the other Councillors may disclose their belief or suspicion to the Chairperson and the processes under section 150EW of the LGA will apply. The eligible Councillors must then make a decision under section 150EX(2) of the LGA.

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

- 4.1 A Councillor who has notified the CEO of a declarable conflict of interest in a matter to be discussed at a meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 4.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 4.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
  - the nature of the declarable conflict of interest.
  - if it arises because of the Councillor's relationship with a related party:

- the name of the related party to the Councillor;
  - the nature of the relationship of the related party to the Councillor; and
  - the nature of the related party's interests in the matter.
- If it arises because of a gift or loan from another person to the Councillor or a related party:
    - the name of the other person;
    - the nature of the relationship of the other person to the Councillor or related party;
    - the nature of the other person's interest in the matter;
    - the value of the gift or loan and the date the gift or loan was made.
- 4.4 After a Councillor has declared a declarable conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate or they would have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA.
- 4.6 The other eligible Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the Councillor should not participate in the decision and leave the meeting while the matter is decided by the eligible Councillors. The eligible Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the eligible Councillors.
- 4.7 In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not also have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a quorum for the meeting consistent with section 150ET of the LGA. If there is a single eligible Councillor deciding, then a seconder for the resolution is not required. The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 4.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the Chairperson to assist the eligible Councillors in making their decision. The subject Councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the Chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.

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

- how does the inclusion of the Councillor in the deliberation affect the public trust;
- how close or remote is the Councillor's relationship to the related party;
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;
- will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them;
- how does the benefit or detriment the subject Councillor stands to receive compare to others in the community;
- how does this compare with similar matters that Council has decided and have other Councillors with the same or similar interests decided to leave the meeting;
- whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

4.10 If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the eligible Councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA.

4.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the eligible Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a meeting about the same matter e.g. workshops.

4.12 In making the decision about the Councillor's conflict of interest in a matter, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

4.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA.

## **5 REPORTING A SUSPECTED CONFLICT OF INTEREST AND RECORDING CONFLICTS OF INTEREST**

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



- 5.2 The Chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above for prescribed and declarable conflicts of interest.
- 5.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The eligible Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have any conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above. If a Councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible Councillors must make a decision about the Councillors participation.
- 5.5 If the eligible Councillors at the meeting cannot make a decision, about whether a Councillor has a declarable conflict of interest under section 150ER of the LGA, or whether the Councillor may or may not participate in the decision despite the subject Councillors declarable conflict of interest under section 150ES of the LGA, then they are taken to have determined that the Councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA.

A decision under these provisions about a Councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed.

If the eligible Councillors decide that the subject Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a Council meeting about the same matter e.g. workshops.

- 5.6 When a Councillor informs a meeting that they or another Councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA):
- The name of any Councillor/s who may have a prescribed or declarable conflict of interest
  - The particulars of the prescribed or declarable conflict of interest provided by the Councillor
  - The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest
  - Any decision then made by the eligible Councillors



- Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision
- The name of each eligible Councillor who voted on the matter and how each voted.

5.7 If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor:

- The name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest, and how each of the Councillors voted.

5.8 Where a decision has been made under section 150ES of the LGA the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible Councillor who voted, and how each eligible Councillor voted.

## 6 CLOSED MEETINGS

6.1 Council, advisory and standing committees may resolve that a meeting be closed to the public if its Councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR:

- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- Council's budget which does not include the monthly financial statements
- Rating concessions
- Legal advice obtained by the Council or legal proceedings involving the Council including for example legal proceedings that may be taken by or against Council
- Matters that may directly affect the health and safety of an individual or a group of individuals
- Negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council
- Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
- A matter that the Council is required to keep confidential under law of, or a formal agreement with, the Commonwealth or State.

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

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

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated
- Defer the matter to a later meeting when a quorum may be available
- Not to decide the matter and take no further action in relation to the matter

6.4 A Council or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

6.5 To take an issue into a closed session, the Council must abide by the following process:

- pass a resolution to close the meeting
- In the interest of accountability and transparency, the Council must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and an explanation of why it is deemed necessary to take the issue into closed session must be stated

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

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

## **STANDING ORDERS**

### **7 INTRODUCTION**

7.1 These Standing Orders apply to all meetings of Council and any standing committees.

7.2 These Standing Orders do not apply to Audit and Risk Committee meetings.

7.3 Any provision, except where mandatory under the model meeting procedures, of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

7.4 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

## **PROCEDURES FOR MEETINGS OF COUNCIL**

### **8 PRESIDING OFFICER**

8.1 The Mayor will preside at a meeting of Council.

8.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

8.3 If both the Mayor and the Deputy Mayor, or the Mayor's delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.

8.4 Council will choose the Chairperson for a committee meeting. This Chairperson will preside over meetings of the committee.

8.5 If the Chairperson of a committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the committee meeting.

### **9 ORDER OF BUSINESS**

9.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.

9.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

9.3 Unless otherwise altered, the order of business shall be as follows:

- Present
- Apologies and Leave of Absence
- Declaration of Interests
- Mayoral Minutes
- Notice of Motion
- Request to Address Council in a Public Forum
- Petitions
- Deputations
- Confirmation of Minutes from Previous Meetings
- Officers' Reports
- Late Reports
- Closed Reports
- General Business

9.4 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed will be taken into consideration at every ordinary meeting of Council, in order that the minutes may be confirmed and no discussion shall be permitted with respect to such

minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

9.5 The CEO determines the business paper content for any meeting including items declared as confidential.

## **10 AGENDAS**

10.1 Business not on the Agenda or not fairly arising from the Agenda will not be considered at any meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each committee.

10.2 A matter considered under sub-clause 10.1 above will be considered during that part of the meeting set aside for general business.

10.3 The notice of the meeting and the agenda must be given to each Councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time. The agenda for the Council must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. Any related reports for the Council meeting must also be included and available to the public, when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to Councillors or Committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the Councillors or committee members.

10.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J of the LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

## **11 MATTERS/MOTIONS WITH DUE NOTICE**

11.1 Any Councillor wishing to give notice of any matters/motions, must give notice in writing to the CEO at least 48 hours before the meeting at which the business is to be discussed.

11.2 Matters/motions relating to but not limited to amending and changing disbursement of funds, budgets, capital work priorities and policy decisions will be subject to a Council

report prior to any Council resolution.

11.3 If the Council determines the matter/motion is an operational issue, it is referred to the CEO to be dealt with in accordance with Council protocol and process.

## **12 SPECIAL MEETING**

12.1 The CEO must call a special meeting of the Council if:

- The special meeting is required by a resolution of the Council; or
- A written request for the special meeting is lodged with the CEO.

12.2 A written request for a special meeting of Council must:

- Be signed by the Mayor or three or more Councillors; and
- Specify the object of the special meeting; and
- Propose a day and time for the holding of the special meeting.

12.3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting to each Councillor.

12.4 The notice must be given, at least two days before the day of the meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting.

## **13 FLYING MOTION (ALSO KNOWN AS FLYING MINUTE OR CIRCULAR MOTION)**

13.1 A Flying Minute is the format used for Council to be able to consider a matter outside of a Council, advisory or standing committee meeting. It is only to be used in urgent situations where there is no other alternative. Flying Minutes should not be considered routine business practice.

13.2 The CEO coordinates the flying minute and the details of the flying minute, including the proposed resolution to be made, must be tabled at the next scheduled meeting to be formally ratified.

13.3 The process for the flying minutes is to be as follows:

- Council Officer/Advisor to submit written request for a flying minute to the CEO including reasons why a flying minute is required.
- Upon approving that a flying minute is required, CEO to provide Councillors in writing with:
  - all details necessary for Councillors to make an informed decision, including the proposed recommendation for Council consideration.
  - Date by which Councillors are required to provide a response vote by. If no response is received by the stated date, it will be assumed that the Councillor has no objection to the proposed recommendation which will be ratified at the next Council meeting.
- Votes can be made verbally or by another appropriate form of communication and Councillors are free to contact one another before or during the vote.

- The number of members required to endorse a Flying Minute is the same as a standard meeting quorum.

## **14 BUSINESS ARISING INCLUDING GENERAL BUSINESS**

14.1 Without limiting 10.1 and 10.2, matters considered under General Business will include any matter which may be dealt with by the Council, including a question without notice.

14.2 Council recognises that every bereavement is a tragedy for the family and friends who suffer the loss of a loved one and expressions of sympathy are always appreciated. Councillors wanting to express condolences can raise these in general business. As a mark of respect a minute's standing silence will be observed by those at the meeting.

14.3 Matters which would normally be subject of a Council report shall not be included in General Business.

14.4 If the matter is an operational issue, this will be referred to the CEO to be dealt with in accordance with Council protocol and process.

## **15 MAYORAL MINUTE**

15.1 The Mayor may, by a signed minute, introduce a matter for consideration at a meeting. The matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded. Note: A Mayoral minute upon being moved is dealt with in the same manner as any other motion.

## **16 PETITIONS**

16.1 Any petition presented to a meeting of Council shall:

- Be in legible writing or typewritten and contain a minimum of ten signatures
- Include the name and contact details for the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
- Include the postcode of all petitioners
- Have the details of the specific request/matter appearing on each page of the petition.

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

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

16.3 The CEO will arrange a response to the Principal Petitioner in relation to all petitions

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deemed valid.

## **17 DEPUTATIONS**

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

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

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

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

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

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

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

17.7 A Deputation will not exceed fifteen minutes unless otherwise agreed by the Chairperson.

## **MOTIONS**

### **18 MOTION TO BE MOVED**

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

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

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

18.4 A motion brought before a meeting of Council in accordance with the LGA or these Standing

Orders will be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

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

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

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

## **19 ABSENCE OF MOVER OF MOTION**

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

- Moved by another Councillor at the meeting, or
- Deferred to the next meeting.

## **20 MOTION TO BE SECONDED**

20.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded. Procedural motions are an exception to this rule and do not need to be seconded.

## **21 AMENDMENT OF MOTION**

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

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

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

21.4 Where a motion is amended, the original motion cannot be re-introduced as a subsequent



amendment to the first amended motion.

## **22 SPEAKING TO MOTIONS AND AMENDMENTS**

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

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

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

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

22.5 Each speaker shall be restricted to not more than five minutes unless the Chairperson rules otherwise.

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

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

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

## **23 METHOD OF TAKING VOTE**

23.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.

23.2 A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. The Chairperson will declare the result of a vote or a division as soon as it

has been determined. If a division is taken, the minutes of the meeting will record the names of Councillors voting in the affirmative and of those voting in the negative.

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

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

## **24 WITHDRAWING A MOTION**

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

## **25 REPEALING OR AMENDING RESOLUTIONS**

25.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the LGA or the LGR.

25.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral may not be longer than three months.

## **26 PROCEDURAL MOTIONS**

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

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

26.2 A procedural motion, that the question/motion be put, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion

is lost, debate on the motion or amendment to that motion will continue.

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

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

26.4 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.

26.5 A procedural motion that the matter lie on the table, will only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.

26.6 A procedural motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

26.7 A procedural motion, a motion of dissent against the Chairperson decision, may be used in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

26.8 A procedural motion, that this report/document be tabled, may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

26.9 A procedural motion, 'to suspend the ruling requiring that....', may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of such a suspension.

26.10 A procedural motion, that the meeting be adjourned, may be made by any Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council will continue with the business before the meeting at the point

where it was discontinued on the adjournment.

26.11 A procedural motion, that the meeting be reconvened, will be made after an adjournment to identify the recommencement of the meeting.

## **27 POINT OF ORDER**

27.1 Any Councillor may ask the Chairperson to decide on a point of order where it is believed that another Councillor:

- Has failed to comply with meeting procedures and standing orders;
- Is in contravention of the Local Government Act/Regulations; or
- Is beyond the jurisdiction power of Council.

27.2 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended. The Chairperson will determine whether the point of order is upheld.

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

## **28 CONDUCT DURING MEETINGS**

28.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.

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

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

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

28.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking

or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

## **29 QUESTIONS WITHOUT NOTICE**

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

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

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

29.4 Any requests that the response be in the form of a Council report, must be dealt with in accordance with Motions of which due notice has been given.

## **MAINTENANCE OF GOOD ORDER**

### **30 DISORDER**

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

## **ATTENDANCE AND NON-ATTENDANCE**

### **31 ATTENDANCE OF PUBLIC AND THE MEDIA AT MEETINGS**

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

31.2 When the Council is sitting in closed session, the public and representatives of the media shall be excluded from the meeting.

31.3 The resolution that Council proceed into closed session must specify the nature of the matters to be considered and these matters must be in accordance with section 254J of the LGR. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in closed session.

## 32 QUORUM AND LOSS OF A QUORUM

32.1 A quorum of a Council is a majority of its Councillors. If the number of Councillors is an even number, one-half of the number is a quorum.

32.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the CEO.

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

- delegate the consideration and decision on the matter, as described in section 257 of the LGA unless the matter cannot be delegated under subsection 3 of the sections because an Act says it must be decided by resolution of the Council
- decide by resolution to defer the matter to a later meeting; or
- decide by resolution not to decide the matter and take no further action in relation to the matter.

32.4 The Council may by resolution delegate a power under section 257 of the LGA to:

- The Mayor or CEO, or
- A standing committee, or joint committee of Council, or
- The Chairperson of a standing committee or joint standing committee of Council, or
- Another local government for a joint government activity.

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

32.6 The Council may only delegate a power to make a decision about a Councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- The mayor or
- A standing committee.

If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted Councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions

the Minister may impose.

### **33 PUBLIC PARTICIPATION AT MEETINGS**

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

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

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

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

- Refer the matter to a committee.
- Deal with the matter immediately.
- Place the matter on notice for discussion at a future meeting.
- Note the matter and take no further action.

33.5 Any person addressing the Council shall stand, act and speak with decorum and frame any remarks using respectful and courteous language.

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

### **34 TELECONFERENCING OF MEETINGS**

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

There is no legislative requirement for a resolution by Council to allow a Councillor to participate by audio link or audio-visual link. This means the Council may delegate the matter. For example, Council may delegate to the Chairperson of the Council or a committee meeting the ability to decide whether a Councillor can attend a meeting by audio link or audio-visual link.

34.2 A Councillor taking part by teleconference is taken to be present at the meeting if the

Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

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

## DICTIONARY

**Attendee** means:

- (a) The Chief Executive Officer; or
- (b) An officer nominated by the Chief Executive Officer; or
- (c) An officer invited to a Council or committee meeting by the Chairperson of that meeting; or
- (d) In the case of a Council meeting or a committee meeting, a person admitted to the meeting by the respective Council or committee.

**Chairperson** means:

- (a) The Mayor in the case of a Council meeting; or
- (b) The person appointed by the Council pursuant to section 267 of the LGR as Chairperson of the Council committee; or
- (c) A person acting in the position of Chairperson pursuant to these Standing Orders; or
- (d) The person who controls the order of the meeting.

**Chief Executive Officer** means the person appointed and employed by the Council as its Chief Executive Officer pursuant to Section 194 of the LGA.

**Committee Meeting** refers to a standing committee established under the LGR 2012.

**Councillor** refers to an individual duly elected as a Councillor or Mayor to the Boulia Shire Council in accordance with the relevant legislation.

**Council meeting** means the Ordinary Meeting of the full Council.

**Inappropriate conduct** refer *Local Government Act 2009*.

**Mayor** means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the *Local Government Act 2009* or these Standing Orders.

**Member** means in the case of a Council or committee meeting, a Councillor of the Boulia Shire Council.

**Motion of dissent** means a motion set out in these Standing Orders, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

**Ordinary meeting** of the Council means –

- (a) A post-election meeting of the Council which is required to be held under section 175



- of the LGA; or
- (b) A periodic meeting of the Council which is required to be held under Chapter 8, Part 2, Division 1 of the LGR.

**Point of order** means an objection to an action.

**Procedural motion** means a motion set out in these Standing Orders and is a specific resolution to control the conduct of the meeting to aid the effective transaction of business.

**Statutory notice of meeting** means a notice of meeting to be given under the LGR.

**The Act** means the *Local Government Act 2009*.

**Ordinary business matter** refer to *Local Government Act 2009*.

<b>TITLE:</b>	Policy Review - Employee Assistance Program Policy	<b>DOC REF:</b> 10.2.5
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 02/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

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

**CONTENT:**

The Council is required to conduct a review of policies on a regular basis to ensure that they are consistent with changes to regulations, employment conditions and Council's objectives. Policy 137 Employee Assistance Program Policy is noted as requiring review every three years, or as impacted by legislation. The policy was last adopted by Council in August 2020 and is now due for review.

The Employee Assistance Program (EAP) is made accessible to ensure that support is available for employees and their immediate family members experiencing difficulties. Bouliia Shire Council engages an external counselling service provider to deliver this service. The policy has been reviewed and found not to require any changes. A copy of the policy is attached for Council review.

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

The policy is consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**

That Policy 137 Employee Assistance Program Policy as presented be adopted.

**ATTACHMENTS:**

1. DRAFT 137 Employee Assistance Program Policy [**10.2.5.1** - 4 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## Employee Assistance Program Policy

<b>Category:</b>	Policy
<b>Policy Number:</b>	137
<b>Document Version:</b>	1
<b>Obsolete Version:</b>	<del>23rd August 2017</del> 17 <sup>th</sup> August 2020
<b>Keyword Classification:</b>	Employee assistance
<b>Summary:</b>	To outline the level of support and assistance provided to employees through Council's Employee Assistance Program
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	n/a
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Legislation:</b>	n/a

## **OBJECTIVE:**

To outline the level of support and assistance provided to employees through Council's Employee Assistance Program.

## **SCOPE:**

This Policy applies to all employees.

## **DEFINITIONS:**

**Employee Assistance Program** An Employee Assistance Program (EAP) is an external professional, confidential counselling service that the organisation provides to employees and immediate family members who face difficulties that affect their wellbeing, work performance, or enjoyment of the workplace.

## **POLICY:**

Boulia Shire Council values the importance of its employees in the success of its business. In common with every other employer, Boulia Shire Council will have some employees who experience personal or work related problems which may be affecting their quality of life, and in some cases this may have an adverse affect on their work performance. Left unresolved, these problems may not only be detrimental to the individual's health, wellbeing and performance, but also have the potential to jeopardise the safety of fellow employees and members of the public.

To ensure that support is available for employees experiencing difficulties, an Employee Assistance Program (EAP) is available whereby employees and their immediate family members can access an external counselling service. Boulia Shire Council will engage a service provider to provide this service. The overall objective is to achieve early identification, referral and resolution of personal and work-related problems before they become serious.

### **Employee Assistance Program Services**

#### *Short term Counselling*

This program is available to all Boulia Shire Council employees and family members of the employee. Council offers a program consisting of four sessions with the provider. If it is determined that further assistance is required then a referral to main stream counselling

will be provided.

#### *Specialist Assistance*

If the nature of the problem is such that further professional help is considered desirable, the service provider will refer the employee to an appropriate agency.

### **Referrals**

There are three methods of referral to the Employee Assistance Program for counselling.

#### Self Referral

A self referral is made when an employee has personal or work related problems which he/she wants to discuss in a private and confidential setting without anyone in Council being involved in any way. Appointments may be made by contacting the service provider directly.

#### Suggested Referrals

Occurs when someone else recognises that an employee is distressed or going through a difficult time and suggests using the EAP. This might be a colleague, a Supervisor/Manager, family member or doctor.

#### Management Referral

Although EAP is designed to encourage self referral, there may be occasions when Supervisors/Managers recommend an employee seek counselling to assist with personal issues when work performance has declined below the agreed standard. Employees retain the right to refuse the offer of counselling assistance. Any employee who exhibits unsatisfactory job performance will not be prejudiced because of personal problems, without first being given the opportunity to seek assistance and then to improve his/her work performance to a satisfactory level. Referral to the EAP is only one option for dealing with sub-standard performance.

### **Leave to Attend Counselling**

The service provider will be available during work time. The arrangements for taking time off during business hours will be the same as exist between Supervisors and employees for any form of absence from the workplace. The Supervisor does not need to be informed of the nature of the problem.

### **Confidentiality**

The strictest client confidentiality will be maintained by the service provider, except where the client gives written permission to release information or where obliged to release due to the application of any legislation.

Information on the uptake of services provided to Council will be statistical in nature and will not lead to any individuals being identified. The service provider will produce two reports per year which are sighted only by the Human Resources Manager and Chief Executive Officer to enable monitoring of the service provision and to track the

organisational issues within Council.

### **Complaints**

If anyone experiences difficulties with accessing or using the service, the concerned person may contact a Human Resources representative. Concerns and any issues discussed will be kept strictly confidential.

### **Promotion, Education and Training**

Promotion of the EAP is undertaken by the Human Resources Section by:

- Provision of resources for the promotion, education and training
- Distribution of pamphlets/flyers to employees
- Written information included in induction packages for new employees
- Posters in the workplace
- Information sessions

### **Responsibilities**

Employees are responsible for recognising when personal or work related issues may be affecting their health and/or work performance and knowing how to access the EAP to prevent the problems from reaching crisis point.

It is the responsibility of the Human Resources Section to:

- Oversee the EAP contractual agreement
- Coordinate the promotion, education and training of employees in relation to the EAP service
- Oversee the implementation of the program
- Deal with employee concerns in relation to the provision of EAP
- Assist Supervisors/Managers with the process of informal and formal referral.

<b>TITLE:</b>	Policy Review - 103 Community Grants Policy	<b>DOC REF:</b> 10.2.6
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<b>REPORT BY:</b>	Lynn Moore Chief Executive Officer	<b>DATE:</b> 07.08.2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

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

**PURPOSE:**

To propose a change to Policy 103 Community Grants Policy.

**CONTENT:**

At the August 2023 Council Meeting a report was presented to Council to enable the Chief Executive Officer's in-kind request approval value to be increased to \$5000. The following change was made to the scope of Policy 103 Community Grants Policy:

Original content:

*This policy applies to:*

- *Direct cash grants to community clubs and organisations (max \$1000 - where no other Council support is required ie. venue/equip etc)*
- *Assets or in-kind support given to community clubs and organisations*
- *Concessions (e.g. rates remitted) for community organisations. E.g. churches*

Content adopted at the August 2023 Council meeting:

*This policy applies to:*

- *Direct cash grants to community clubs and organisations (max \$5000 - where no other Council support is required ie. venue/equip etc)*
- *Assets or in-kind support given to community clubs and organisations*
- *Concessions (e.g. rates remitted) for community organisations. E.g. churches*

The value that was increased was the direct cash grant amount, not the in-kind support amount which is the amount that should have been increased. This report is presented in order to:

- a) Rescind resolution 2023/8.11 that notes a \$5000 direct cash grant value
- b) Propose the correct changes to the policy as follows:

*This policy applies to:*

- *Direct cash grants to community clubs and organisations (max \$1000 - where no other Council support is required ie. venue/equip etc)*
- *Assets or in-kind support given to community clubs and organisations (max \$5000)*
- *Concessions (e.g. rates remitted) for community organisations. E.g. churches*

Attached to this report is the updated policy for Council review. Changes have been highlighted in yellow.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:**

The policy is consistent with the guidelines and legislation as issued.

**RECOMMENDATION:**

That resolution 2023/8.11 made on the 18<sup>th</sup> August 2023 be rescinded.

2. That Policy 103 Community Grants Policy as presented on 22<sup>nd</sup> September 2023 be adopted.

**ATTACHMENTS:**

1. Draft 103 Community Grants policy [**10.2.6.1** - 6 pages]

Chief Executive Officer	Ms Lynn Moore
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# BOULIA SHIRE COUNCIL

## COMMUNITY GRANTS

<b>Category:</b>	Policy
<b>Policy Number:</b>	103
<b>Document version:</b>	5
<b>Obsolete version:</b>	<del>21 January 2022</del> 18 <sup>th</sup> August 2023
<b>Keyword classification:</b>	Community Grants
<b>Summary:</b>	Details of Council's social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community both socially and economically.
<b>Adoption date:</b>	
<b>Resolution:</b>	
<b>Due for revision:</b>	Every three years or as impacted by legislation
<b>Revision date:</b>	
<b>Date revoked:</b>	n/a
<b>Related documents:</b>	Form 25 InKind Assistance Request
<b>Responsible Section:</b>	Community Services
<b>Responsible Officer:</b>	Manager Community Services
<b>Legislation:</b>	Local Government Act 2009

## BACKGROUND

The Bouliia Shire Council recognises its social obligations, and is therefore committed to making resources available to community organisations for the purpose of providing or undertaking projects which are in the interests of the community. This Policy establishes the circumstances under which Council may allocate grants/and in kind support to community organisations and the processes for the management of those grants.

## DEFINITION

*Community Organisation:*

An entity that carries on activities for a public purpose, or a non-profit making organisation.

## OBJECTIVES AND PRINCIPLES

This Policy is intended to provide a structure and process for allocating grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council.

Grants shall be provided in an equitable manner that will not benefit one group of the community and exclude another. Grants will be provided to achieve an identified benefit to the community either for social or economic reasons and Council shall ensure, through the selection process, that the benefits are obtained.

The process for awarding grants shall be open and accountable.

## SCOPE

This policy applies to:

- Direct cash grants to community clubs and organisations (max ~~\$5000~~ \$1000 - where no other Council support is required ie. venue/equip etc)
- Assets or in-kind support given to community clubs and organisations (max \$5000)
- Concessions (e.g. rates remitted) for community organisations. E.g. churches

This policy does not apply to individuals or to commercial organisations.

## POLICY

In allocating grants, donating assets, or providing in-kind support or concessions to community clubs and organisations, Council will implement the following process:

- Each financial year Council will determine an appropriate budget to be allocated for the purpose of assisting community clubs or organisations. This can be either in kind assistance or by way of a concessional grants with an allocation which may be designated for each community club or organisation for which a limit for individual grants may be set.
- On the 1st July each year, an organisation who runs an annual event must submit to Council their request for assistance and the estimated value of the assistance that is required. Council is able to provide prices for venue hire and/or equipment to enable an estimate to be calculated. There will be a time limit of 4 weeks to submit the application. Inaugural or adhoc requests will be reviewed as received and approval to be determined by funding available.
- Councillors and staff may promote and encourage organisations to apply, however they should not indicate if an application is likely to succeed as per the confidentiality policy.
- The CEO is authorised to manage the application assessment and approval process in accordance with budgetary guidelines. Should grants outside the scope of the budget be received, Council approval shall be sought.

In assessing applications, the CEO should be satisfied that the following conditions and criteria are met:

- The application is eligible under this policy,
- The grant will be used for a purpose that is in the public and community interest.

In addition to meeting the required conditions, applications must also address the following selection criteria:

- An outline or description of the project;
- Estimated number of people that will benefit/attend;
- Type and amount of assistance sought;
- Benefit to the community or sector;
- How the proposal fits with Council Corporate Plan;
- Details of funding sought from other parties;
- Date funding is required;
- Additional information: Inaugural event, special event?

When approving a grant, the CEO shall comply with the Local Government Act 2009, and make the following considerations in regard to the principles of sound financial management:

- The risks to which Councils' operations or assets are exposed;
- Internal control measures for managing identified risks;
- The interests of all people living in the area;
- The efficient, effective and proper management of Council facilities;
- Future planning requirements.

## **ADDITIONAL PROCESSES**

The Council may, under separate Policy guidelines, decide to grant a particular type of concession (e.g. a remission of rates, waiving of fees) to a specified category of community organisations. This concession would then apply to all community organisations in that category.

Organisations need to write to Council asking for concession, in-kind or donation.

## **ACCOUNTABILITY**

As a condition of each grant, the community organisation shall submit appropriate documentation confirming that the grant/donation has been used for the purpose intended. This may include copies of invoices supported by an explanation if necessary.

Where asset donations, in-kind support or fee concessions and waivers are granted, such expenses shall be accounted for in Councils' Finance System or through manual accounting methods.

Where applicable, the required documentation should be submitted as soon as practicable after the completion of the project.

Assistance (Provision made in yearly budget)

- Community Groups that have received cash funding from Council must submit a detailed annual statement certified by two members of the committee executive as being correct, showing the receipts and payments associated with the activity that Council has funded.
- This outcome report should be received no later than 6 weeks after the event for which the assistance was given.
- Council's contribution/sponsorship should be acknowledged in promotions before, during and after the event.

## **CONTROLS**

All expenditure will be subject to the normal accounting controls of Council and its finance department.

No person may give an indication of the likely success of an application until the decision has been made by the CEO or Council where required.

The CEO shall report on the state of all grant applications and acquittals to Council on an annual basis.

If a grant request is denied by the CEO, the CEO is to inform and consult with Councillors on the grant being denied.

Ongoing assistance as deemed by the CEO is available for community organisations annually in accordance with Council budget.

### **Bus hire for clubs**

Council shall waive fees for bus hire and provide one (1) tank of fuel for each hire with any additional fuel being the responsibility of the club. The bus to be returned with a full tank.

APPENDIX 2

<b>Application for Grants and Donations</b>			
<b>Name &amp; Address of Organisation</b>			
<b>ABN Number (if applicable)</b>		<b>GST Registered</b>	<b>Y / N</b> (Please circle)
<b>Contact Person</b>			
<b>Contact Number</b>			
<b>Name of Event/ Project</b>			
<b>Benefit of event/project to Boulia Shire</b> <ul style="list-style-type: none"> <li>• Please detail the benefits that are expected for residents of Boulia Shire if assistance is provided</li> <li>• This information will be used by Council to determine if your event/project meets the Council's policy on providing assistance to Community Organisations</li> <li>• Please attach additional information if required</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<b>Details of how Council's assistance will be acknowledged</b> (eg advertising, promotional material)	<hr/> <hr/> <hr/>		
<b>Type of Assistance Required</b> – Eg: Waiver of fees, donation of money (detail amount requested), use of Council equipment or employees.	<hr/> <hr/> <hr/> <hr/>		
<b>Office Use Only</b>			
Approved / Not Approved			
Council Resolution Date			
<i>Closing date for submission</i>			

<b>TITLE:</b>	Healthy Outback Communities - Alliance Meeting October 2023	<b>DOC REF:</b> 10.2.7
<b>REPORT BY:</b>	Karen Haer Executive Assistant	<b>DATE:</b> 18/09/2023

#### **CORPORATE PLAN REFERENCE:**

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

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

6.2.3: Improve disability access to facilities in each community

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

#### **RISK MANAGEMENT:**

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

#### **PURPOSE**

To lead and guide the Healthy Outback Communities Alliance through community-led, place-based services that puts rural and remote Western Queenslanders at the heart of their wellbeing and health.

#### **CONTENT:**

The governance of the Healthy Outback Communities initiative will be overseen by the Alliance Leadership Team.

As members of the Leadership Team, we have agreed to work together and wherever possible achieve consensus decisions, conducting ourselves with Transparency, Integrity, Trust and Bravery.

#### **PRINCIPLES**

We agree to abide by the following principles:

- Act in good faith to deliver person centred place-based care.
- Co-designed solutions with communities, people with lived experience, their families, and carers.
- Shifting engagement from illness to wellness across life stages.
- Strengthen communities with a focus on 'what matters to them'.
- Ensure culturally safe services for First Nations peoples.
- Commit to integrated service delivery.
- Maintain our investment and in-kind support.
- Embed technologies that enable timely access and supports residents' health and wellbeing.

#### **COMMITMENTS**

We commit to working closely and collaboratively with our partners and team members, to meet the vision of bringing wellbeing back to the bush. To achieve this, we make the following commitments:

- Shared responsibility: We will actively address all tasks and duties in our role as members of the leadership team.
- Shared decision-making: We agree that our decisions will be made by consensus. We will use our best endeavours to facilitate unanimous decisions and will not prevent a consensus being reached for trivial or frivolous reasons.

- Shared accountability: We agree that we will have a robust airing of views, but that once our team has reached a decision, we will all abide by that decision and support it publicly.
- Good faith: We agree to openly discuss all matters that affect our ability to make firm decisions, including any conflicts of interest and any limits on our mandate, so that all members of our leadership team are fully aware of any restrictions, caveats or further authority that may be required.
- Confidentiality: To encourage the open and transparent sharing of information, we agree to keep confidential matters shared on a confidential basis, to enable improved decision making.
- Focused on outcomes to achieve quintuple aim outcomes.

## **KEY FUNCTIONS**

For members of the Alliance leadership team, our key functions are to:

- Present/share new ideas in service practices and procedures that improve the quality, engagement, navigation, and access to integrated services for our communities
- Provide strategic oversight to ensure the aims and objectives of the Healthy Outback Communities initiative are delivered.
- Agree on the activity and services delivered that meet locally identified need.
- Monitor the outcomes of Healthy Outback Communities activities and use that information to inform our stakeholders to guide further decisions on prioritisation and service changes.
- Ensure data collection arrangements are in place for developing baselines, ongoing monitoring, evaluation, and reporting.
- Create communication and engagement approaches that build project awareness, participation, and ownership at the local community level.
- Support tri-sector collaboration, co-commissioning, joint planning and monitoring and evaluation.
- Annually review the scope and impact of Healthy Outback Communities to reflect the measurements of impact from the Quintuple Aim:
  - Improved population health & wellbeing
  - Health Equity
  - Enhanced client experience
  - Optimised provider experience
  - Value based care

## **RELEASE OF LIABILITY**

As members of a leadership team for the Healthy Outback Communities Alliance, we are committed to direct and lead the Alliance in accordance with this Charter. It is not our intention that our actions as members of our leadership team will give rise to an action in law from Alliance participants or other members of our leadership team.

## **COMMITMENT TO SERVE**

We agree to serve as members of a leadership team for the Healthy Outback Communities Alliance as outlined in this Charter.

## **RECOMMENDATION:**

That council endorse the actions in this Charter and receive this Charter for information on Healthy Outback Communities.

## **ATTACHMENTS:**

1. 20231015 Healthy Outback Communities Alliance Charter [10.2.7.1 - 4 pages]

Chief Executive Officer	Ms Lynn Moore
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# Healthy Outback Communities

## Charter

AUGUST 2023

Acknowledgement: This Charter is informed by South West Queensland Primary Care Alliance Team Charter and Nukal Murra Alliance governance framework.



The governance of the Healthy Outback Communities initiative will be overseen by the Alliance Leadership Team.

As members of the Leadership Team, we have agreed to work together and wherever possible achieve consensus decisions, conducting ourselves with Transparency, Integrity, Trust and Bravery.

## 1. PURPOSE

To lead and guide the Healthy Outback Communities Alliance through community-led, place-based services that puts rural and remote Western Queenslanders at the heart of their wellbeing and health.

## 2. PRINCIPLES

We agree to abide by the following principles:

- Act in good faith to deliver person centred place-based care.
- Co-designed solutions with communities, people with lived experience, their families, and carers.
- Shifting engagement from illness to wellness across life stages.
- Strengthen communities with a focus on 'what matters to them'.
- Ensure culturally safe services for First Nations peoples.
- Commit to integrated service delivery.
- Maintain our investment and in-kind support.
- Embed technologies that enable timely access and supports residents' health and wellbeing.

## 3. COMMITMENTS

We commit to working closely and collaboratively with our partners and team members, to meet the vision of bringing wellbeing back to the bush. To achieve this, we make the following commitments:

- **Shared responsibility:** We will actively address all tasks and duties in our role as members of the leadership team.
- **Shared decision-making:** We agree that our decisions will be made by consensus. We will use our best endeavours to facilitate unanimous decisions and will not prevent a consensus being reached for trivial or frivolous reasons.
- **Shared accountability:** We agree that we will have a robust airing of views, but that once our team has reached a decision, we will all abide by that decision and support it publicly.
- **Good faith:** We agree to openly discuss all matters that affect our ability to make firm decisions, including any conflicts of interest and any limits on our mandate, so that all members of our leadership team are fully aware of any restrictions, caveats or further authority that may be required.
- **Confidentiality:** To encourage the open and transparent sharing of information, we agree to keep confidential matters shared on a confidential basis, to enable improved decision making.
- **Focused on outcomes** to achieve quintuple aim outcomes.

## 4. KEY FUNCTIONS

For members of the Alliance leadership team, our key functions are to:

- Present/share new ideas in service practices and procedures that improve the quality, engagement, navigation, and access to integrated services for our communities
- Provide strategic oversight to ensure the aims and objectives of the Healthy Outback Communities initiative are delivered.
- Agree on the activity and services delivered that meet locally identified need.
- Monitor the outcomes of Healthy Outback Communities activities and use that information to inform our stakeholders to guide further decisions on prioritisation and service changes.
- Ensure data collection arrangements are in place for developing baselines, on-going monitoring, evaluation, and reporting.
- Create communication and engagement approaches that build project awareness, participation, and ownership at the local community level.
- Support tri-sector collaboration, co-commissioning, joint planning and monitoring and evaluation.
- Annually review the scope and impact of Healthy Outback Communities to reflect the measurements of impact from the Quintuple Aim:
  - Improved population health & wellbeing
  - Health Equity
  - Enhanced client experience
  - Optimised provider experience
  - Value based care

## 5. RELEASE OF LIABILITY

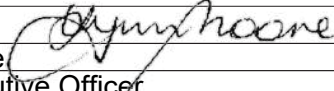
As members of a leadership team for the Healthy Outback Communities Alliance, we are committed to direct and lead the Alliance in accordance with this Charter. It is not our intention that our actions as members of our leadership team will give rise to an action in law from Alliance participants or other members of our leadership team.

## 6. COMMITMENT TO SERVE

I agree to serve as a member of a leadership team for the Healthy Outback Communities Alliance as outlined in this Charter.

Signatures:

**Signing Page:**

Western Queensland PHN	<b>Signed:</b>
	Name:
	Position:
	Date:
Royal Flying Doctors Service (Qld section)	<b>Signed:</b>
	Name:
	Position:
	Date:
Central West Hospital & Health Service	<b>Signed:</b>
	Name:
	Position:
	Date:
Health Workforce Queensland	<b>Signed:</b>
	Name:
	Position:
	Date:
CheckUP	<b>Signed:</b>
	Name:
	Position:
	Date:
Health Consumers Qld	<b>Signed:</b>
	Name:
	Position:
	Date:
Boulia Shire Council	<b>Signed:</b>
	Name: Lynn Moore 
	Position: Chief Executive Officer
	Date: 4/9/2023
Diamantina Shire Council	<b>Signed:</b>
	Name:
	Position:
	Date:
Barcoo Shire Council	<b>Signed:</b>
	Name:
	Position:
	Date:



<b>TITLE:</b>	Annual Re-Valuation 2023-2024: Update	<b>DOC REF:</b> 10.2.8
<b>REPORT BY:</b>	CEO (Lynn Moore) Chief Executive Officer	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.5: Advocacy

5.5.2: To have Councillor representation and advocacy for the shire

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To update Councillors with a response received from the Valuer-General regarding whether a valuation of our local government will be completed for the 2024 revaluation program.

**CONTENT:**

The Land Valuation Act 2010 (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of specific factors.

Previously, the Valuer-General requested local government's opinion on whether a valuation of our local government should be undertaken to be effective on 30 June 2024. This was discussed at the July 2023 Ordinary Council meeting following which the response letter attached to the Council meeting report was sent.

A reply has since been received advising:

- Boulia Shire Council will not be included in the 2024 revaluation program.
- As our LGA will not receive new land valuations in 2024, the current land valuations will remain in effect for rating purposes for the 2024–25 financial year.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Annual Re-Valuation 2023-2024: Update report be received for information.

**ATTACHMENTS:** Nil

Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	WHS Report for August 2023	<b>DOC REF:</b> 10.2.9
<b>REPORT BY:</b>	Cindy Reimers WHS	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.1: Ensure a high level of governance, accountability and compliance

5.1.5: Workplace Health and Safety focus

Key Priority 7: Our Team – Our People

7.2: A great place to work

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To inform Council of progressions and or issues of concerning regarding WH&S. Ongoing monitoring with projects to ensure correct and completed WHS paperwork is submitted and identify potential hazards and any documentation requirement shortfalls with evidentiary documents held in Magiq and Pulse. Adopt various alerts/updates into regular toolbox talks and training.

**CONTENT:**

Toolbox talks / Presentations	<ul style="list-style-type: none"> <li>• Toolbox talks/presentations to Council staff have been ongoing with a monthly safety BBQ at the Depot.</li> <li>• Planning for additional sessions to be presented to relevant staff for Queensland Health and WHSQ alerts, vehicle/plant updates, changes in industry compliances and topics generated from field observations and/or staff feedback (Safe work Practices).</li> </ul>
Compliance and Education	<ul style="list-style-type: none"> <li>• Present WHS actions/issues/iAuditor/Audit rectification plan to ManEx meetings weekly.</li> <li>• Update WH&amp;S registers – move current paper-based register to electronic copies (continuous process).</li> <li>• On-going review of existing WHS documentation/ procedures/registers/inspection schedules to streamline workflow and ensure compliance (Ongoing - all Docs are currently being updated and reviewed).</li> <li>• Reviewing iAuditor Systems and running test demonstrations of other on-line safety platforms.</li> </ul>
Assistance to Staff/ Contractors/ Compliance	<ul style="list-style-type: none"> <li>• CWO/Flood Damage Foreman tasked to check contractor compliance via iAuditor.</li> <li>• Schedule regular alerts and inspections in iAuditor for relevant staff to perform (Alerts sent out weekly to assigned staff/managers).</li> </ul>
Near Misses, Incidents and issues	<p>Total iAuditor WHS actions/issues since last Council meeting:</p> <ul style="list-style-type: none"> <li>• Near Miss – 0</li> <li>• Hazards – 0</li> <li>• Damage – 0</li> <li>• Incidents – 1</li> </ul>

Category	Description	Site	Outcome
Hazards	Nil		
Damage	Nil		
Incidents	Dog bite/attack, injured hand	IOR Fuel Depot	Dog seized
Completed Tasks and/or Achievements	<ul style="list-style-type: none"> <li>• Face-to-face Inductions: 1</li> <li>• Online Inductions: 0</li> <li>• Completed LGW Audit Action Plan</li> <li>• Learning systems and updating tasks for completion</li> <li>• Toolbox talks with Depot staff</li> <li>• WHSA fast track training for Cert IV Training &amp; Assessment-presented to Depot - attending final assessment September in Brisbane (which will enable WHSA to conduct any training that she holds a qualification in).</li> </ul>		
Works in Progress	<ul style="list-style-type: none"> <li>• Weekly consultation with DWO and supervisors on current and upcoming projects and what is required from a WHS perspective.</li> <li>• Regularly monitor the Boulia Shire Council Hazard Risk Register and update as required (Checked week of 11.09.2023).</li> <li>• Continue to upload evidentiary documents from iAuditor and hard copy documents into Magiq (our document retention software) and Pulse (linked to WHS Plan) to ensure they are available for regulatory compliance checks (Docs uploaded weekly - LGW SMS, iAuditor reports from Man Ex meetings).</li> <li>• Updating and overhauling the Safety Management System from Safe Plan to LGW On-Line Master Suite (This is works in progress, aiming to complete before EFY-90% complete).</li> <li>• Have started to role the new LGW-SMS out and is now available for all staff to utilise.</li> </ul>		
Identified future work required and/or improvement areas	<ul style="list-style-type: none"> <li>• Adam Stevenson will no longer be our LGW Rep, Julian Soler will be his replacement as of end August. Dates for face-to-face visit TBA.</li> </ul>		
Training Required	<ul style="list-style-type: none"> <li>• RAPAD will be conducting an on-site visit to work with trainees.</li> <li>• Review opportunities where E-Learning and face-to-face courses are offered to the shire.</li> <li>• Consult with Supervisors if competencies or extra training may be required and future toolbox topics.</li> </ul>		

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Workplace Health and Safety Report for August 2023 be received for information.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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## **10.3 Corporate Services**

<b>TITLE:</b>	Director of Corporate & Financial Services August 2023 Report	<b>DOC REF:</b> 10.3.1
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 18/09/2023
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### **CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

5.1.2: Effective internal and external communication and records management

Key Priority 5: Robust Governance

5.2: Accountability

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

Key Priority 5: Robust Governance

5.4: Sustainability

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

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

#### **Financial Statements for 2022-2023**

Council is working with Altius a consulting firm that specialises in completing Financial Statements for Local Government Councils in Queensland.

Business papers for Revaluations, Indexation and Provision for Sick Leave have been developed and submitted to external Auditors for approval.

Close off, of the Ledger has been done, reconciliations have been completed, finalising of the statements is being done by Altius.

Review of Draft Statements has been completed, ready for Audit and Risk Management meeting approval.

Next External Audit visit is scheduled for 4-8th September 2023.

#### **Service Planning for Council Officers Training – The University of Qld & QTC**

The University of Qld will be conducting training for both Elected Members and Officers working in Local Government to be held in Boulia, so all Councillors can attend the training.

Training dates are 13<sup>th</sup> September 2023 for Councillors, 14<sup>th</sup> September 2023 for Council Officers.

Confirmation of Attendees has been confirmed, all attendees will shortly receive an email link to the portal for training.



## **Insurance Claims**

**Urandangi Township insurance claim** has been initially lodged. Assessor went to Urandangi 28<sup>th</sup> April 2023 to assess damages and is now reviewing the costs for repairs to all affected Assets that were insured by Council. A report will come to Council to review. Further discussions have been made with the Insurance Assessors and the CEO.

## **Stolen Ute / Equipment**

Lodged a new claim for stolen Toyota Ute, for the equipment that was stolen. Satellite Phone, Fuel Pod with approx. 100 litres of diesel plus socket ratchet gun with accessories. Awaiting finalisation.

## **nbn Local – nbn RCP Boulia**

A further Community presentation was held lunch time BBQ on the 7<sup>th</sup> August 2023 at the Shire Hall shaded area. Ventia who are the Contractors who will be implementing the nbn fibre have completed their initial scoping this included running rope through all underground areas to ascertain works required.

## **Regional University Hub for Boulia**

Awaiting updates from RAPAD.

## **Meetings**

I have attended the following meetings during June:

- Altius Advisors – Peter Catterson, Iris Arciega, Financials
- SurePact – Georgie Craft - planning meeting
- Department of Local Government – Paul Pedersen, Denise Hallmark, Client services
- LGMA – Senior Executive Connect meeting
- Department of Transport – Patrick Curtain – RRUP program discussion
- Shepherd Services – Patrick McGuire, Nathan Wooley – Revaluation of Roads
- Ergon Energy – Matt Aberdein, Area Manager Central West
- GBA – Stuart Bourne, Nathan – discussion on projects
- SurePact – PDAG – Product Development Advisory Group meeting
- MagiQ – Glen Roy – overview on Upgrade to 8.6.451
- QRA – Gavin Williams – discussion on QRA projects including applied for FD.
- Eftsure – Lachlan Williams – Introduction to product

## **Finance Manager Role**

A Relief Finance Manager, Ian Honour started on the 8<sup>th</sup> August 2023 and will be here until 13<sup>th</sup> October 2023, so handover to new Finance Manager can be undertaken.

Recruitment of a full time Finance Manager has been positive, Finance Manager, Graeme Gillam will be arriving end of September 2023.

Graeme has many years of experience in Finance as a Manager all over Australia in Councils of various sizes.

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Director of Corporate & Financial Services August 2023 report be received for information purposes.

**ATTACHMENTS:** Nil

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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<b>TITLE:</b>	Policy 108 Audit & Risk Management Committee Policy	<b>DOC REF:</b> 10.3.2
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.1: Confidence

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Audit and Risk Management Committee Policy.

Changes as detailed in table below and highlighted in Policy.

Page	Change required	Change Made
2	Purpose – added additional information from Act and Regulations	Added to second sentence - an efficient and effective internal audit function. Council has agreed to have an Audit & Risk Management Committee even though Council is not required to have one due to Council's size.
2	Composition and Tenure 2 <sup>nd</sup> dot point as per Regulations	Changed - include 1, but no more than 2 members <del>two must be</del> Councillors
2	Composition and Tenure 3 <sup>rd</sup> dot point as per Regulations	Added - 1 member who has significant experience and skills in financial matters.
2	Composition and Tenure – Voting Members as per Regulations	Added - appointed by Local Government
2	Composition and Tenure – Non-Voting Members	Added to officer's title & Financial
2	Administrative Arrangements – 1 <sup>st</sup> dot point	Changed from two to four as per recent update from QAO

**RECOMMENDATION:**

1. That Policy 108 Audit and Risk Management Policy be endorsed as presented
2. That the Policy 108 Audit and Risk Management Policy be updated on the Councillor Hub

**ATTACHMENTS:**

1. 108 - Audit and Risk Management Committee Policy [**10.3.2.1** - 3 pages]

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



# BOULIA SHIRE COUNCIL

## AUDIT & RISK MANAGEMENT COMMITTEE POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	108
<b>Document Version:</b>	Version 1
<b>Obsolete Version:</b>	108 – Audit & Risk Management Committee, 2018/11.21, 2020/4.19, 2021/7.18, 2022/09.15
<b>Keyword Classification:</b>	Audit & Risk Management Committee
<b>Summary:</b>	This policy establishes the authority and responsibilities of the Audit & Risk Management Committee and its role within Council.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Annually
<b>Revision date:</b>	22 <sup>nd</sup> September 2024
<b>Date revoked:</b>	N/A
<b>Related documents:</b>	N/A
<b>Responsible Section:</b>	Finance
<b>Responsible Officer:</b>	Director of Corporate & Financial Services
<b>Legislation:</b>	Local Government Act 2009 s105 Local Government Regulation 2012 s208 - 211

## SCOPE

This document establishes the authority and responsibilities conferred on the Audit & Risk Management Committee by the Boulia Shire Council and explains the role of the Audit & Risk Management Committee within the Council.

## PURPOSE

Boulia Shire Council is committed to an open and accountable system of governance. In accordance with s105 of the *Local Government Act 2009*, Council must establish an efficient and effective internal audit function. Council has agreed to have an Audit & Risk Management Committee even though Council is not required to have one due to Council's size.

The Audit & Risk Management Committee's purpose is to provide Council with assistance, advice and oversight with respect to matters of financial reporting, corporate governance, risk and control, internal and external audit functions.

## AUTHORITY

The Audit & Risk Management Committee undertakes an advisory function and provides the Chief Executive Officer and Council Management with independent advice on key Council activities. The Committee will have the right to recommend that independent professional advice be sought when considered necessary and have the power to obtain information from management and to consult directly with auditors. Requests to seek independent professional advice and obtain information from management should be directed through the CEO. The Audit & Risk Management Committee will have the right to question and seek attendance at committee meetings of any staff. Any requests should be directed through the CEO.

Council is to ensure the adequacy of resources and funding is sufficient to allow the Audit & Risk Management Committee to carry out its role.

## COMPOSITION AND TENURE

As per Section 210 of the Local Government Regulation 2012, the Committee must comprise of:

- at least 3 and no more than 6 members
- include 1, but no more than 2 members two must be Councillors
- 1 member who has significant experience and skills in financial matters.

The Committee will consist of –

- Voting Members – appointed for the term of Council:
  - Two Councillors considered by Council to have the necessary qualification or interest in serving on the Committee, and,
  - One external person independent of Council, who shall have extensive skills and experience in financial matters.
  - Chair – to be an External Community member appointed by Local Government
- Non-Voting Attendees (Chief Executive Officer, Director of Corporate & Financial Services, Finance Manager).
- Non-Voting Invitees (External & Internal Auditors, Council Officers by invitation)

Maximum appointment period for external independent persons will be a total of 6 years.

## ADMINISTRATIVE ARRANGEMENTS

- Meetings – the committee shall meet at least four two times a year (based on a financial year) or as determined by the Chair.
- Quorum – shall consist of two voting members.
- Secretariat – shall be provided by CEO and otherwise assisted by Internal Audit.
- Conflicts of Interest – shall be managed in accordance with the Local Government Act.
- Review of Terms of Reference – periodically as determined to be necessary.
- Remuneration of external members – will be at the discretions of the Chief Executive Officer.

## RESPONSIBILITIES

The functions and responsibilities of the Audit & Risk Management Committee shall include oversight in relation to –

- **Corporate Governance, Compliance, Risk Management and Control Framework:**
  - Monitor the effectiveness of the risk management and internal control framework, management policies and key governance processes – including Asset Management and IT governance.
  - Review reports on the activities and investigations of any significant Fraud Prevention and Security related matters.

Additionally, the committee must review each of the following matters:

- (i) The internal audit plan for the internal audit for the current financial year;
  - (ii) The internal audit progress report for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
  - (iii) The external audit plan for the external audit for the current financial year;
  - (iv) Any key account position papers being prepared by Management as a part of the audit
  - (v) Significant project deliverables including but not limited to valuations of property, plant and equipment.
  - (vi) A draft of the local government's financial statements for the preceding year before the statements are certified and given to the auditor-general under section 212 of the *Local Government Regulation 2012*;
  - (vii) The auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and
  - (viii) As soon as practicable after a review is conducted, a written report stating any recommendations the committee has about the matters reviewed.
  - (ix) Review Council's risk register at least annually and comment on Managements progress / rectification of issues
  - vi) Any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
- Review any other matter (eg: business or legal risks or legal actions) referred to it by the Chief Executive Officer.
  - The minutes of each Audit & Risk Management Committee meeting, as soon as practicable after a meeting, will be tabled with Council
  - The Audit & Risk Management Committee will self-assess annually.
- **Financial Statements:**
  - Review and consider the financial statements, ratios and other relevant financial reports of *Council*.
  - Monitor whether the timeliness of preparation of the annual financial statements is appropriate.
  - Monitor and consider management's compliance with statutory requirements.
  - Review the scope, approach, reports and activities of proposed audit coverage.
- **Internal and External Audit:**
  - Review and monitor whether the audit process is effective.
  - Ensure the objectivity and independence of the audit functions.
  - Monitor and review audit plans, reports and activities.
  - Ensure auditors receive the cooperation of all levels of management.
  - Review and consider differences of opinion between audit and management.
  - Monitor management's implementation of auditor's recommendations.
  - Ensure there are no restrictions placed on the audit function by management.
  - Facilitate the effective cooperation and coordination between external and internal audit.

<b>TITLE:</b>	Financial Report for August 2023	<b>DOC REF:</b> 10.3.3
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

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

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

Financial Summary as at 31<sup>st</sup> August 2023

**CONTENT:**

**Cash Position**

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

	31 <sup>st</sup> Aug-23	31 <sup>st</sup> Jly-23
Cash at Hand	20,955,859	21,048,593
Net Cash Equivalent (Debtors – Creditors)	803,572	(984,710)
<b>Total</b>	<b>21,759,431</b>	<b>22,033,303</b>

**Income**

Total revenues to 31<sup>st</sup> August 2023 are \$3,719,253. This equates to approx. 239 with this year's budget.

**Expenditure**

Operating expenses to 31<sup>st</sup> August 2023 are \$1,877,814. This equates to approx. 9% of this year's budget.

**Liquidity**

CBA		\$ 359,620
Floats		\$ 1,150
Investments		
CBA At Call 4.15%	\$ 9,163,069	
QTC 5.02%	<u>\$11,432,020</u>	<u>\$ 20,595,089</u>
<b>Total</b>		<b>\$ 20,955,859</b>

**Additional Information on Cash Position:**

Cash Balance as at 31st August 2023	20,955,859
The following items need to be backed by cash	
Reserves 30th June	2,328,551
Funded Depreciation	5,275,610
Less Depreciation accrued	

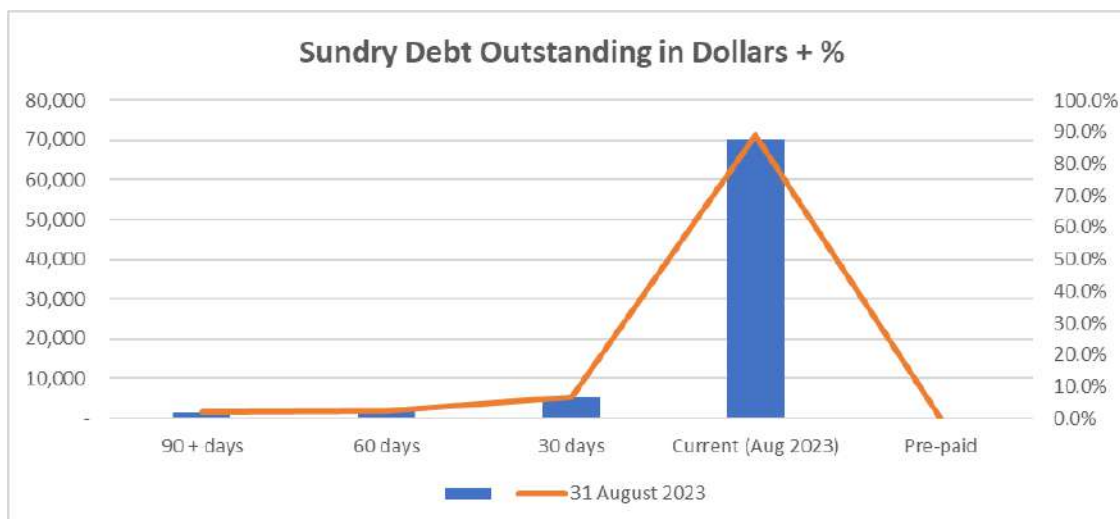
Funded	
Funded Employee Entitlements (Current and Non-Current)	1,325,056
Grant Funding (paid in Advance)	6,648,480
Working Capital Cash	1,500,000
Capital Grants	942,918
Operating Result for 2023/2024	(1,117,947)
Less Capital Expenditure 2023/2024	(1,402,318)
	15,500,350
Cash unallocated as at 31 <sup>st</sup> Aug 2023	5,455,509

### Aged Debtors 31<sup>st</sup> August 2023

DEBTOR	90 +	60	30	CURRENT	PRE-PAID	BALANCE
	1,436	1,913	5,176	70,142	(0)	78,667

### 90+ Days Outstanding

For this month, amounts greater than 90+ days total \$1,436, which constitute 1% of the total debtors. The balance all have a payment arrangement in place.



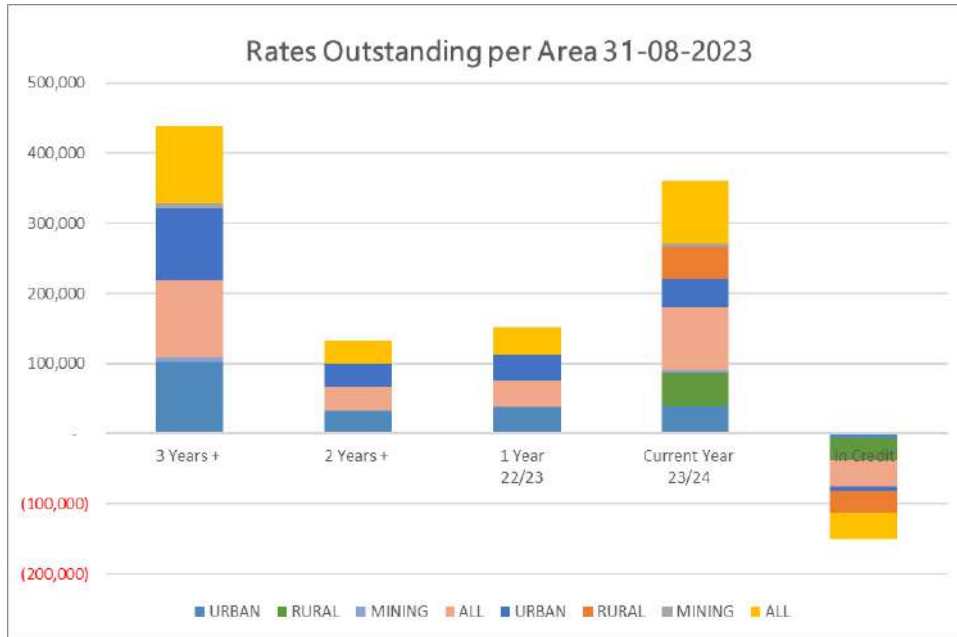
### Creditors 31<sup>st</sup> August 2023

Total amount waiting for payment, not yet due **\$347,022**

### Rates 31<sup>st</sup> August 2023

Total Outstanding **\$233,179**

RATES	3 Years +	2 Years +	1 Year (22/23)	Current Year 23/24	In Credit	Total Outstanding
URBAN	102,790	33,128	37,859	39,082	(6,646)	206,213
RURAL	-	-	0	47,496	(30,957)	16,538
MINING	6,831	-	-	3,596	(0)	10,428
ALL	109,621	33,128	37,859	90,174	(37,603)	233,179



**CONSULTATION:**

NIL

**GOVERNANCE IMPLICATIONS:**

NIL

**RECOMMENDATION:**

That the Finance Report for August 2023 Report be received for information.

**ATTACHMENTS:**

1. Income Statement Aug 23 Final [10.3.3.1 - 1 page]
2. Balance Sheet Aug-23 final [10.3.3.2 - 1 page]
3. Cash Flow Statement Aug-23 Final [10.3.3.3 - 1 page]
4. CONFIDENTIAL REDACTED - Revenue Expenses Aug-23 Final [10.3.3.4 - 2 pages]
5. CONFIDENTIAL REDACTED - Capital Budget 2023-2024 August 2023 [10.3.3.5 - 4 pages]
6. CONFIDENTIAL REDACTED - G-2022 LRCI Progression Table- Phase 2 \$390,090 as at 31-08-2023 [10.3.3.6 - 1 page]
7. CONFIDENTIAL REDACTED - 2022 LRCI Progression Table- Phase 3 31-08-2023 [10.3.3.7 - 1 page]
8. CONFIDENTIAL REDACTED - 2023 LRCI Progression Table- Phase 4 as at 31-8-2023 [10.3.3.8 - 1 page]
9. CONFIDENTIAL REDACTED - G- LGGSP 2022-24 as at 31-08-23 [10.3.3.9 - 1 page]
10. CONFIDENTIAL REDACTED - G-2021-2024 W 4 Q Progression Table \$1,026,667 31-08-2023 [10.3.3.10 - 2 pages]
11. CONFIDENTIAL REDACTED - 2024 Outback Way PP R 1 Stage 7 Progression Table as at 31-8-2023 [10.3.3.11 - 1 page]

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



**BOULIA SHIRE COUNCIL**  
**Income Statement**  
**For the period ended 31st August 2023**

	<i>2023/2024</i> <i>Actual</i>	<i>2023/2024</i> <i>Budget</i>
<b>Income</b>		
<b>Revenue</b>		
<b>Recurrent Revenue</b>		
Net rate and utility charges	924,852	1,782,240
Fees and charges	138,275	504,900
Rental income	35,699	248,700
Interest received	132,227	301,900
Sales - contract and recoverable works	106,549	1,796,990
Other Income	0	304,500
Grants, subsidies, contributions and donations	2,141,382	7,212,550
<b>Total Recurrent Revenue</b>	<u>3,478,984</u>	<u>12,151,780</u>
<b>Capital Revenue</b>		
Grants, subsidies, contributions and donations	942,918	10,416,324
Sale of property, plant and equipment	0	0
<b>Total Capital Revenue</b>	<u>942,918</u>	<u>10,416,324</u>
<b>Total Revenue</b>	<u>4,421,903</u>	<u>22,568,104</u>
<b>Total Income</b>	<u>4,421,903</u>	<u>22,568,104</u>
<b>Expenses</b>		
<b>Recurrent Expenses</b>		
Employee benefits	(606,269)	(8,668,070)
Materials & Services	(1,729,507)	(2,687,580)
Finance Costs	1,446	(45,100)
Depreciation	(26,707)	(5,275,610)
<b>Total Recurrent Expenses</b>	<u>(2,361,037)</u>	<u>(16,676,360)</u>
<b>Capital Expenses</b>		0
<b>Total Expenses</b>	<u>(2,361,037)</u>	<u>(16,676,360)</u>
<b>Net Result Attributable to Council</b>	<u><u>2,060,865</u></u>	<u><u>5,891,744</u></u>

**BOULIA SHIRE COUNCIL**  
**Balance Sheet**  
**For the period ended 31st August 2023**

*2023/2024 Actuals*

<b>Current Assets</b>		
Cash and cash equivalents	20,955,859	
Trade and other receivables	534,607	
Inventories	320,084	
<b>Total Current Assets</b>	21,810,550	
<b>Non-current Assets</b>		
Property, plant and equipment	227,566,503	
<b>Total Non-current Assets</b>	227,566,503	
<b>TOTAL ASSETS</b>	249,377,054	
<b>Current Liabilities</b>		
Trade and other payables	(424,523)	
Borrowings	(91,298)	
Provisions	(1,289,366)	
Contract Liabilities	(682,150)	
<b>Total Current Liabilities</b>	(2,487,337)	
<b>Non-current Liabilities</b>		
Borrowings	(1,196,587)	
Provisions	(35,690)	
<b>Total Non-current Liabilities</b>	(1,232,277)	
<b>TOTAL LIABILITIES</b>	(3,719,614)	
<b>NET COMMUNITY ASSETS</b>	245,657,440	
<b>Community Equity</b>		
Asset revaluation reserve	132,665,655	
Retained surplus	112,991,784	
<b>TOTAL COMMUNITY EQUITY</b>	245,657,440	

**BOULIA SHIRE COUNCIL**  
**Statement of Cash Flows**  
**For the period ended 31st August 2023**

	<i>2023/2024</i>	<i>Adopted Budget</i>
	<i>Actuals</i>	<i>2023-24</i>
<b>Cash Flows from Operating activities:</b>		
Receipts from customers	1,203,212	5,726,000
Payments to suppliers and employees	<span style="color: red;">(2,670,004)</span>	<span style="color: red;">(11,832,000)</span>
	<span style="color: red;">(1,466,792)</span>	<span style="color: red;">(6,106,000)</span>
Interest received	132,227	715,000
Rental income	35,699	357,000
Non-capital grants and contributions	2,141,382	5,766,000
Borrowing costs	<span style="color: red;">(1,446)</span>	<span style="color: red;">(36,000)</span>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	841,070	696,000
<b>Cash Flows from Investing activities:</b>		
Payments for property, plant and equipment	<span style="color: red;">(1,402,318)</span>	<span style="color: red;">(45,968,000)</span>
Proceeds from sale of property, plant and equipment	0	
Grants, subsidies, contributions and donations	942,918	40,829,000
<b>Net Cash Inflow (Outflow) from Investing activities</b>	<span style="color: red;">(459,400)</span>	<span style="color: red;">(5,139,000)</span>
<b>Cash Flows from Financing activities</b>		
Proceeds from borrowings		2,000,000
Repayment of borrowings	<span style="color: red;">(1,488)</span>	<span style="color: red;">(631,000)</span>
<b>Net Cash Inflow (Outflow) from Financing activities</b>	<span style="color: red;">(1,488)</span>	1,369,000
<b>Net Increase (Decrease) in Cash and Cash Equivalents held</b>	380,182	<span style="color: red;">(3,074,000)</span>
<b>Cash and Cash Equivalents at beginning of Reporting period</b>	20,575,678	20,575,678
<b>Cash and Cash Equivalents at end of Reporting period</b>	<b>\$ 20,955,859</b>	<b>\$ 17,501,678</b>

<b>TITLE:</b>	Audit & Risk Management Committee Update September 2023 Report	<b>DOC REF:</b> 10.3.4
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Governance

5.2: It is clearly evident in how Council does business

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

5.2.2: Maintain high standards of Corporate Governance through effective audits

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

To present Council with the Audit and Risk Management Meeting Minutes held on 1<sup>st</sup> September 2023.

**CONTENT:**

The Committee Chair Peter O'Regan ran the meeting, items covered were:

- Confirmation of minutes of the previous meeting 29<sup>th</sup> May 2023
- 2023 Interim Audit Report
- Desktop Asset Valuation Buildings, Structures, Water & Sewerage Position paper 2023
- Desktop Asset Valuation Roads / Aerodrome Position paper 2023
- Sick Leave Provision Position paper 2023
- Review Draft Financial Statements 2022-23
- Queensland Audit Office update

Further detailed information can be found in the attached minutes of the meeting and associated reports.

**CONSULTATION:**

Nil

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

That the Director of Corporate & Financial Services Audit and Risk Management Report for September 2023 be received for information.

**ATTACHMENTS:**

1. Audit Risk Management Committee meeting minutes 01-09-2023 [**10.3.4.1** - 2 pages]
2. CONFIDENTIAL REDACTED - Boulia Audit Risk Management Committee Meeting Agenda 1-9-2023 [**10.3.4.2** - 106 pages]

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

**MINUTES OF THE AUDIT & RISK MANAGEMENT COMMITTEE**

**MEETING HELD ON 1<sup>st</sup> September 2023**

**Bouli Shire Council's Administration Building, CEO's Office & via Teams Meeting**

**ATTENDEES:** Peter O'Regan – Independent Financial expert – Chairperson (By Teams)  
Sam Beauchamp – Council representative  
David Lloyd - PKF – External Auditor (By Teams)  
Michael Claydon – Qld Audit Office Representative (By Teams)  
Rachel Stevens – Qld Audit Office Representative (By Teams)  
Tony Walsh – Walsh Accounting – Internal Auditor (By Teams)  
Peter Catterson – Altius (Observer) (By Teams)  
Iris Arciega – Altius (Observer) (By Teams)  
Lynn Moore – CEO (Observer)  
Ian Honour – Relief Finance Manager (Observer)  
Kaylene Sloman – Director of Corporate & Financial Services (Minute taker Observer)

**APOLOGIES:** Eric (Rick) Britton – Council representative  
Liam Murphy – PKF – External Auditor

**Opened: 9.05 am**

**1) CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

The minutes of the Audit and Risk Management Committee meeting held 29<sup>th</sup> May 2023 taken as read and be accepted.

**1.1 Report – Revaluation of Roads and Aerodrome Tarmac Assets 30<sup>th</sup> September 2023**

Was tabled.

*Moved Peter O'Regan, Seconded Sam Beauchamp CARRIED*

**2) 2023 Interim Audit Report**

David Lloyd presented, noted

**3) Desktop Asset Valuation Buildings, Structures, Water & Sewerage – Position Paper 2023**

Presented by Peter Catterson.

**4) Desktop Asset Valuation Roads / Aerodrome - Position Paper 2023**

Presented by Peter Catterson.

**5) Sick Leave Provision – Position Paper 2023**

Presented by Peter Catterson.

**6) Review of Draft Financial Statements 2022/23**

Presented by Peter Catterson.

*Moved Sam Beauchamp, Seconded Peter O'Regan CARRIED*

**7) Audit & Risk Management Register 2023**

Deferred to next meeting.

**8) QAO Update**

Michael Claydon addressed the meeting.

**9) General Business**

Tony Walsh addressed the meeting with updated on Internal Audit Plan is in draft mode, will be finalised next week in preparation for next meeting.

**10) Meeting Closed 9.58 am**

<b>TITLE:</b>	Policy No. 113 Uniform Policy Review	<b>DOC REF:</b> 10.3.5
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<b>REPORT BY:</b>	Kaylene Sloman Director of Corporate & Financial Services	<b>DATE:</b> 18/09/2023
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**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance  
5.1: Confidence  
5.1.1: Manage Council's operations in an effective manner by clearly defining the functions, services, roles and responsibilities of Council

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

Uniform Policy.  
Changes as detailed in table below and highlighted in Policy.

Page	Change required	Change Made	
4	Inserted box for Probationary Staff at end of page	<b>Probationary Staff</b>	
		<b>Female employees</b>	<b>Male employees</b>
		Two (2) tops One (1) skirts or trousers	Two (2) business shirts One (1) pairs of trousers
5	Under Sports Centre Staff	<b>Probationary Part Time</b>	
		<b>Male or Female employees</b>	
		Two (2) Polo shirts One (1) shorts or trousers	

**CONSULTATION:**

WHSA Officer

**GOVERNANCE IMPLICATIONS:**

Nil

**RECOMMENDATION:**

1. That Policy 113 Uniform Policy be endorsed as presented
2. That the Policy 113 Uniform Policy be updated on the Councillor Hub

**ATTACHMENTS:**

1. 113 - Uniform Policy Sept 23 [**10.3.5.1** - 7 pages]

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



# BOULIA SHIRE COUNCIL

## UNIFORM POLICY

<b>Category:</b>	Policy
<b>Policy Number:</b>	113
<b>Document Version:</b>	5
<b>Obsolete Version:</b>	Policy 113 Uniform Policy Version 4 2022/06.11
<b>Keyword Classification:</b>	Employee Uniforms
<b>Summary:</b>	To provide guidelines of what is acceptable to wear at work especially Personal Protective Equipment.
<b>Adoption Date:</b>	
<b>Resolution:</b>	
<b>Due for Revision:</b>	Every 3 years or as legislation changes
<b>Revision Date:</b>	
<b>Date Revoked:</b>	n/a
<b>Related Documents:</b>	Policy 116 - Workplace Health, Safety, Environment and Quality Policy 140 - Statement of Business Ethics Policy 146 - Code of Conduct
<b>Responsible Section:</b>	Executive
<b>Responsible Officer:</b>	Director of Corporate and Financial Services
<b>Legislation:</b>	Work Health and Safety Act 2011



## **OBJECTIVE**

A uniform forms part of Boulia Shire Council's broader branding strategy and is an important element of Council's image. It assists in identifying Council employees and helps ensure that Council staff are dressed in an appropriate manner to maintain their health and safety within the work environment and when representing Council in a professional manner. This policy establishes guidelines for the provision and mandatory wearing of Council's Uniform.

## **SCOPE**

This policy applies to all employees of Boulia Shire Council.

Whilst it does not apply to volunteers, contractors, consultants or short-term temporary employees, it is expected that all persons working for Council in this capacity will maintain an appropriate standard of attire in keeping with the intent of this policy in regards to displaying a professional image.

## **PRESENTATION**

In accordance with Council's Code of Conduct for Employees, a high standard of personal presentation is required from staff at all times whilst on duty and representing Council in an official capacity. Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. It is recommended that the manufacturer's care and washing instructions are to be followed. Some laundry and dry-cleaning costs for uniform items may be tax deductible.

## **ACCEPTABLE ATTIRE**

Clothing and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard having the potential to harm health or safety. If a workplace participant is uncertain about whether his/her attire is acceptable, the workplace participant should check with their supervisor.

Council has an obligation under the Workplace Health and Safety Act 2011 Division 2 s19 to ensure that the health and safety of all the workers engaged or caused to be engaged by the Council is maintained whilst the workers are engaged in Council business or duties. Boulia Shire Council is situated in a harsh weather environment and sun exposure over an eight (8) to twelve (12) hour day for employees and contractors is classed as extreme. Therefore, it is proposed that to minimise risk to sun exposure, all outside employees, contractors, visitors and volunteers are to wear long sleeved high visibility shirts and a broad brimmed hat to comply with the above legislation.

If shorts are worn then sufficient and regular application of sunscreen is to be used to prevent sunburn. It is recommended that sunscreen be worn at all times to protect any surface that is not covered by protective clothing.

To meet protection requirements, broad brimmed hats must have a brim of at least 7.5cm to comply with standards. The only exception to this rule is for machine operators and truck and car drivers as it can be uncomfortable when wearing large hats in a vehicle/machine. However, as soon as the operator/driver exits their machine or vehicle they must wear their broad brimmed hat. Hats that are worn or damaged and no longer comply with the above standard are to be replaced.

Baseball caps and visors provide limited protection to the cheeks, ears, neck and are not permissible. Any hat deemed as not providing adequate UV protection by Council will not be permitted on Council work sites.

## WEARING OF COUNCIL UNIFORMS

Wearing of the Council uniform is considered compulsory at Bouliia Shire Council. Where it is practical to do so, staff may also wear their uniform whilst representing Council in an official capacity including attending training, meetings and conferences etc.

## ISSUING OF UNIFORMS

Council uniforms will be issued in accordance with the below:

### Outside Workforce

Probationary Staff	Provided on commencement
Safety glasses - clear	1 pair
Safety glasses - smoke coloured	1 pair
Gloves	1 pair
Broad brimmed hat	1 only
5 Litre water bottle	1 only
Ear Plugs	As needed
Fly veils	As needed
Long sleeve high visibility shirts	3 shirts
	3 pants
Long trousers/shorts	1 only
High visibility cold weather coat	1 pair*
Steel capped safety boots*	1 bottle (then subsequently as needed on
125 ml bottle of Sunscreen	production of the empty bottle to the Stores Person)

On satisfactory completion of an employee's probationary period the balance of equipment supplied to permanent staff, as mentioned below, will be made available. If the employee does not continue employment the equipment must be returned to the Council.

	Provided in the 1 <sup>st</sup> year of employment	Provided in subsequent yrs at the calendar year 'Start up'
<b>Permanent Full Time Staff</b>		
Safety glasses - clear	1 pair	1 pair
Safety glasses - smoke coloured	1 pair	1 pair
Gloves	1 pair	1 pair
Broad brimmed hat	1 only	As needed
5 Litre water bottle	1 only	As needed
Ear Plugs	As needed	As needed
Fly veils	As needed	As needed
Long sleeve high visibility shirts	5 shirts	3 shirts
	5 pants	3 shirts
Long trousers/shorts	1 only	As needed
High visibility cold weather coat	1 pair	As needed
Steel capped safety boots*		
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on	
	production of the empty bottle to the Stores Person)	

<b>Casual Staff</b>		
Safety glasses	1 pair	1 pair
Gloves	1 pair	1 pair
Broad brimmed hat	1 only	As needed
5 Litre water bottle	1 only	As needed
Ear Plugs	As needed	As needed
Fly veils	As needed	As needed
Long sleeve high visibility shirts	2 shirts	2 shirts
Long trousers/shorts	2 pants	2 pants
Steel capped safety boots*	1 pair	As needed
125 ml bottle of Sunscreen	1 bottle (then subsequently as needed on production of the empty bottle to the Stores Person)	

\* All employees are required to wear safety boots that comply with AS 2210.2, Type 1 at all times. Boots that are worn or damaged and no longer comply with this standard are to be replaced.

Council will either supply work boots or reimburse employees the actual cost of approved work boots in value up to \$200.00 upon provision of a receipt for the purchase of safety boots and the presentation and surrender of the old boots to the Store Person. Work boots may also be pre-ordered at Totally Workwear Mount Isa, Council completes a purchase order for workers up to the amount of the work boots not exceeding \$200, Workers are required to pay the difference if over allocated amount.

Council will supply safety gum boots (steel cap) to employees as required.

There shall also be a variety of fit for purpose Personal Protection Equipment (PPE) made available on a task specific requirement. For example, PPE supplied for tasks like welding; confined spaces; fall protection and wet weather works.

Council PPE is to be worn only in work hours. It is not to be worn on non-work days.

If any of the listed items above are required before the scheduled distribution date mentioned above, Council will replace the item if it is damaged as a result of fair wear and tear. Worn or unserviceable items will be replaced on presentation of the old item to the Store Person and requesting a replacement. Any disputes over fair wear and tear will be resolved by the employee and Store Person consulting with the employee's Supervisor.

### **Administration, Library and Tourism (Min Min Encounter/Heritage Complex) Staff**

All permanent Administration, Library and Tourism employees will be issued with the following uniforms after a three-month probationary period. During the probationary period, new staff members are expected to dress in a smart/casual manner appropriate to the office environment.

Uniform styles and colours for Administration, Library and Tourism Staff are limited to those styles and colours noted in Council's Uniform Options listing.

<b>Probationary Staff</b>	
<b><i>Female employees</i></b>	<b><i>Male employees</i></b>
Two (2) tops One (1) skirts or trousers	Two (2) business shirts One (1) pairs of trousers

<b>Permanent Full Time</b>	<b>Subsequent Years</b>
<b><i>Female employees</i></b>	
Four (4) tops Three (3) skirts or trousers One (1) jacket or cardigan/jumper One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) tops Two (2) skirts or trousers Jacket or cardigan/jumper as needed One (1) 'PR Friday' T-shirt or polo shirt
<b><i>Male Employees</i></b>	
Four (4) business shirts Three (3) pairs of trousers One (1) jacket or jumper/vest One (1) 'PR Friday' T-shirt or polo shirt One (1) Name Badge	Three (3) business shirts Two (2) pairs of trousers Jacket or jumper/vest as needed One (1) 'PR Friday' T-shirt or polo shirt

<b>Casuals/Part Time</b>	<b>Subsequent Years</b>
<b><i>Female employees</i></b>	
Two (2) tops Two (2) skirts or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Cardigan/jumper One (1) Name Badge	One (1) top One (1) skirt or trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Cardigan/jumper as needed
<b><i>Male Employees</i></b>	
Two (2) business shirts Two (2) pairs of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) One (1) Jumper/vest One (1) Name Badge	One (1) business shirt One (1) pair of trousers One (1) 'PR Friday' T-shirt or polo shirt (Part Time employees only) Jumper/vest as needed

Jackets, Cardigans, jumpers and vests are only replaced on fair wear and tear.

In addition to the above items, all Tourism staff working at the Heritage Complex will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

Administration, Library and Tourism staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels above 2 inches are permitted (no heels at the Heritage Complex). Council encourages employees to wear non slip, supportive footwear.

### **Sports Centre Staff**

<b>Probationary Part Time</b>
<b><i>Male or Female employees</i></b>
Two (2) Polo shirts One (1) shorts or trousers

<b>Permanent Part Time (First year)</b>	<b>Subsequent Years</b>
<b><i>Male or Female employees</i></b>	
Four (4) Polo shirts Three (3) shorts or trousers One (1) Fleecy jumper One (1) 'PR Friday' T-shirt or polo shirt	Two (2) Polo shirts Two (2) shorts or trousers Fleecy jumper as needed

<b>Casuals and Trainees (First year)</b>	<b>Subsequent Years</b>
<b>Male or Female employees</b>	
Two (2) Polo shirts Two (2) shorts or trousers One (1) Fleecy jumper	One (1) Polo shirt One (1) shorts or trousers Fleecy jumper as needed

Sports Centre staff footwear (not provided) should be of a smart/casual nature with enclosed toes for safety purposes. No heels are permitted. Council encourages employees to wear non slip, supportive footwear.

When working around the pool area, Aquatic Centre staff are required to have aqua footwear (not provided). Aqua skin footwear suitable for the pool conditions will be reimbursed on presentation of receipt.

In addition to the above items, all Sports Centre staff will be issued with fly veils (distributed on an as needed basis and replaced on fair wear and tear) and one (1) suitable wide brim hat (to be replaced on a fair wear and tear basis).

Replacement of as needed/fair wear and tear items will be at the discretion of the employee's Supervisor. Any disputes over fair wear and tear will be resolved by the employee and their Supervisor consulting with the Chief Executive Officer.

All new and replacement uniforms for Administration, Library, Tourism and Sports Centre staff must be approved by the section manager and ordered by the Executive Assistant. A register of annual uniform purchases for Administration, Library, Tourism and Sports Centre staff will be maintained by the Executive Assistant as a control measure.

## **CASUAL CLOTHING**

'PR Friday' enables Administration, Library, Tourism and Sports Centre staff to wear neat/casual clothing each Friday with promotional shirts as issued.

When a special interest or fundraising day is held, it is accepted that employees may dress in appropriate themed attire, however clothing and shoes on these days, must still be appropriate for the workplace and in keeping with Council's corporate image.

## **NAME BADGES**

Bouliia Shire Council name badges are to be worn by all Administration, Library, Tourism and Sports Centre staff. It is also recommended that they be worn by staff attending meetings, conferences and seminars and those who generally have high levels of community contact outside of the office. All staff must wear name badges during work hours.

## **EMBROIDERY**

Council issued uniforms will as far as is practical be embroidered with either 'Bouliia Shire Council', 'Bouliia Sports and Aquatic Centre' or the Council Logo/Tourism Logo as appropriate.

## **TATTOOS AND BODY PIERCING**

Tattoos that could be perceived as offensive should be discreetly covered where possible (e.g. sexually graphic, lewd, violent, extremist or otherwise offensive tattoos etc.). This item is to be administered at the discretion of Management. Council's image and that of the region can be affected by the presentation of our staff. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times.

## **HEALTH AND SAFETY**

Boulia Shire Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing, shoes or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may take whatever action it considers necessary to address the situation.

Action may include directing the workplace participant to remove or replace the particular clothing, shoes or jewellery while in the workplace. If it is not practicable to remove or replace the particular item, Council may direct the workplace participant to leave the workplace. A workplace participant is expected to comply with any such direction.

## **RETURN OF UNIFORMS UPON RESIGNATION/TERMINATION OF EMPLOYMENT**

Employees are required to return uniforms which are embroidered with any reference to Council's name or logo to their Supervisor on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future.

## **BREACH OF THIS POLICY**

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.

## **10.4 Community Services**

<b>TITLE:</b>	Community Services Report August 2023	<b>DOC REF:</b> 10.4.1
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<b>REPORT BY:</b>	Julie Woodhouse Community Services Manager	<b>DATE:</b> 18/09/2023
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### **CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

1.1: Promotion of community events, services and facilities

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

Key Priority 3: Economic Development - A sustainable local economy

3.1: Facilitate employment and investment opportunities

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

Key Priority 6: Supporting local services and facilities

6.1: Facilitate opportunities

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

6.2: Support an active healthy community

Key Priority 7: Valuing our greatest asset – people

7.4: Tourism

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

### **RISK MANAGEMENT:**

Information Report only - not applicable.

### **PURPOSE:**

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

### **CONTENT:**

Current housing available:

<b><u>ACTIVITY</u></b>	<b><u>Number</u></b>
Total houses available for occupation currently	0
Total units available (includes 1 pensioner unit)	1
Total Council units are always kept vacant for use by visiting professionals	0
Total Council furnished units being used by contractors	0
Houses/units being renovated/painted	1
Formal applications for rental for August	1
Enquiries re housing availability for August	0

### **Housing update:**

- As the house at 26 Moonah Street was vacated by an employee, another employee has been given the green light to rent it.
- 27 Pituri Street was also vacated by a council employee. This will be then leased to the new employee arriving in September
- Acting CEO to use the unit at 4/26 Pituri Street for 6 weeks.

**Tourism updates:**

Trip Advisor had two great reviews in May and July this year See below for the Min Min Encounter and Heritage Complex. There have been 62 reviews on the Encounter listing.

**Jul. 2023 • Family**

*The home of the "min min light" tourist museum. It was very popular. It was worth attending the tour. I really liked the way it was set up. Robotic manikins telling stories of the min min light. I had heard about this min min light, but I left this museum knowing more about the mysterious min min light. Note: "the light comes to you" - you don't go looking for the min min light!*

*Again this was well set up staff friendly and they keep the groups small, so your experience was a good one not rushed or crowded. It's run by the local Bouliia council. You asked not to take photos which is fine - it was all about the stories and the experience.*

**May 2023**

*The Min Min encounter and (nearby) combined heritage museum were both very enjoyable and well-presented experiences. Very friendly, helpful and informative staff. Overall, well worth visiting both places (Info centre & min min encounter and the heritage museum)*

**Community:**

Report on Town beautification concept attached.

**Signage:**

- New sign for the Scar tree at Marion has been installed.
- New replacement sign for the Min Min Encounter on median strip has arrived.
- Tropic of Capricorn sign has arrived
- Shire Hall replacement sign installed.
- Police Barracks replacement sign has arrived.

**Library report by Tarsha Shaw:**

Library patron numbers: 197 - August

This month our first 5 forever program was held twice a week. Set days being Monday and Wednesdays. We held a book week dress up morning tea this month, did lots of craft and planned the next month calendar.

We still have tourist coming in and helping them with research or simply setting up mobile phones.

We have created a "School Holiday Activities" program for September in conjunction with the sports centre staff.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022	54	74	49	18	137	135	170	64	67	75	71	42
2023	51	137	86	131	129	88	131	197				

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Community Services August 2023 report be received for information.

**ATTACHMENTS:** Concept for Town Beautification

Reviewed and Approved by Chief Executive Officer	Ms Lynn Moore
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# Boulia Shire Council

## Concept Brief Town Beautification

## Document control

**TABLE 1: DOCUMENT CONTROL**

Prepared by:	Julie Woodhouse
Role:	Community Services Manager
Department	Community Services
Local Government Authority	Boulia Shire Council
Version number	0.1
Version date	6/9/2023
Status	Initial Draft
Magic ref / document number:	

## Document authorisation

**TABLE 2: DOCUMENT AUTHORISATION**

Name	Signature	Date
Requested by: CEO		
Reviewed by: Lynn Moore		
Endorsed by: Boulia Councillors/Mayor		
Approved by: Council		

## Version history

**TABLE 3: VERSION HISTORY**

Version number	Date	Changed by	Nature of amendment
0.1	6/9/23		Initial draft

## Key information

### Initial suggestion for review /submission /request for project:

1. Project request for consideration:
  - First considered in June 2023 there were some ideas put forward by Councillors to refresh the town entrances and median strip to make a WOW impact for visitors and promote Boulia further. One idea was a story board of metal images depicting a “Boulia story timeline”.
  - In August a sculpture project proposal was sent to Council from Sethius Art in Brisbane detailing some proposed fauna and Plesiosaur sculptures made from corten steel.
  - A meeting was held between the J. Woodhouse, Councillor T. Edgar and Councillor S. Beauchamp on the 6<sup>th</sup> September to talk about the proposal put to council and other/any ideas.
2. Location:
  - Winton/Boulia entrance corner and the median strip outside the Min Min Encounter for the initial installs.
3. Who will this benefit?
  - Boulia Community and visitors to the town, the benefits for tourism promotion will be invaluable.
4. Provide your considerations on all options which could be available?
  - The proposal of the Plesiosaur on the median strip caused some discussion, but eventually was thought this would make a great impact as sited directly opposite the tourism centre. This placement though would require the removal of the two blue trees and current signage to somewhere else. (not too far for signs as they still point to tourist centre)

- LED lighting spheres could also be placed on the median strip in groupings, these would be remote controlled and would symbolise the Min Min lights at night which Boulia is known for.
- The three sculptures of fauna (kangaroo, camel and emu) to be placed at the Winton/Boulia welcome sign would also provide a wonderful visual impact on visitors entering via that direction. This area would need to be compacted down in size and value added to the display with a setting which could include spinifex clumps, red soil and closing in of current boundary fence to encompass a smaller compact area around sign and statues.

#### 5. Will anyone be negatively impacted.?

- This should not occur but a community survey could be put out requesting feedback from residents.

#### Community service requirement – What is the need? Why should we do this?

From a community service perspective, the addition of sculptures and lighting or other related attractions throughout the town area will capture the public's attention in a positive way and value add to our tourism experiences currently available.

As mentioned in the Art proposal a sense of cultural identity and community pride will be highlighted for Boulia residents. The following are all benefits of beautifying the town surrounds.

- Sustainable Tourism Development:
  - Promotion and Marketing
- Cultural Hub:
  - Educational Opportunities
  - Increased economic growth.

Alternate project options

**Option A** –Accept Sethius Art proposal for steel sculptures:





**Option B** – Do silhouette sculptures

- These can be laser cut from steel in Townsville but are not 3 dimensional for more visually appealing impact.

**Option C** – Do nothing

- Not really an option as tourism is the second largest economic driver in this shire and needs annual input of ideas for better promotion and marketing of the town and surrounds.

**Preferred option**

- Steel Sculptures like the proposed ones or others of similar design.

### Alignment with Asset/Service Plan

The existing asset at the Eastern entry was not previously recoded as an asset (only the signage was listed). This will be a new project which does not have a previous asset in town and will be recorded on our asset register upon completion.

### Alignment with strategic priorities/Community priorities

#### **Corporate Plan 2019-2024 Economic Development- A sustainable local economy:**

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

3.4.1 All opportunities used to increase the shire's exposure to the tourism market.

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

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

3.4.4 Promote Bouliia Shire and the RAPAD region as a region for tourism and development opportunities.

#### **Operational Plan:**

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

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.

### Consultation/Stakeholder engagement undertaken:

- Past community meetings
- Councillor requests
- Community surveys

## Risks- Low, Medium, High, Severe

TABLE 5: RISKS

Description	risks	rating	Likelihood of occurrence	actions
1. Service delivery	Inability to deliver non-essential services within a specified time of >3 days but < 1 week	Low	Low	
2 Finance	Costs could be higher than original estimates	low	low	Budget for extra contingency
3 Legal/Regulatory	Risk of falls from climbing asset.	Low	Low	Signage to be in place
4 Infrastructure/Assets	Localised damage to a single general asset which can be remedied within a short time frame	Medium	Low	Inspection daily by Parks and Gardens staff.



Risks should be assessed in line with Council's published Risk Management Framework

## Estimated costs

Whole of Life costs including Initial capital and ongoing operational costs  
[enter text here]

Option	Capital	Annual Operating	Total cost over 30 years*
Option A	50,000		
Option B	40,000		
Option C	60,000		
Option D			

\*Use PDF Project Costing Tool and calculate Net Present Value

## Timeframe

## Recommendation

It is recommended that the Project Decision Making Group **approve** theTown Beautification concept for further consideration through a Business Case assessment or approve directly if the project is under \$50,000 and within allocated budget.

Signed  
Project Sponsor  
Name: Enter text here  
Role: Enter text here

Signed  
Chair, Project Decision Making Group  
Name: Enter text here  
Role: Enter text here

\_\_\_\_\_  
Date: [date]

\_\_\_\_\_  
Date: [date]

**Whole of life Project Costing**

**Project Name:**

Town Beautification

Details	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	
<b>A. Cost: Cash outflow: (\$)</b>	50000																				
<b>A1. Capital Cost</b>																					
Geotechnical Investigation																					
Concept design cost																					
Contract development																					
Construction	50000																				
Refurbishment																					
Demolition of Old Block																					
Capital replacement																					
<b>A2. Operating Cost (Recurrent Expenses)</b>																					
Maintenance costs																					
Cost of utility (Power, Water, Fuel, if any)																					
Inspection cost																					
Insurance																					
<b>A. Total Cash Outflow: (A = A1 + A2)</b>	50000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>B. Benefit: Cash inflow: (\$)</b>																					
<b>Direct benefit</b>																					
Revenue from user pay (if any)																					
Revenue from rates and taxes																					
Savings on Current Operational Costs																					
<b>Indirect benefit</b>																					
Payroll taxes																					
Increased value added to the regional economy																					
Tourism expenditure																					
Other indirect benefits (specify)																					
<b>B. Total Cash inflow:</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>C. Net Cash inflow (NCF) - Base case (NCF = B - A): (\$)</b>	-50000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>C. NCF - Sensitivity case (NCF = B - (A*1.05)): (\$)</b>	-55000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Cash Inflow</b>	0																				
<b>Estimated Values:</b>	NCF	NPV @4%	NPV @6%	30 years																	
Base case Scenario	-50000	-48077	-47170																		
Sensitivity Case - 10% increase in total cost	-55000	-52885	-51887																		
<b>Expected Depreciation Impact</b>																					
Expected useful life	10	years																			
Straight line Depreciation rate	10%																				
Total Capital cost	50000																				
Estimated Depreciation		5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000

- Notes:**
- Numbers should be filled into the BLUE shaded areas.
  - Insert data on costs and benefits as estimated for the economic life of the project. Please describe estimated costs and benefits and explain assumptions in the next worksheet
  - Economic life must be the number of years of durability or useful life of the assets/infrastructure created or a maximum of 20 years.
  - Cost and benefit items are illustrative. Additional cost and benefit items can be added by inserting rows .
  - The Cells B31 and B37 will automatically estimate the Total and Net cash flow etc.; NPV cell will automatically present the estimated NPV.
  - All GREY shaded areas are formula (Please do not edit the grey shaded areas)

<b>TITLE:</b>	Min Min Encounter & Boulia Heritage Centre Report – August 2023	<b>DOC REF:</b> 10.4.2
<b>REPORT BY:</b>	Karen Savage Tourism Officer	<b>DATE:</b> 18/09/2023

**CORPORATE PLAN REFERENCE:**

Key Priority 1: A strong supportive community environment

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

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

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

Key Priority 6: Supporting local services and facilities

6.2: Support an active healthy community

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

**RISK MANAGEMENT:**

Information Report only - not applicable.

**PURPOSE:**

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

**CONTENT:**

**Monthly Activity Statistics: August 2023**

Sales – tickets/merchandise	\$37,939.03
MME total Visitor Stats	885
MME Tickets	457
BHC Tickets	91
COMBO Tickets	209
Rezdy Online Bookings during the month (no payment taken)	22 people + 4 groups

**Social Media Statistics: August 2023**

Social media pages	Reached
TripAdvisor Review	64% excellent
Google Business Profile	632 profile views, 169 interactions 69 website visits from the profile

**REPORT ON ACTIVITIES HELD FOR AUGUST**

Visitor Statistic Reporting:

- Explore Queensland Network survey to be completed on the 1<sup>st</sup> of each month
- Outback Queensland (OQTA) monthly report email by the 10<sup>th</sup> of each month

August remained intermittently busy with traffic continuing to move through travelling both north and south. The last week in August saw a lot of traffic stopping here for a night prior to the Birdsville races.

**Group Bookings:** We saw a total of 4 group bookings through the show this month with very positive feedback from both the tourists and the guides.

**Social Media**

Facebook posts this month reached 5.3K people with 672 interactions.

**Explore Queensland Network:** n/a

**Merchandise:**

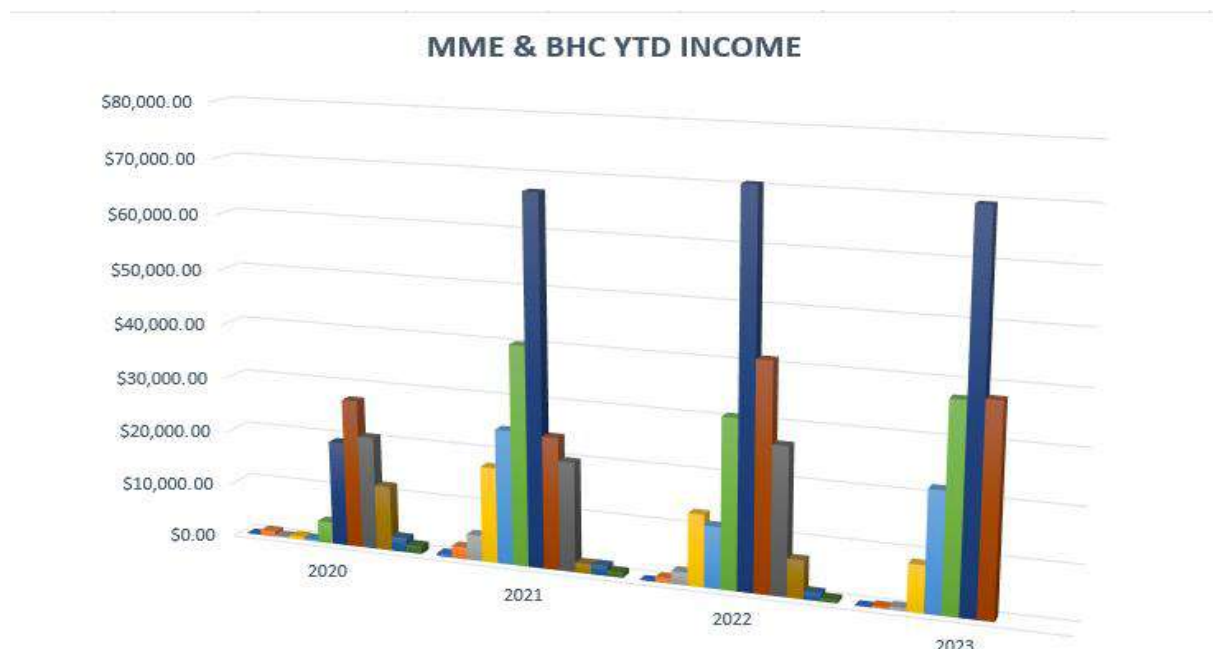
Merchandise continues to sell well, and August gave us an opportunity to restock many of the popular brands and to increase some lines, notably our food lines expanded again to carry speciality oils and vinegars as well as flavoured salts and meat rubs.

**Bouli Heritage Centre:**

The Heritage Complex continues to be popular especially as a combination ticket with the Min Min Encounter.

**General:**

This month also saw a very successful RAPAD with many positive comments about both Our Heritage complex and the Min Min Encounter.



**Total Sales MME, BHC & Merchandise**

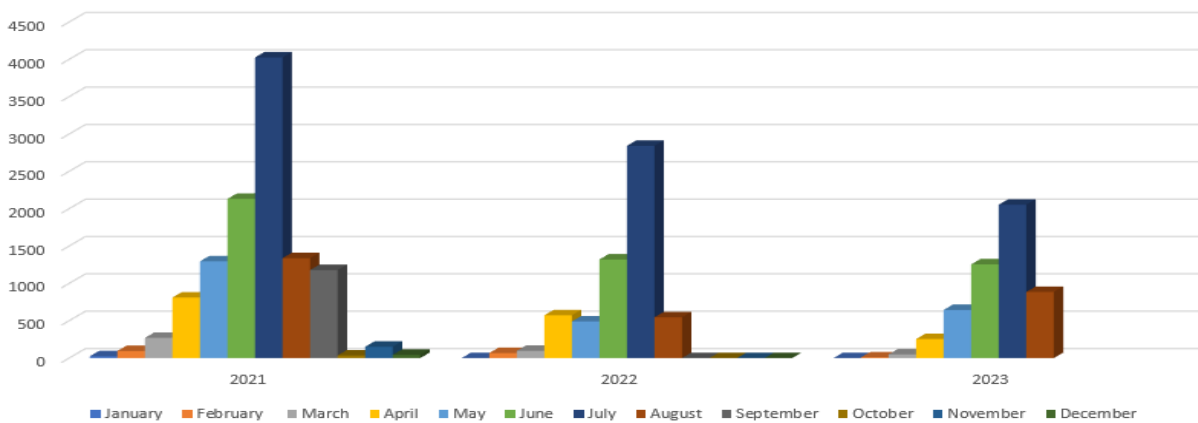
	2020	2021	2022	2023
January	\$ 27.80	\$ 522.25	\$ -	\$ -
February	\$ 974.45	\$ 2,192.35	\$ 869.50	\$ 327.85
March	\$ 315.35	\$ 4,735.20	\$ 2,341.35	\$ 589.53
April	\$ 590.20	\$17,599.45	\$ 13,157.75	\$ 8,518.56
May	\$ 412.80	\$24,691.00	\$ 11,267.15	\$ 21,869.34
June	\$ 3,985.95	\$40,253.80	\$ 30,891.56	\$ 37,490.68
July	\$ 19,329.20	\$67,167.50	\$ 70,637.11	\$ 69,549.33
August	\$ 27,432.71	\$24,277.55	\$ 41,365.90	\$ 37,939.03

September	\$ 20,851.55	\$20,091.75	\$ 26,832.70	
October	\$ 11,987.00	\$ 1,791.30	\$ 6,954.73	
November	\$ 2,622.70	\$ 1,838.70	\$ 1,426.85	
December	\$ 1,462.75	\$ 976.90	\$ 635.35	

**MME & Heritage Complex Visitor Numbers**

	2021	2022	2023
January	24	0	0
February	95	67	10
March	270	97	49
April	811	573	255
May	1296	490	645
June	2132	1320	1255
July	4026	2842	2054
August	1338	546	885
September	1179	0	
October	35	0	
November	152	0	
December	44	0	

MME & Heritage Complex Visitor Information



**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That the Min Min Encounter & Boulia Heritage Centre Report August 2023 be received for information.

**ATTACHMENTS:** Nil

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

## **11 Late Reports**

Nil

## **12 Closed Session**

### **12.1 Works and Operations**

<b>TITLE:</b>	Action Report – Assessment of T2032-24.1 'All Services' Supply and Install Bituminous Products	<b>DOC REF:</b> 12.1.1
<b>REPORT BY:</b>	Stuart Bourne GBA - Senior Civil Engineer	<b>DATE:</b> 15/09/2023

#### **CLOSED SESSION REFERENCE:**

**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:  
(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;**

#### **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

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

#### **RISK MANAGEMENT:**

**Risk Category:** People

**Risk Tolerance:** Medium

Summary of Risks Involved: Inconvenience of road users regarding duration of road closure due to works.

**Risk Rating:** Medium

#### **PURPOSE:**

To provide a summary and a recommendation for the award of T2023-24.1 - 'All Service' Supply and Install Bituminous Products.

## **13 General Business**

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