

Boulia Shire Council

Operational Plan 2024-2025

3rd Quarterly review



Not Progressing
Completed
Progressing
Not Due To Start

Key Priority 1: Social License

Our Shire has a long and proud history. Changing times and often harsh conditions have necessitated a deep resilience. To continue to thrive, our communities need to be cohesive and strong, our people supportive and engaged, and our towns attractive and liveable.


1.1: Enhance sporting, recreational & cultural facilities and activities

1.1.1: Build a strong sense of community by supporting local events and organisations

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.1.1.1	Providing support to at least four (4) annual events that are important to the local community; with groups, utilising external grants where possible	All RADF funds expended, and acquittals and returns completed.	RADF funding allocated for 24-25.	
1.1.1.2	Not-for-profit groups provided with information and support to access and deliver grant funding to the community - GrantGuru	All relevant grant information provided to groups via email.	Emails re funding grants applicable to community only groups sent out to relevant committees. Grant funding information on Council website for community.	


1.2: Respecting our culture and heritage

1.2.1: To capture, preserve and promote the heritage and diverse cultures of our region

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.1.1	Promote the distribution of historical research and documentation to the community that can support the maintenance and management of heritage assets and inform the diverse	Documentary work completed with maintenance action plan in place.	This is an ongoing process by Heritage staff.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	community. This can inform activities during NAIDOC Week			

1.2.2: To actively work with all indigenous groups in the development of reconciliation pathways


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.2.2.3	To start the preparation of the draft Shire Reconciliation Action Plan in Jan 2026 with community consultation	Stage 1 Reflect - to be started by March 2026		

1.3: Boulia Shire to have active inclusive communities

1.3.1: Advocate for a range of services, programs and facilities to address disadvantage and foster inclusion



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.1.1	Advocate for increased access to secondary school and university education in Boulia through Country Universities Centre	Number of black spot internet locations achieved.	Country Universities Centre project is being located in the Burke Street Hall with funding provided by the government. A local person will be the site supervisor enabling secondary, primary and tertiary education to take place for a limited number of hours each week.	

1.3.2: Encourage volunteering and recognise volunteers who support events throughout the year

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.2.1	a. Support local community organisations in attracting volunteers through advertising and	Community events supported with advertising, in kind	Recognition to be acknowledged at the 2025 ceremony.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	clarifying governance responsibilities. b. Acknowledge volunteers during Australia Day celebrations and other events.	support etc..		

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
1.3.3.1	Physical infrastructure in parks, toilets is free from defects and meet WH&S standards. CapEx needs noted for budgets.	Parks are free from rubbish, broken equipment replaced/ repaired and mowed as per levels of service schedule.	Parks are free from rubbish, broken equipment replaced/repaired and mowed as per levels of service schedule.	
1.3.3.2	Provide support to community through the maintenance and management of community facilities and a framework for facilitating activities and events	Community events such as ANZAC Day, Australia Day, NAIDOC etc are well organised and promoted.	Australia Day, ANZAC Day, Biggest Morning tea for cancer research, Queensland Day, Remembrance Day. Council assisted with community projects organised by Community Support Service. Domestic Violence Walk, Walk for Daniel and assisted with on-tour children's programs.	



Key Priority 2: Built Environment

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



2.1: Fit for purpose - roads, airport infrastructure

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.1	Manage Boulia and Urandangi aerodromes ensuring all audits are completed and audit issues are actioned.	Airport inspections completed and remedial actions completed within required timeframes.	Airport inspections completed and remedial actions completed within required timeframes.	
2.1.1.2	Queensland Reconstruction Authority and Disaster Recovery Funding Arrangements (DRFA) Flood events are captured, completed and acquitted with 'value for money' principles.	Road information is collected and processed in line with program requirements. Flood work is completed within budget.	Items under the 2023/2024 Flood events have been captured and majority of these have been completed. Kirrily is at the completion stage. VFM is the essence of what we do, as such investigating betterment opportunities, as also advocating for better treatment types.	
2.1.1.3	Outback Way sealing program is being completed in line with budget allocation and works program.	Work has been completed to the agreed standard, within timelines and budget allocation.	The Outback Way Sealing Program had completed another 3Km section from Ch 220.3 to Ch 223.5. Future works are scheduled for March 2025. Re-Sealing works have not commenced and expected to be completed this financial year.	
2.1.1.4	List of funding submission for TIDS, R2R and TMR completed in line with Council priorities	Projects are completed within guidelines and pass audit requirements.	Working on these items alongside the variety of other Grant application opportunities that are available within the other funding bodies.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.1.5	Annual report on airport infrastructure and shire roads maintenance plan is completed with the focus on reducing ongoing maintenance in the future.	Shire roads are maintained within budget allocation and work is in line with annual works program.	Shire roads are funded under flood damage QRA program. Other minor bitumen Maintenance and furniture is on a as needed basis currently.	
2.1.1.6	Maintenance and renewal of FM transmission sites completed. Contracts confirmed in place.	All sites operational	Only Reboot after power failure to go back on air.	

2.1.2: Deliver quality outcomes on all roads (Shire and State) within quality assurance guidelines.



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.1.2.1	RMPC road work data is recorded on REFLECT. Updated progress and outstanding items reported to council monthly. Number of items remaining on list - and number of items completed this quarter.	All work which is completed under contract is submitted to confirm work completed in a timely manner.	All maintenance RMPC works are proceeding well, with main attention on Boulia/Winton Rd section 99D.	
2.1.2.2	Prioritisation of shire road network for maintenance programs allocated fairly across the shire. List of roads to be graded this quarter and number of klms to be completed.	Plans developed ready for funding submissions	Most all shire roads are maintained under flood damage, only some minor bitumen seal repairs were performed and road furniture in this quarter.	






2.2: Sustainable - housing, buildings and community infrastructure

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.1.1	Number of collections completed for residential and commercial waste. Evidence of waste depot maintenance -car bodies removed etc.	All collection dates are completed within timeframe and annual review completed.	All gardens and weed free and plantings have been done to peak during tourist season.	
2.2.1.2	Environmental Protection Agency guidelines are adhered to and actions are attended to within time frames. Number of issues raised. N= Number of issues rectified. N=	Information required to meet Council's obligations regarding Environmentally Relevant Activities and associated annuals returns / reporting are submitted.	No issues have been reported or identified either internally or externally by the regulator.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.2.2.1	Buildings and all council facilities meet regulatory requirements and WH&S standards. Inspections of power boxes and RCD's are completed annually.	Inspections by regulatory bodies and WH&S officers meet pass rate. RCD annual inspections and report completed to CEO.	Electrician conducting inspections and testing and tagging	
2.2.2.2	All council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income	Regular inspections conducted by supervisors meet level of service requirements.	Bookings for the quarter were 29 across all venues.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	is generated where possible. Number of bookings this quarter.			
2.2.2.3	Maintain the grounds, fencing and buildings in existence at the Racecourse Reserve to meet racing requirements.	All facilities are maintained with limited interruptions to planned events	All facilities are maintained with limited interruptions to planned events- proposed 30 day pre -inspection to be completed.	
2.2.2.4	Council housing is managed in accordance with tenancy requirements. Allocation of housing stock to applicants completed via the housing committee and reported to council. Number of vacancies this quarter.	Housing stock is utilised for the best purpose with all applications progressing through housing committee.	Nil housing committee - have all been staff allocations. RTA documentation utilised, lodged and filed accordingly in Magiq by housing administration.	
2.2.2.5	Provision of facilities and programs across such areas as library, sports, swimming pool and meeting spaces that meet the current and future needs of the community.	Library facility is suitable for all patrons access and is clean and usable.	First Five Forever programs twice weekly still ongoing. Community events such as the Biggest Morning Tea and Qld Day, were held in 2024. Breast Cancer Awareness morning tea held. Events and holiday activities in conjunction with Community Support Services.	
2.2.2.6	Boulia and Urandangi Cemetery facilities are well maintained and grounds are aesthetically appealing.	Regular inspections conducted by supervisors meet level of service requirements.	Regular inspections conducted by supervisors meet level of service requirements.	
2.2.2.7	That the bus is registered and well maintained to be able to be utilised for community functions and events.	Bus is able to be used when required.	Bus has had the annual inspections completed and the windscreen replaced.	



2.3: Well planned - land, open spaces and assets

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.1.1	Asset Management Plans completed for all major asset classes reviewed annually in December	All Asset Management Plans competed for all major asset classes	Being reviewed and updated as required, working with Directors of Works.	
2.3.1.2	Develop the LEVELS OF SERVICE information data base to improve the relationship between the service level and cost so that future community consultation will be well informed of the options and associated cost.	Levels of Service developed of each asset class improving with maturity each year.	The change from existing to the CRM based system will go a long way in helping establish the data driven culture that we need to imbibe.	





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

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.2.1	Progress the development of the Residential Subdivision (Stage 1). Current activities?	Survey plans completed ready for implementation if funding becomes available.	The request has been submitted under W4Q and now awaiting decision on from the Department before we can proceed any further.	
2.3.2.2	Projects identified in Council's adopted long-term plans be the subject of a rolling program of shovel ready feasibility studies that	All potential projects have shelf ready funding applications completed.	Several shelf ready projects on hold awaiting budget input. Gaol House project, Stonehouse restoration on walls, River Walk	




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	can be submitted to external funding bodies			

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.3.1	All streetlights functional enabling the safe traversing of streets and the use of recreational facilities after dark. Percentage operational.?	Audit on streetlights conducted with reports to Ergon on faulty lights.	Audit on streetlights conducted with reports to Ergon on faulty lights- new LED lights installed.	
2.3.3.2	Town entrances, all parks and recreational areas are managed in a sustainable manner with mowing and slashing completed regularly. Trees and shrubs pruned or removed if dead or dangerous.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	Visible appearance of town, parks and open spaces is well maintained. No dead trees on council land. Positive comments from visitors and community.	
2.3.3.3	New seasonal plantings of shrubs and annuals in identified gardens completed. Centre median strip shrubs trimmed and identify signage which needs to be repaired/replaced. signage to be replaced N=.....?	All gardens and weed free and plantings have been done to peak during tourist season.	All gardens and weed free and plantings have been done to peak during tourist season.	
2.3.3.4	Cemeteries to have site information recorded in the new IT Vision/Ready Tech system and new beam sections developed and allocated	All existing information loaded into the system and new additions recorded.	Cemetery burials are updated in the database as they occur. Beam project is yet to be started.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	according to plan. Percentage complete?			

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.4.1	Land titles held by council to be reviewed and updated if necessary to enable future development.	All council identified land for development has survey plans and shelf ready project costing ready to be implemented.	In progress currently with the Department for a number of older blocks.	
2.3.4.2	All projects over \$200k are to consider ongoing ownership costs of new capital works proposals in budget deliberation. This to be achieved by identifying the renewal and capital grade expansion components of all capital works projects and providing for the ongoing operational and maintenance requirements.	All projects to be approved by council using the QTC Project Decision Framework tools.	All projects over the \$200K threshold are being addressed as needed within the Capital/Maintenance space.	
2.3.4.3	All building applications are completed in a timely manner with the correct fees charged.	Check on the application fees charged through our supporting engineers to ensure they are correct and timely.	Council uses an external contractor to review applications who delivers timely advice to council. A process chart has been developed to ensure these are handled in a timely manner with the correct fees charged	

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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
2.3.5.1	Town Planning Scheme is reviewed by Council annually with residential and industrial land subdivisions for future development.	Town Planning Scheme is endorsed by Council annually and if amended approved by the Minister and adopted by council.	Ongoing with changes being made for both the Industrial estate and now the Residential estate.	

Key Priority 3: Economic Development


Economic prosperity creates opportunity. Our economic strength fuels growth across our region and is responsive to opportunities, particularly in the tourism and the agricultural market. We will advocate for local businesses and work to diversify the local economy to include mining and exploration and take full advantage of the resources available to us. To do this we must work together as a community to identify, promote and activate new initiatives whilst protecting those lifestyle and community traits that we value

3.1: Facilitate housing and investment to support employment opportunities

3.1.1: Promote decentralisation and the opportunity to invest in community housing.


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.1.1	Support activities within WQAC to improve housing availability and affordability in western Queensland in line with housing plans.	Attendance WQAC meetings and submissions to State Ministers.	Planning report has been completed	

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





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.1.2.1	Housing stock is managed to ensure satisfactory standard is maintained. Sale of older homes to update housing stock and encourage home ownership. Budget allocation is sufficient to meet 10 yr housing forecast.	Housing stock meets council demands	Council inspections to be undertaken on a regular basis. Ongoing assessment of priority maintenance/upgrades. Awaiting a budget review to assess ongoing projects for 2025-2026.	



3.2: Advocate for the region through regional networks

3.2.1: Advocate for the Donohue Highway (as part of the Outback Way) to be designated a State Road

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.1.1	Lobby State Government for the Donohue Highway to become part of the State Road network		Continuing support from the Mayor in the political arena to push this project for the State Road.	


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.1	Report activities from Outback Regional Road Group (ORRTG) representing the importance of our shire roads and roads of regional significance.	Savings for council achieved through involvement in this group.	Ongoing activity with building and nurturing relationships within the ORRTG. Using the forum to raise concerns that are Boulia specific and get support from either other LGAs who been there and done that, or from counterparts at State level.	
3.2.2.2	Update activities from working with RAPADWSA (Water Strategic Alliance)	Improved water infrastructure.	Ongoing activity with building and nurturing relationships within the RAPADWSA. Due to this forum, we were able to submit our LGGSP funding application, and now reviewing on the way forward.	
3.2.2.3	Update activities for the Remote Area Planning and Development Board (RAPAD) meetings.	Evidenced based outcomes resulting from the membership of the regional group.	Support received from RAPAD for the current Sales Permit issues. This was raised and escalated on our behalf.	
3.2.2.4	Update activities from the Central West Regional Pest Management Group (CWRPMG) -	Group is functional and has had success in the development of a workable plan.	Am attending when I am able to.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.2.2.5	Updates from the Western Queensland Alliance of Councils,	Successful outcomes from motions developed by council presented to WQLGA.	Local Housing Action plans completed (22), representation and advocacy to the State Government to relieve pressure on the rental market and housing availability. Initiatives to secure funding from State (HIF) and Federal (HAF). The independent review of the Commonwealth Disaster Funding Arrangements. Local government Remuneration Commission with a review of council's categories and levels.	
3.2.2.6	Update activities of the Local Disaster Management Group (LDMG) group. Bi-annual meetings and exercises are conducted as required.	Activations are well executed and documented. • Reports to the LDMG are completed • Field and desk top exercises are completed	Meetings occurred with the flood events of Jan to April 2024. No events in the usual December 2024 period. New CEO will convene a meeting before the next tourist season.	





3.3: Innovate and explore opportunities

3.3.1: Identify economic opportunities and enablers for the Shire

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.3.1.1	Opportunities identified to generate increased local economic activity and employment		Solar panels for the provision of electricity has been progressed with Ergon taking up offer of land on Selwyn Rd. Work to commence Jan 2025	

3.4: Promote tourism as an economic driver for the shire

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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
3.4.1.1	Improve signage that identifies key facilities such as sport & aquatic centre, Min Min Encounter/VIC, and Stone House, together with Traditional Owner area boundaries	Consultation with T/O groups on wording and location of signage. • Installation of signs completed.	A new sign for the Pitta Pitta sacred scar tree has been installed on Bedourie Road in September 23. Meetings to occur with Pitta Pitta in Dec 2024 for new signage - they are to determine.	
3.4.1.2	Maintain and improve the experience of tourism attractions by regular maintenance and updating of facilities.	Upgrading of existing infrastructure completed with program review to be completed when funding available.	Yearly maintenance by Xzibit, touch screen showcasing regional and community attractions very successful.	
3.4.1.3	Promote attractions in Boulia to increase visitor numbers through partnerships with regional tourism such as Outback Queensland Tourism Association (OQTA) and caravan & camping shows.	Attendance of staff to trade shows and training opportunities.	Tourism staff attending events as occurring in 2024.	
3.4.1.4	Continued use of television and other media advertising across the Shire's tourist attractions.	All advertising and TV ads reviewed and renewed as necessary for value for money outcomes.	Current television advert still airing to wider audiences. Magazine advertising in several magazines and social media. Social media and web site interaction to be developed.	

Key Priority 4: Natural Environment

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



4.1: Well managed environmental resources which supports our future growth.

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.1.1	Reduction in the incidence of mosquitoes and sandflies after flood events. Was fogging completed? If so, how many activities this quarter?	Fogging notification to residents. Fogging completed to the most effective schedule for reduction in pests	There was no fogging carried out in this quarter. But with the rain in March and the flooding of the Burke and the channels I am experiencing that there will be a need to fog once the river is back to normal.	
4.1.1.2	Number of stray domestic animals within the township impounded and number housed	Reports of stray domestic animals actioned within 4 hours.	So far this year there has been 14 dogs surrendered and humanely destroyed. With 12 dogs coming from one house and the other two from separate houses. The numbers of domestic animals roaming the streets has been declining as I keep up with the street patrols. There was a number of feral cats trapped in people's yards and they were humanely destroyed. There are some new signs coming to inform people that they could be fined if they don't have their dogs on a leash/lead when they are walking around town. Fines range from 2 Penalty Units up to 20 Penalty Units	
4.1.1.3	Local laws are reviewed as required or annually.	Policies and Local Laws are up to date and relevant.	A full review of the Local Laws is underway presently with the planned review to be completed by June 2025. Policies are	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
			reviewed and updated as per due dates or if a major change has occurred that will affect the policy.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.1.2.1	Cultural heritage clearances are sought during the planning process for construction activities. Number of cultural heritage inspections completed this quarter?	Number of projects which have cultural heritage clearances completed prior to any work done.	All cultural heritage clearances have been performed prior to works commencing for all borrow pits and the 2 TMR projects at Diamantina Development Rd (Waverley Crk) to date.	
4.1.2.2	Vacant available land recorded for future housing. New residential and rural residential blocks developed as funding permits.	Plan of all vacant land available on the Magic document management system	Continually being identified - CEO previously has undertaken this register.	

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




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




Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.2.1.1	Local SES group is supported by council.	SES - Group is supported during and after events by the use of council equipment and staff if required. SES	Training session attended by the local SES crew with visit from Mt Isa trainers and support officers	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		Management Plans are up to date		


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


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.1	Identification and management of pest animal and weed issues within the shire in accordance with the Bio-security Plan adopted by council with reporting to be done back to CWRPMG quarterly.	Pest animal baiting occurs. Weed identification and notification process occurs. CWRPMG meetings are attended by RLPO	I have reported on the pest weed and feral animals control and when baiting and spraying of weeds has been carried out and attended meetings by teleconference.	
4.3.1.2	Noxious Pest weed control on council managed land and council road reserves is maintained, monitored and reported quarterly to council within budget and grant funding allocation.	Limited incursions with action taken for invasive species.	All the road reserves along all council roads are inspected for pest weed growth and weeds are sprayed ASAP. all council managed land is inspected, and any pest weeds are sprayed.	
4.3.1.3	Bounties for wild dog and cat scalps and pig snouts are paid with a complete register of numbers reported and amounts paid by council. Numbers of scalps and snouts N=..... Percentage of budget paid YTD.	• Take up of baiting program offers by the landholders. • Bounty payments continue. • Education information available on pest animals on the web site / face to face.	There has been a decline in the numbers of scalps and snouts coming in for the last quarter. Maybe people are waiting to they have a larger number to make it worthwhile to cash them in.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.1.4	Town common is managed within the limits set and stockholders are encouraged to participate in any muster arranged by council. Weed control completed this quarter? Stock levels this quarter -as a percentage of carrying capacity.	• Town Common Committee meets at least once per year. • Stock which is not registered with a member will be impounded. • Town common muster is completed half yearly.	The feed on the common is holding up after some fair falls of rain at the start of the cooler months. The numbers of stock on the common are at a level that the feed will carry this amount of stock through the hotter months of the year.	
4.3.1.5	Primary Stock route bores are maintained as per council's instructions. If appropriate funding applied for as needed. Other bores are maintained as funding allows. Number of primary stock route bores N=..... Other bores N=....	Stock route bores are maintained in accordance with funding received.	There has been some funding applied for and once council receives the funding the work of replacing the soil around the troughs and fence around the turkey nest will be carried out. The other water facilities are being inspected on a regular basest.	
4.3.1.6	Support the local land-care groups to achieve pest and weed control in conjunction with Desert Channels Queensland.	Bi-annual meetings are attended to review progress	I have attended meetings and field days when I can.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.2.1	All facilities over which we are required to hold a Licence meet the Qld Health standards and Licence renewal is achieved.	Visitation and audit by environmental health officer to review all of council operated facilities	All licences have been applied for and paid up to date	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		and business operating in Boulia.		
4.3.2.2	Leases over the Butcher Paddock and Cooridgee Laneway are managed in accordance with our lease requirements for stock holdings.	Leases are sub-leased with income generated to cover lease fees to Qld Gov and managed in accordance with those requirements-reviewed annually.	<p>One of the tanks has started to leak and I am in the middle of getting quotes to replace it.</p> <p>I was thinking that maybe council should look at getting two tanks as to have one on standby as the cost of these tanks keep going up every day.</p> <p>I am continuing to carry out inspections of the state of the feed and water in both paddocks.</p> <p>I will if I see a noticeable decline in the feed report to council with my recommendations on what the lessees will need to do about the number of stock they have running in the paddocks so as to not over graze these paddocks to a stage where council will need to spell the paddock for the feed to rejuvenate to where council can lease the paddocks out again.</p>	

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



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
4.3.3.1	Watering of council's parks and median strips is managed to suit the best water source.	Watering through drought periods is scheduled.	Watering through drought periods is scheduled although water supply is still problematic	
4.3.3.2	Actively monitor town water usage and quality and investigate a fair system cost recovery for water provision.	Water usage is controlled and charges are defensible.	Water Usage is an ongoing activity. The focus at this stage is on Water Quality, usage is an item which has been discussed, yet the progress on monitoring usage hasn't bedded in. The key is to get funding from various options so that we can address the quality issues.	

Key Priority 5: Governance


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

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



5.1.1: Councillors and Staff have access to clear guidelines to assist in the delivery of accountabilities.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.1.1	Council policies are reviewed in accordance with Acts and Regulations and updated in a timely manner	All policies are reviewed in accordance with the policy review register.	Updated and put to Council as they fall due for review.	
5.1.1.2	Provide elected members with training and professional development opportunities. Identify opportunities which will become available in the next quarter.	Policies are reviewed and made available to staff.	Councillors have been provided with EMU training by LGAQ and also financial sustainability training.	

5.1.2: Effective internal and external communication and records management


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the State Records Act 1998	Council's system is up to date with current upgrades and staff are trained in the use of the system.	Information is recorded as it arrives to Council and is tasked to relevant Officers.	

5.1.3: Adopt an integrated risk management approach

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.3.1	Review existing Enterprise Risk Management Framework and ensure that Operational, Financial, Reputational and Corporate Risks are identified and reported on through the audit committee. Date meeting held with audit committee.	Risk Management framework is reviewed and developed further.	Audit and Risk Management meeting has been held 23rd August 2024. Next meeting will be Feb 2025.	
5.1.3.2	Provision of reports to Workers Comp in relation to workplace injuries and other RTW matters. Number of reports completed this quarter?	Reports completed as required	Liaising with LGW regarding the staff member on Workcover - regular emails, regular meetings with staff member.	




5.1.4: Contractor inductions, licences, tickets, certificates and qualifications are held and maintained reflective of the current contract arrangements. checked to ensure they are current






All contractor inductions can be conducted on-line and face-to-face. Record of inductions saved to Magiq





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.4.1	All items are checked annually at start up prior to work commencing and spot checked during the year. Inductions are recorded in a permanent register.	Annual check completed with three spot checks completed during the year. With contractors stood down pending delivery to the organisation of the necessary qualifications for re-reinstatement.	Pre-Starts for plant and machinery conducted daily. Mechanical spot checks are conducted.	






5.1.5: Workplace Health and Safety focus





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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.1.5.1	WH&S responsibilities for CEO: <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required. What support has been provided this quarter?	Ensure budget allocation is reviewed each year in line with the requirements for us to remain compliant. Provide support to the WH&S to enable the role to be completed.	Council is continuing to provide all necessary requirements to provide staff with a safe environment. Training on emotional health is planned once we have a full complement of senior staff to support the initiative. This will occur during start up 2025	
5.1.5.2	WH&S Responsibilities for Directors: <ul style="list-style-type: none"> Provides support and sufficient resources for safety as required Establishes health and safety objectives aimed at continuous and sustainable improvement What support has been provided?	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.	As a part of ManEx meeting held each week, the Management team review any incidents and any changes that arise for Staff and Management to deal with. An action plan is worked out to implement / update the Staff.	
5.1.5.3	WH&S responsibilities: <ul style="list-style-type: none"> Investigates all incidents, accidents and near misses at the workplace N=? Monitors safe work practices and mentor relevant stakeholders Coordinates management action processes Regularly monitors management action processes within Council's electronic Work Health and Safety management system 	All incidents are reported and followed up with staff and supervisors. Regular reports to council on activities and safety results for council staff and contractors.	All incidents have been recorded and investigated. Staff training to be completed to assure ALL incidents are reported.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	<ul style="list-style-type: none"> Develops and communicates key statistics in accordance with reporting timeframes 			
5.1.5.4	Review all flagged policies, procedures, work instructions, forms, safe operating procedures (SOP) and training tools. Number of SOP and policies reviewed this 1/4. N=.....	Staff who have allocated responsibility for specific actions review associated documents to ensure they are up to date.	All policies are reviewed within time frames.	
5.1.5.5	Upload all reviewed documents under appropriate element numbers onto the council's safety management system (including Magic) * endorsed documents with changes are notified to staff via toolbox / email.	All endorsed documents are correctly loaded in Boulia Safe and hyper-links are active and working.	Documents have been reviewed by the WH&S officer this quarter.	
5.1.5.6	All training identified, completed and recorded for staff and contractors including verification of competency training. Number (N) of staff training programs completed. N=.....	A system is in place and is being used to effectively assist with the tracking of training and competencies.	All tickets have been reviewed, training conducted. First Aid/CPR Training has been completed, TMI training (refreshers and new start) completed, Snake Catching Training to be conducted in Nov.	
5.1.5.7	Review all emergency evacuation signage is in place for all areas. Advise of total number of signs absent/damaged/replaced this quarter.	Emergency plans have been reviewed, are up to date and signage is complete in all areas of council.	All emergency exit doors signed - regular audits to ensure signs remain compliant	
5.1.5.8	Review the following procedures against requirements in preparation	AI reviews are completed within agreed timeframe	This will be reviewed again in 2025. Review conducted by JLTA.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	for consultation: high risk work method statements, risk/ hazard management, compliance control, incident reporting and investigation			
5.1.5.9	Reduce the impact of injury and illness by reviewing: Toolbox talks on WSH design, machine guarding, hire equipment, thermal radiation, pressure safety, confined spaces, excavation and trenching, manual handling and ergonomics, noise management, heat stress. List tasks undertaken this quarter.	All reviews are completed within agreed timeframes	Tool Box training/awareness this quarter: Eye Safety, Foot Safety, EWP, Safe Driving	
5.1.5.10	Review all SDS folders to ensure all SDS are dated within a 5 year of issue date. This can be completed through Chemwatch. List number of folders reviewed this quarter.	All areas of council have been checked and none are out of date.	Full Review to be completed early in 2025	
5.1.5.11	Ensure training has been completed for all staff who are in control of hazard substances that they are aware of segregation requirements and compatibility with chemicals and placarding requirements. List number of training sessions completed.	Training has been completed for all relevant staff.	Training completed.	
5.1.5.12	Update WH&S Strategic Plan for July 2024 to June 2026	Draft document has been developed by staff and has had sufficient time to be reviewed for	WHS Strategic Plan approved and sent to LGW.	


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		comment prior to adoption.		
5.1.5.13	Annual reporting of lost time injury claims which should be less than 55% of all claims. Number (N) of claims this quarter. N =.....	Reporting to senior staff on progress or issues which will prevent this from occurring.	No lost time injury reported during the quarter three.	
5.1.5.14	Annual reporting of injuries - No increase in recorded injuries from the previous year. Number (N) of injuries this quarter? N=.....	No increase from previous year.	No increase in reported injuries in quarter three	
5.1.5.15	100% Completion of all Incident Report including investigations and implementation of any actions identified in the Investigation Report. (Include personal, members of the general public and plant incident reports) Number(N) of reports N=.....	All incident reports are recorded in I-Auditor and staff are competent in using the system	All incidents since Oct 3 investigated and reported. 5 Property Damage, 1 Personal injury - submitted to WorkCover (ongoing medical issue)	
5.1.5.16	To achieve 80% Compliance with the National Audit tool for Self-Insurers. Ongoing work completed to ensure continuous improvement. Actions completed this quarter?	Compliance audit completed by the regulators prior to the TMR Accreditation (usually 3 yrs). Independent audit completed annually	WHS Strategic Plan for 2024-2027 submitted to LGW. 76% pass rate this year.	
5.1.5.17	Continual improvement of the hazard risk register through identification of new hazards/risk and control	Number of improvements made to the register.	Hazard Audit completed and designated to Works Manager for follow up.	






Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	measures. Number of reviews completed this quarter? N=.....			
5.1.5.18	Support training and monitoring of use of councils WH&S and I-Auditor programs. Complete ongoing audit of all council work sites and new staff. Number of staff reviewed this quarter? N=.....	<p>Hearing assessments for employees working in noisy environments completed</p> <p>At least 80% compliance with the National audit tool</p> <p>No breaches of WHS regulatory requirements</p>	Safety Culture (prev I-auditor) review is being conducted for effectiveness and support provided.	
5.1.5.19	Ensure compliance with the Organisation's Drug and Alcohol policy and ongoing best practice. Record of testing completed and results to be reported to council. Number of tests conducted: outside workers / contractors/ office staff/ councillors. N=-.....	Reports provided to Council and ManEx in relation to the testing conducted	Drug and Alcohol testing conducted on Work Camp Crew, Office Admin Staff, RMPC staff - councillors tested for alcohol, drug testing to be conducted randomly.	
5.1.5.20	Support supervisors to be able to integrate mental health and wellbeing activities into worksites. Number of initiatives completed this quarter. N=.....	This are to be supported through weekly toolbox articles.	Promoting Mindrazr Well Being App to all staff at Toolbox's and to supervisors to promote to their staff	
5.1.5.21	Using the tools from WorkSafe Queensland - develop a safe workplace mentality by initiating a Boulia Shire Council safety award. Seek nomination from BSC for the	Team Safety award to be created and implemented	Initiatives undertaken to keep staff safe. Award will be discussed at start up.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	external JLT/LGW WorkSafe awards. Awards to be presented at the council meetings each quarter.			
5.1.5.22	Actively manage WH&S Risk by reviewing the Risk management Framework annually and identify third party or contractor groups to identify and manage risks. Sections reviewed this quarter?	Toolbox talks to include contractors and the framework and risks are reviewed as required	Risk management framework to be reviewed again in 2025.	




5.2: It is clearly evident in how council does business

5.2.1: Councils financial activities are monitored and managed well


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.1.1	Monitoring of council's financial activities will be done via: *Long Term Financial Plan (QTC model) used for sensitivity analysis which can deliver impact of financial decisions made by council on current and future projects *SurePact project solutions which will provide current income and expenditure and progress on council's projects and contracts. *NextGen: councils transparent procurement model for quotes / tenders etc. Reporting to be	Long term financial plan developed in line with QTC format - reviewed.	Long Term Financial Plan has been updated with 24/25 planned capital works. SurePact system is progressing additional users are being trained, current grants / projects are being created. A number of Tenders have been issued via NexGen.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	completed along with the quarterly budget reviews.			
5.2.1.2	The SynergySoft/Altus business solution (IT) which supports council is well supported and training is available to achieve best practice.	Continued rollout of modules with all staff trained and competent	Ongoing training and procedures are being developed as the system is upgraded. Staff training is done on the job mostly with TEAMS linkup. Any implementation of new systems will have an on-site component.	
5.2.1.3	Council funds are invested in accordance with legislative provisions and the Organisation's adopted Investment Policy. This is reported monthly to council.	Investments made in accordance with Investment Policy	Interest rates are reviewed monthly to ensure Council's investments are getting the best return.	
5.2.1.4	Raise and recover Rates, Charges and other debtors on behalf of the functions of the Organisation and report on a monthly basis to council.	Rates and Annual Charges Levied by due date, user charges and other debtors raised and recovered effectively	Rates have issued for the first half of 24/25 year.	
5.2.1.6	The budget reviews, income and expenditure trends are to be completed quarterly and reported to the council through SynergySoft/Altus and SurePact.	Operational Plan (including Budget) adopted by 30 June each year	Budgets are reviewed and reported quarterly. Meetings are held with area Managers / Directors to discuss budget changes and progression.	
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually	All policies are current and no claims to date for this period.	

5.2.2: Maintain high standards of Corporate Governance through effective audits.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.2.1	Quarterly Audit Committee meetings are called to review Financials, Internal and External Audit and Risk reviews and ensure council is performing in accordance with the Local Government regulations. Report delivered to council xx / xx /xxxx	Quarterly Audit Committee meetings are held four times per year to review Audit Plans, Draft Financial Statements, previous audit management responses and actions.	Last meeting was October 2024. Next schedule meeting will be Feb 2025.	
5.2.2.2	Internal and External Audits comments are recorded in Pulse software system and actioned.	Internal audit to be recorded on Pulse software for updating and permanent record	All audit comments are registered for both internal and external audit reports. This register is then reviewed by Audit Committee Chair and Committee.	
5.2.2.3	Implementation of actions set out in the Internal Audit Committee Action Plan are progressed and reported to council. Report done xx / xx / xxxx	Completion of all actions of the Internal Audit Committee Action Plan designated for completion in this financial year	Post all Audit and Risk Management meetings a copy of the minutes and the full agenda with all reports and action plans are tabled at the following Council meeting.	


5.2.3: Financial accountability for new projects

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.3.1	All projects over \$200k submitted to council for review must include 'whole of life costings'	All projects submitted have included whole of life costs. With PDF program used on projects over \$200K	Using best of breed PM Methodology to ensure all Projects adhere to the requirements.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.3.2	New projects undertaken are created and completed through SurePact		All new Capital works whether funded by grants or by Council are all input into SurePact.	
5.2.3.3	Procurement through Local Buy, Vendor panel and Next Gen to be reported for local content purchase 1/4ly to council (using ARC Blue system)		Data is available for review through the ARC Blue system with the DCS providing the updated material each quarter.	



5.2.4: Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.2.4.1	Provision of key financial information to MANEX and Council-changes reported by exception.	Provision of budget information to staff	Reported at ManEx via Director of Corporate & Financial Services.	
5.2.4.2	Preparation and collation of the Annual Report document in conjunction with senior managers to ensure the important legislative requirements are met and the report is a sound representation of the council's achievement during the year. Action to be within one month after signing of Annual Financial Statements. Completed xx / xx / xxx	Annual report prepared with input from all senior managers and submitted to council within time frames.	Annual Report has been adopted by Council and released to the community.	
5.2.4.3	Discharge Council's statutory financial reporting obligations by	Statements submitted to the Office of Local		


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	using the financial checklist provided by the Local Government Department.	Government by 31 October each year Unqualified audit report	Checklist utilised during the preparation of the Financial Statements as well as monthly reconciliations.	



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

5.3.1: Councils offices, depots and business enterprises are operated under 'value for money' principles


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.1.1	Fees and charges reflect the industry norm and mark-up on goods is reflective of costs to council for tourism operations.	Costs to visit our exhibition is reflective of other tourist attractions and minimal stock write off.	New types of merchandise constantly being sourced. Many new products raised the sales income for 2024.	
5.3.1.2	Depot workshop- percentage of 'downtime' for council plant and equipment - report submitted to the plant committee for review each quarter which includes the revenue and expense plant reports.	Limited downtime and minimal lost productivity.	The last committee meeting report highlighted the fact that certain plant was not being booked out correctly and this matter is being monitored.	


5.3.2: Optimise performance of council business units using available technology

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.1	Closed Circuit Television network operations in the Shire are operational and checked on a regular basis with the contractor.	No breach of regulatory requirements in relation to operation of CCTV Operations	Any issues that are identified are being addressed as required within the CCTV space	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.2.2	Maintain and upgrade IT requirements and servers to ensure capacity is sufficient to meet business demands. Adequate licence renewals for current software. Bi-annual 3 Year Strategic ICT Plan reviews are carried out to ensure future solutions are fit for purpose and meeting the overall strategic direction of council ICT systems and solutions.	All current software renewed on schedule	Licenses updated and renewed so there is no loss of productivity.	
5.3.2.3	Manage telephone and Ergon accounts and equipment and services to ensure we are not paying for unnecessary services. Actions which have been completed this quarter - reviews/ cancellations N=.....	Accounts paid, nil outages and plans are cost effective for council.	One landline service has been cancelled as no longer required. 3G readiness has been done for 4G which included updating mobile phones.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.3.1	Council is in receipt of the annual budget documentation ready to be adopted each year before the 30th June.	Budget preparation is timely and involves Executive team and department heads with bids for funding received from departments for consideration by council	Quarterly budget review has started, with reviews done to encompass all operations at Council.	

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

5.3.4: Implement good practice in managing and maintaining our assets


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
5.3.4.1	The plant committee to complete reviews on plant usage making suggestion on turn over, purchase and replacement to achieve maximum value for money outcomes. This is to include risk assessments.	Plant purchases are within budget and plant is maintained within specified parameters to enable sound operations of the council.	Ongoing primary doer is the WM, and provide support/direction as possible and required.	
5.3.4.2	Tourism attractions are managed sustainably through maintenance contracts; with future enhancements progressed as budgets permit	Management and maintenance manuals completed by consultant	Min Min Encounter and Heritage complex gathering more visitation each year, good reviews of both centres on social media. Great sales revenue for 2024 at the Min Min Encounter. Maintenance visit scheduled for January. 2025	

Key Priority 6: Lifestyle and Community


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

6.1: Facilitate opportunities for community development


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


Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.1.1	Involvement in regional health programs to improve the live-ability of Boulia Shire through the Healthy Outback Communities Program	All meetings attended with reports completed back to council	Healthy Outback Communities discussion to continue for the support of the local community. Program launch in Dec 2024 was very successful.	

6.1.2: Assist local community groups and support local events

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.2.1	Support functions and other activities, that can encourage community engagement	Council supports 'free to attend' functions where possible.	Council supports free to attend art activities through the RADF program and assists whenever possible with other organisations events, through in-kind support, cash input or volunteer labour. 3 on-tour productions in 2024.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.3.1	Sport & aquatic centre provides benefits to the community, through its range of facilities	Facilities are open and usable for the public at least 95% of the year.	Swimming pool is leased to outside contractor. Weekly hours are allocated to council staff for doing children's activities and cleaning. New staff member started in 2024, will be coordinating school holiday activities	





Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
6.1.3.2	Continue to provide Australia Post services for as long as this is required to be provided by council. Number of trained staff available including external relief. Number of days closed this 1/4.	Australia Post facility is operational with trained staff who are available	Post office was closed intermittently while staff were unavailable. All services have been provided for the rest of the quarter.	





Key Priority 7: Our Team - Our People


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

7.1: An accountable and innovative culture




7.1.1: Support practices that develop a motivated and focused workforce

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.1	Provision of WH&S information and awareness to operational staff at the commencement of field work or changes to the workplace. Toolboxes completed N=	JLTA audit is completed, and a pass is achieved by the group.	Regular Toolbox meetings with Outdoor and Administration staff - safety videos on fire evacuation, using screen devices, EWP, Eye/Foot safety.	
7.1.1.2	Deliver accurate and timely processing of the payroll and associated reporting requirements	All payments to staff are delivered within time frames and without error	Progressing on an ongoing basis - new payroll system to be implemented by February 2025	
7.1.1.3	Record, preserve and protect employee records for payroll and human resource management	All employee records are up to date and secured electronically and have a backup paper file.	Entire review of HR files in MagiQ being undertaken. All HR documents are filed within MagiQ within a consistent naming convention. Awaiting support from records RE old HR documents.	
7.1.1.4	Recruitment and selection processes are transparent. Number of new recruits this quarter. Number of local employed Number of 'outsourced' staff.	The recruitment process is completed in a smooth and professional manner with documents provided that are up to date and relevant. All documentation is	All vacant positions are advertised and supervisors involved with the interview process.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
		collected as required and saved electronically.		
7.1.1.5	Mayor and or panel to complete annual review of the CEO	<p>Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress.</p> <p>The Chief Executive Officer review is completed against the targets in the Corporate Plan and the Annual Operational Plan for progress.</p>	Review completed.	
7.1.1.6	CEO to Complete performance reviews senior staff DWO, DCS, ECDM including WH&S and Mgr P&C	Performance reviews for the July-December period completed	All reviews completed.	
7.1.1.7	Complete annual performance review of your employees for Works and Operations including WH&S compliance.	Reviews completed on anniversary.	Planning and scheduling reviews.	
7.1.1.8	Complete performance reviews and feedback to staff in Economic and Community Development, that meet corporate timetable. These are to address WH&S compliance	Reviews completed on anniversary	All reviews completed.	



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance	Reviews completed on anniversary	As Staff anniversary dates arrive, performance reviews are conducted with training plans for future direction.	

7.1.2: Keeping pace with technological changes in the workplace environment



Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.1.2.1.	Encourage the staff to utilise the Go1 training package to support staff to further their development in Local Government by the use of progressive programs and resources.	Courses sourced for staff, so they are competent in the use of the systems used by council	HR Update email sent out reminding staff. Utilised for mandatory training of new staff and support for skill enhancement.	
7.1.2.2	Post Office training is up to date with compliance modules completed for all relevant staff. Overdue N=		Training is done as scheduled on the Australia Post portal by full and casual employees before the due dates.	
7.1.2.3	All compliance training is completed annually - Public Sector Ethics, Code of Conduct, Deed of Confidentiality and protected information disclosure (PID)		All new employees, full time, part time, casual and contract are all given a copy of the documents as a part of their onboarding process. All Staff at Start Up in January will do a refresher on all these documents and processes.	

7.2: A great place to work


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.1.1	Certified Agreement Staff Committees are encouraged to be formed in all areas of the council and to ensure employees have input into the group decisions.	Well balanced EBA supporting both staff and the council sustainability.	EBA passed by all staff. Certified Agreement 2023-2026 registered with 100% agreement with staff (only one in Qld). Not due again until 2026	
7.2.1.2	Boulia Certified Agreement options are enacted within payroll from the agreement 2023-2026. Annually in July wage increase.	Regular reviews of conditions being paid to staff	New Payroll system implementation is ensuring staff conditions and pay rates are being addressed. All were updated to current rates when EBA came into effect.	





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







Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.2.1	All staff are aware of how to notify ideas/ complaints/suggestions. N=... ideas/complaints, suggestions this 1/4	Records of suggestions/ complaints/ issues to be kept. PID training to be part of training regime.	HR Update - suggestion regarding the EAP and re-visiting the current EAP to replace with 'wellbeing' program	
7.2.2.2	Assist the CEO in the development of a workforce strategy which includes an appropriate staff succession plan including training, attraction and retention	Workforce Plan developed in conjunction with all staff.	Enrolled in UNISC - Workforce Planning for Regions Course - online delivery Enrolled in Business Chamber Qld - Workforce Evolve - online delivery	

7.2.3: Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.3.1	Continue to provide the Employee Assistance program and support the local RFDS visits. Report on number of requests provided to council.	Quarterly reports on access to services received (no personal details) only the volume of access.	CEO to provide figures if EAP uptake. WHSA has implemented and HR has encouraged uptake of MindRazr also - a wellbeing app platform.	



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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.2.4.1	The reporting of onsite and roadwork signage is correct and ensures safety of workers and the general public	Signage is in line with the job management plan and TMR requirements	Signage Audit completed at Waverly Creek road works. WHS Administrator undertaking TMI qualifications	
7.2.4.2	Develop a Noise register and commence testing of all plant and equipment which includes any noisy work environments.	All plant and equipment is scheduled to be tested at least once per year and recorded in the noise register.	Noise testing is completed on all machines once per year. New hearing testing requirements will come into play in 2025.	
7.2.4.3	Monitor heat/ humidity working conditions on road works when extreme weather is here. Number of tests and dates completed.	Fleet management system is used to monitor the productivity of the council's fleet which is reported to the plant committee and ManEx	Heat bulb monitoring equipment is available for use by work crews and WH&S officers when required. Testing conducted during periods of extreme heat	
7.2.4.4	Prepare for annual start up by reviewing training needs, booking trainers, complete an assessment	All staff complete refresher inductions, complete necessary	Power Point presentation completed. Cultural Heritage Training presenter booked. Mental Health Speaker Booked, Due Diligence Trainer Booked, Fire Warden Training Booked.	

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
	sheet on awareness training, prepare PowerPoint delivery of WH&S	training and confirmation of requirements to work for Boulia shire such as licences and tickets.	Videos for training for Drug & Alcohol and Hearing sourced and saved.	
7.2.4.5	Ensure I-Auditor tasks are set for Fire Safety drills for all permanent locations: Min Min Encounter, Library, Council Office, Depot, Sports and Aquatic centre, Stonehouse.	I-Auditor scheduled tasks have been set up for all areas and reported back to ManEx.	Fire Drills completed at Admin Office, Depot, Library, Min Min Centre	
7.2.4.6	Complete swimming pool audit using WH&S RLSSA Aquatic facility safety checklist annually prior to pool opening	Audit of the checklist completion is done prior to pool opening / or primary use period.	To be completed before opening each September. Engineer to inspect/Audit Swimming Pool in April 2025	
7.2.4.7	All claims for compensation through LGW must be supported by a prior registered incident report in Safety Culture / Magic	Reporting of incidents through Safety Culture is documented through ManEx via the WH&S officer.	Ongoing use of Safety Culture - WHSE reporting. Primarily a WHSA responsibility - HR supports by staff communication and filing in Magiq.	
7.2.4.8	Undertake Fire Warden training with staff using fire extinguishers. action completed xx / xx / xxxx	Annual training and demonstrations have been completed.	To be completed at start up 2025	
7.2.4.9	SWMS - any shortfalls identified to be updated in the risk management template.	All shortfalls recorded in the risk register and reviewed by ManEx	Ongoing Reviews conducted, in conjunction with Depot staff, Tool Box meeting used to conduct training and raise awareness of SWMS	
7.2.4.10	Undertake general inspections for overall safety and office lighting effectiveness.	Annual lighting survey completed.	Lighting infrastructure reviewed. Plant reviewed - pre starts being conducted daily	



7.3: Living our values

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.3.1.1	Full utilisation of our customer management system to enable confident staff able to attend to all customer enquiries and deal with priority situations	Annual Re-fresher training on customer service as required.	The implementation of this module is at the writing of procedures for users to utilise and some testing is still being done.	
7.3.1.2	Workplace Health and Safety - Staff continue to achieve minimum standards and reporting functions to achieve a safe workplace and TMR accreditation.	External audit obtains an above 70% pass mark	Ongoing activity, WH&S a significant focus for works that are being undertaken and ensuring 0 Harm at all times.	

7.4: Develop new employment opportunities

7.4.1: Partner with other organisations who can deliver training to improve prospects of future employment roles within council.

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
7.4.1.1	Liaise with training organisations who can provide trainees with support and encouragement. Research opportunities for training growth within the council. Training opportunities this quarter	All trainee positions offered and filled	Opportunities for funded positions are constantly researched.	
7.4.1.2	Regular communication with Job Network provider to ensure the continued opportunity for trainees to work with the council.	New opportunities identified when grant funding supports this	Regular communication with job network providers undertaken	

Key Priority 8: Leadership




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

8.1: Genuine community engagement


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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.1.1	Annual community meeting after following the end of year financial results are released in coordination with the Finance Manager	Meeting held within 3 months after the final results are released	Planning for this meeting is underway. Financials are signed off and Annual Report to be printed Feb 2025.	
8.1.1.2	Scheduled information is provided to the community through a range of publications/ updating of Website, Channel Country Chatter, e-mail blast, monthly hot spot and Facebook	Verbal feedback, monitored visits through Facebook.	Weekly posts are put on the social media pages for the council and the tourism centre. Media officer focuses solely on social media with clips, videos, images etc. Monthly council newsletter done by Library staff and uploaded to council website.	
8.1.1.3	Council meeting dates listed on the web site and in the Channel Country Chatter	Council meeting dates notified and Business agenda and minutes loaded onto website.	Meeting dates displayed on Council website and notice boards. 2025 have been established by Council and community notified of any changes in advance.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.2.1	Council agendas are released for review 2 days prior to the meeting and agenda items are placed on the website within 2 business days after the meeting.	Monthly activity is available for viewing by the public on our website within 2 business days.	Council meeting agendas are released within the required time frames.	
8.1.2.2	Councillor contact information is available on the internet and is up to date. Provide Councillors with timely information and reports using the new Bigtincan program which allows policies, annual report, corporate plan and all agendas and minutes to be accessible 24 /7	Business Papers, Minutes, Councillor Correspondence and other Council documents sent within statutory timeframes.	Councillor contact information is available on the website and updated if and when required. All required documents are uploaded to the Bigtincan in a timely manner.	
8.1.2.3	Ensure Council meetings acknowledge the traditional owners and are conducted in accordance with the regulatory provisions eg: Code of Meeting Practice and Code of Conduct and that Conflict of Interest / Register of Interest forms are completed as required by Councillors.	No breaches Code of Meeting Practice or Code of Conduct	Completed both verbally and printed in the council agendas each month.	

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

Action Code	Action Name	Performance Measure	Work Completed	Traffic Lights
8.1.3.1	Twelve ordinary Council meetings are held each year with two special budget meetings and two planning session days.	All meetings attended by all Councillors.	Council meetings for the 2025 period have been set and scheduled for all Councillor attendance. Apologies noted in the minutes if necessary.	
8.1.3.2	Representation at all elected meeting groups supporting Boulia initiatives-Camel Races, School, Boulia Community, Support, Rodeo, Campdraft etc.	Reports received from attendees at the meetings presented to council for information.	Support is provided by various council members and staff for all local events. In kind support is granted when requested.	