



BOULIA SHIRE COUNCIL

ANNUAL REVIEW OPERATIONAL PLAN 2024-2025

Mayor Rick Britton

Deputy Mayor Councillor Jack Neilson

Councillor Sam Beauchamp, Councillor Jan Norton and Councillor Julie Woodhouse

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	Progress	Annual Comment
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.	100%	The Council was successful in obtaining Queensland Regional Arts Development (RADF) funding for 2024-25 that was utilised to attract regional performances/events.
1.1.1.2	Not-for-profit groups provided with information and support to access and deliver grant funding to the community - Grant Guru.	All relevant grant information provided to groups via email.	100%	Emails on grant funding opportunities has been forwarded to community groups/committees. Grant funding information from Grant Guru is available to community on Council website.

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	Progress	Annual Comment
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 community. This can inform activities during NAIDOC Week.	Documentary work completed with maintenance action plan in place.	100%	A number of initiatives have been pursued by staff at the Boulia Heritage Complex with regard to the collection and key assets such as the Stonehouse. An example has been the painting of a new mural. In 2024 NAIDOC Week was celebrated with the Boulia State School and supported by the participation of Aboriginal community members. Preparations for NAIDOC Week in July 2025 have included successes in attracting grant funding that will broaden the coverage of local heritage.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	0%	Work on this plan is not scheduled to commence until January 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	Progress	Annual Comment
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.	100%	Country University Centre has officially opened in Boulia with a local person engaged to be the Site Supervisor enabling access to onsite support for students. Students are using the facility.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
1.3.2.1	a. Support local community organisations in attracting volunteers through advertising and clarifying governance responsibilities. b. Acknowledge volunteers during Australia Day celebrations and other events.	Community events supported with advertising, in-kind support etc..	100%	a. Attraction of volunteers has been pursued with regard to the operation of Fire Brigade and SES. b. Volunteers were acknowledged at the 2025 Australia Day celebrations.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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/repared and mowed as per levels of service schedule.	100%	Parks are regularly inspected, mowed and kept free from rubbish. Cleanliness of toilets is maintained to a high standard.
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.	100%	Works to community facilities included improved facade to MME building to Herbert Street, major maintenance works to air-conditioning at Sports Hall, works to swimming pool across replacement of expansion joints, new filters and painting concourse, and new flooring and painting of the Library. Wide ranging events and activities are illustrated through: - Holding of events to recognise Australia Day, ANZAC Day, Biggest Morning Tea for cancer research, Queensland Day and Remembrance Day. - Council delivering services including the Library and First Five Forever together with assisting community projects organised by Community Support Service. - Activities with the holding of a Domestic Violence walk, Walk for Daniel and supporting 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	Progress	Annual Comment
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.	100%	Inspections undertaken and any necessary remedial actions completed.
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.	100%	Flood events were captured as soon as it was safe to do so. 'Value for Money' considerations are at the forefront of all projects and staff continuously seek betterment opportunities in order to help improve the quality of the road network.
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.	100%	The Outback Way is being sealed at a progressively increasing rate, thanks to continued funding from Federal and State Government and the Council's budget allocation. The road network has only 70 klm left to seal on the QLD side.
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.	100%	Funding submissions have been focused around allocating funds towards the re-sealing of the Donohue Highway, reseals of local roads and upgrades of footpaths. All projects are completed within guidelines and meet audit requirements.
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.	100%	Shire roads works, where funded under flood damage, continues and is ongoing, with a review commissioned of our entire road network and other infrastructure to build a prioritised list for 2025-2026 operational planning.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.1.1.6	Maintenance and renewal of FM transmission sites completed. Contracts confirmed in place.	All sites operational.	100%	Ongoing maintenance of infrastructure to maintain levels of service.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	All maintenance RMPC works have been proceeding well, with a focus of attention on capturing road data using REFLECT, including staff training.
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.	100%	Shire roads works, where funded under flood damage, continues and is ongoing, with a review commissioned of our entire road network and other infrastructure to update the prioritised list for 2025-2026 operational planning.

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	Progress	Annual Comment
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.	100%	Waste collection dates completed as scheduled, community notified of any changes in collection dates due to Public Holidays.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	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	Progress	Annual Comment
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.	100%	Inspections completed as required.
2.2.2.2	All Council owned buildings and facilities are well maintained with building use monitored by the venue booking forms and income is generated where possible. Number of bookings this quarter.	Regular inspections conducted by supervisors meet level of service requirements.	100%	The Boulia Shire Hall is regularly used, with the Racecourse Reserve also being used for the annual Campdraft, Rodeo and Camel Race events. Booking income is generated where possible.
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	100%	All facilities are maintained so as to limit interruptions to planned events. A proposed 30 day venue pre-inspection is to be completed to assist the process.
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.	100%	Vacancies are primarily due to outstanding maintenance requirements or unsuitable allocations. Nil external/non staff applicants have gone to the Housing Committee due to the lack of housing availability for staff/vacant positions.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	First Five Forever programs delivered twice weekly. Library hours were extended by an extra half day per week; while the internal building was renovated/repainted. A book club was trialled. Swimming pool opened for the summer season and addressed some water quality issues. Post season significant maintenance works were completed ready for next season. A number of pieces of gym equipment were replaced and the project room made fully operational. The Shire Hall was utilised for wide ranging meetings and events. The Sports Attendant introduced after school indoor activities. These will be reintroduced once recruitment is completed for the role.
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.	100%	Regular inspections conducted by supervisors to 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.	100%	Bus had the annual inspections completed and has been utilised for events.

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	Progress	Annual Comment
2.3.1.1	Asset Management Plans completed for all major asset classes, reviewed annually in December.	All Asset Management Plans completed for all major asset classes.	100%	These have been reviewed and updated as required.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Levels of Service were reviewed and were in alignment with practices.

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	Progress	Annual Comment
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.	100%	Stage 1 of the Residential Subdivision is progressing with residential lots being configured (1 lot into 10).
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 can be submitted to external funding bodies.	All potential projects have shelf ready funding applications completed.	100%	Several shelf ready projects on hold awaiting budget input. Gaol House project, Stonehouse restoration of walls.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
2.3.3.1	All street lights functional enabling the safe traversing of streets and the use of recreational facilities after dark. Percentage operational?	Audit on street lights conducted with reports to Ergon on faulty lights.	100%	Audit on street lights conducted with reports to Ergon on faulty lights - new LED lights installed.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Mowing conducted regularly and the town area, parks and open spaces are well maintained.
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.	All gardens are weed free and plantings have been done to peak during tourist season.	100%	Gardens maintained regularly and planting has 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 according to plan. Percentage complete?	All existing information loaded into the system and new additions recorded.	100%	Cemetery burials are updated in the database as they occur. Improvements project is yet to be started.

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	Progress	Annual Comment
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.	100%	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.	100%	All projects over the \$200K threshold are being addressed as needed within the Capital/Maintenance space.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	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	Progress	Annual Comment
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.	100%	Ongoing with changes being made with the near completion of the Industrial Estate and the progression of 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	Progress	Annual Comment
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.	100%	Planning report has been completed.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Re-development of Asset Management Plan to separate housing stock from other infrastructure assets was undertaken.

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	Progress	Annual Comment
3.2.1.1	Lobby State Government for the Donohue Highway to become part of the State Road network.	Ongoing advocacy	100%	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	Progress	Annual Comment
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.	100%	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.	100%	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.	100%	Ongoing support received from RAPAD.
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.	95%	Council is actively involved in the CWRPMG.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
3.2.2.5	Updates from the Western Queensland Alliance of Councils.	Successful outcomes from motions developed by Council presented to WQLGA.	100%	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.	100%	Meetings occurred with events. LDMG Meeting to be convened 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	Progress	Annual Comment
3.3.1.1	Opportunities identified to generate increased local economic activity and employment.		100%	The Council has been successful in receiving grant funding of over \$10m from the Federal Government to redevelop the Community Hub in Boulia. This project has reached the stage of detailed design and planning. Council supported a major project being the Solar Farm at Selwyn Road by Ergon.

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	Progress	Annual Comment
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.	100%	A new entry arch has been erected at the crossing into Robinson Park from Herbert Street - with painting due in July 2025. The need for an entry sign has been identified for the Boulia Heritage Complex, that will include the opening hours. The entry gate to Swimming Pool from Burke Street includes opening hours. Meetings were held with representatives of Pitta Pitta during 2024/25 on the new signage - they are to provide advice on the content of each sign.
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.	100%	Annual Min Min Encounter maintenance program delivered by Xzibit in January 2025. Installation of touch screen technology showcasing regional and community attractions.
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.	100%	Tourism staff have been working closely with Outback Queensland Tourism Association (OQTA) and other stakeholders. This has ranged from work following the recent floods and advertising with an 'open for business' campaign, gaining higher VIC certification, utilising wide ranging advertising and improved signage at the Min Min Encounter.
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.	100%	A range of media advertising has been utilised, including: - Current television advertisement that is being successfully aired to wide audiences. - Magazine advertising achieved across a wide range of tourist publications. - Social media and website messaging has been developed and published.

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	Progress	Annual Comment
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	100%	Mosquito fogging was undertaken with a positive result.
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.	90%	Where practical, animals are being rehomed. Street patrols have seen a decline in the numbers of dogs roaming the town streets.
4.1.1.3	Local laws are reviewed as required or annually.	Policies and Local Laws are up to date and relevant.	75%	A full review of the Local Laws is in progress. Policies are 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	Progress	Annual Comment
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.	100%	All cultural heritage clearances have been performed prior to works commencing for all borrow pits.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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 Magiq document management system.	100%	Land requirements and opportunities are considered in alignment with community planning and future infrastructure needs.

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	Progress	Annual Comment
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 Management Plans are up to date.	100%	Training session attended by the local SES crew.

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	Progress	Annual Comment
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.	90%	Ongoing pest control planning and delivery.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	90%	Noxious pest weed control is ongoing.
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 website/face to face.	90%	Bounties were paid out and reported.
4.3.1.4	Town Common is managed within the limits set and stock holders 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.	100%	Numbers have stayed around the same and the annual Council Muster will be held in late September/ early October.
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.	100%	No travel permits have been issued and water facilities are in fair to good condition and working.
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.	90%	Meetings have been attended.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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 and business operating in Boulia.	100%	Compliance has been maintained.
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.	90%	Leases have been managed according to requirements.

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	Progress	Annual Comment
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.	100%	Water management plans followed.
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.	100%	Water usage is monitored.

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	Progress	Annual Comment
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.	100%	Policies are reviewed and updated accordingly.
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.	100%	Councillors have been provided with training opportunities.

5.1.2: Effective internal and external communication and records management

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.2.2	Provision of an accurate and comprehensive Records Management service for the Organisation as required under the <i>State Records Act 1998</i> .	Council's system is up to date with current upgrades and staff are trained in the use of the system.	100%	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	Progress	Annual Comment
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.	100%	Four Audit and Risk Management Committee Meetings were held during the 2024-2025 period.
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.	100%	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	Progress	Annual Comment
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-instatement.	100%	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	Progress	Annual Comment
5.1.5.1	WH&S responsibilities for CEO: • 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.	100%	Council is continuing to provide all necessary requirements to provide staff with a safe environment.
5.1.5.2	WH&S Responsibilities for Directors: • 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.	100%	As a part of ManEx meeting held each week, the Management team reviewed any incidents and any changes that arose for Staff and Management to deal with.
5.1.5.3	WH&S responsibilities: • 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. • Develops and communicates key statistics in accordance with reporting timeframes.	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.	100%	Staff training to be completed to assure all incidents are reported.
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.	100%	All policies are reviewed within time frames.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.5	Upload all reviewed documents under appropriate element numbers onto the Council's safety management system (including Magiq). * 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.	100%	Documents were being reviewed by the WH&S officer.
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.	100%	Specific training opportunities have been undertaken.
5.1.5.7	Review all emergency evacuation signage 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.	100%	All emergency exit doors signed - audits to ensure signs remain compliant.
5.1.5.8	Review the following procedures against requirements in preparation for consultation: high risk work method statements, risk/hazard management, compliance control, incident reporting and investigation.	All reviews are completed within agreed time frame.	100%	Reviewed as requested.
5.1.5.9	Reduce the impact of injury and illness by reviewing: Toolbox talks on WHS 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 time frames.	100%	Toolbox training/awareness talks completed each quarter.
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.	100%	Full review to be completed early in 2025.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	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 comment prior to adoption.	90%	WHS Strategic Plan progressing.
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.	100%	Minimal lost time injury reported during the financial year.
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.	100%	No increase in reported injuries.
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.	100%	Incidents investigated and reported.
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.	100%	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 measures. Number of reviews completed this quarter? N=.....	Number of improvements made to the register.	90%	Hazard Audit ongoing.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.1.5.18	Support training and monitoring of use of Council's WH&S and I-Auditor programs. Complete ongoing audit of all Council work sites and new staff. Number of staff reviewed this quarter? N=.....	Hearing assessments for employees working in noisy environments completed. At least 80% compliance with the National Audit Tool. No breaches of WHS regulatory requirements.	75%	Hearing tests scheduled for August 2025.
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.	100%	Drug and Alcohol testing conducted.
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.	100%	Ongoing awareness sessions.
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 external JLT/LGW WorkSafe awards. Awards to be presented at the Council meetings each quarter.	Team Safety award to be created and implemented.	50%	Initiatives undertaken to keep staff safe.
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.	100%	Risk management framework to be continually reviewed.

5.2: It is clearly evident in how Council does business

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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: Council's transparent procurement model for quotes/tenders etc. Reporting to be completed along with the quarterly budget reviews.	Long Term Financial Plan developed in line with QTC format - reviewed.	80%	Long Term Financial Plan has been updated with 24/25 planned capital works. Tenders have been issued via NexGen where appropriate.
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.	100%	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.	100%	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.	100%	Rates issued with a summary of outstanding amounts reported to Council monthly.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Budgets are reviewed and reported quarterly.
5.2.1.7	Ensure insurance records are kept secure and retrievable if required.	100% of insurances reviewed and maintained annually.	100%	All policies are current and claims made were appropriate.

5.2.2: Maintain high standards of Corporate Governance through effective audits

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Four Audit and Risk Management Committee Meetings were held during the 2024-2025 period.
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.	100%	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.	100%	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	Progress	Annual Comment
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.	100%	Council has available a Project Management Framework.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.3.2	New projects undertaken are created and completed through SurePact.		100%	Input of all projects and grant applications into SurePact is a work in progress.
5.2.3.3	Procurement through Local Buy, VendorPanel and Next Gen to be reported for local content purchase 1/4ly to Council (using ARC Blue system).		100%	Data is available for review through the ARC Blue system with the Finance providing the updated material each quarter.

5.2.4: Transparency and accountability through management reporting

Action Code	Action Name	Performance Measure	Progress	Annual Comment
5.2.4.1	Provision of key financial information to ManEx and Council - changes reported by exception.	Provision of budget information to staff.	100%	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.	100%	Annual Report has been adopted by Council and released to the community.
5.2.4.3	Discharge Council's statutory financial reporting obligations by using the financial checklist provided by the Local Government Department.	Statements submitted to the Office of Local Government by 31 October each year. Unqualified audit report.	100%	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: Council's offices, depots and business enterprises are operated under 'value for money' principles

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	New types of merchandise are constantly being sourced. Many of new products have raised the sales income for 2024/25.
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.	100%	Full plant and equipment review is being undertaken for 2025/2026.

5.3.2: Optimise performance of Council business units using available technology

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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	100%	Any issues that are identified are being addressed as required within the CCTV space.
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.	100%	Licenses updated and renewed so there is no loss of productivity.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Ongoing.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Quarterly budget reviews completed with reviews done to encompass all operations at Council.
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.	100%	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	Progress	Annual Comment
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.	50%	Identified in June Plant Meeting to form part of the comprehensive review of plant and equipment to be completed in 2025/2026.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Min Min Encounter and Heritage Complex increasing visitation each year, reviews of each centre reported on to Council. Great sales revenue for 2024/25 at the Min Min Encounter. Maintenance visit by XZIBIT during January 2025 completed scheduled works.

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	Progress	Annual Comment
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.	100%	A joint Committee of health service providers and Council has been established to coordinate the delivery.

6.1.2: Assist local community groups and support local events

Action Code	Action Name	Performance Measure	Progress	Annual Comment
6.1.2.1	Support functions and other activities, that can encourage community engagement.	Council supports 'free to attend' functions where possible.	100%	Council supports free to attend art activities through the RADF program and assists whenever possible with other organisations events, through in-kind support.

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	Progress	Annual Comment
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.	100%	Facility maintained and open for community use, with a short period of closure due to maintenance of the swimming pool.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Ongoing service provided by Council.

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	Progress	Annual Comment
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.	100%	Regular Toolbox meetings completed with Outdoor and Administration staff.
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.	100%	Ongoing.
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.	100%	Ongoing and reviewing compliance with the Records Management Act.
7.1.1.4	Recruitment and selection processes are transparent. Number of new recruits this quarter. Number of locals 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 collected as required and saved electronically.	100%	With the change in CEO, the recruitment and retention processes will be reviewed in the 2025/2026 period.
7.1.1.5	Mayor and or panel to complete annual review of the CEO.	Chief Executive Officer review is reviewed against targets of Corporate and Operational Plans for progress. The Chief Executive Officer review is completed against the targets in the Corporate Plan and the Annual Operational Plan for progress.	100%	Review completed.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
7.1.1.6	CEO to complete performance reviews of senior staff DWO, DCS, ECDM including WH&S and Mgr P&C.	Performance reviews for the July-December period completed.	100%	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.	100%	All reviews completed.
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.	100%	All reviews completed.
7.1.1.9	Complete performance reviews for your staff in Finance and Administration including WH&S compliance.	Reviews completed on anniversary.	100%	All reviews completed.

7.1.2: Keeping pace with technological changes in the workplace environment

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Ongoing updates from HR regarding the availability of the GO1 Platform & its benefits in soft skill development. Integration of the information of the platform, login details into the HR induction undertaken with all new start employees.
7.1.2.2	Post Office training is up to date with compliance modules completed for all relevant staff. Overdue N=		100%	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 Public Interest Disclosure (PID).		100%	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.

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	Progress	Annual Comment
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.	100%	Nil comment.
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.	100%	EBA/CA increase as per Certified Agreement at the commencement of the first full pay period after 1/7/2025.

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	Progress	Annual Comment
7.2.2.1	All staff are aware of how to notify ideas/complaints/suggestions. N=... ideas/complaints, suggestions this ¼.	Records of suggestions/complaints/ issues to be kept. PID training to be part of training regime.	100%	Staff training is provided.
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.	100%	An organisational health check has been undertaken from July 2025 to incorporate work force planning and strategies.

7.2.3: Provide access to external support networks for emotional assistance

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Council supports going EAP.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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	100%	Signage Audit completed at Waverly Creek Road works.
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.	100%	Noise testing is completed on all machines once per year. Employee hearing testing scheduled for August 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.	100%	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 sheet on awareness training, prepare PowerPoint delivery of WH&S.	All staff complete refresher inductions, complete necessary training and confirmation of requirements to work for Boulia shire such as licences and tickets.	100%	Training provided on return to work at start up.
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.	100%	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.	100%	Inspection of Swimming Pool completed 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/Magiq.	Reporting of incidents through Safety Culture is documented through ManEx via the WH&S Officer.	100%	Ongoing.
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.	100%	Completed at start up 2025.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Ongoing reviews conducted in conjunction with Depot staff, Toolbox 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.	100%	Lighting infrastructure reviewed.

7.3: Living our values

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	Regular customer service training.
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.	100%	TMR Accreditation obtained.

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	Progress	Annual Comment
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.	100%	Council is continually reviewing training opportunities.
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.	100%	Council continually supports opportunities for trainees.

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	Progress	Annual Comment
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.	100%	Community meeting held. Financials signed off and Annual Report printed.
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.	100%	Council utilises all forms of media to inform the community.
8.1.1.3	Council meeting dates listed on the website and in the Channel Country Chatter.	Council meeting dates notified and Business agenda and minutes loaded onto website.	100%	Meeting dates displayed on Council website and notice boards. 2025 dates were established by Council and community is 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	Progress	Annual Comment
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.	100%	Council meeting agendas are released within the required time frames.

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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 time frames.	100%	Councillor contact information is available on the website and updated if and when required.
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.	100%	Completed verbally at the Council meeting and noted in the Council meeting minutes each month.

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

Action Code	Action Name	Performance Measure	Progress	Annual Comment
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.	100%	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.	100%	Support is provided by various Council members and staff for all local events. In-kind support is granted when requested.