

<b>TITLE:</b>	Action List Update August 2025	<b>DOC REF:</b> 13.1
<b>REPORT BY:</b>	Shane Gray Chief Executive Officer	<b>DATE:</b> 15/09/2025

**CORPORATE PLAN REFERENCE:**

Key Priority 5: Robust Governance

5.2: Accountability

5.2.4: Ensure transparency and accountability through integrated performance management reporting

**RISK MANAGEMENT:**

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

**PURPOSE:**

To present to Council an updated Action List.

**CONTENT:**

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

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

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

**CONSULTATION:** Nil

**GOVERNANCE IMPLICATIONS:** Nil

**RECOMMENDATION:**

That Council receive the Action List update for August 2025 for information.

**ATTACHMENTS:**

1. CEO Ordinary Council Meeting Action List v1 [**13.1.1** - 13 pages]

Chief Executive Officer	Mr Shane Gray
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Boulia Shire Council Action List						
	DATE	RESOLUTION	SUGGESTION	RESPONSIBILITY	COMMENTS	Close
Friday 22 <sup>nd</sup> August 2025						
1.	22/08/2025		Identify activities and projects work camp cannot provide. Who runs it, who is the go to? Etc.	DWO, CEO, HR		
2.	22/08/2025		Replenish the green waste wheelie bins. – Broken lids etc.	DWO, WM		
Wednesday 23 <sup>rd</sup> July 2025						
3.	23/07/2025		Request for Tree lopping in Robinson Park and The Stonehouse Complex.	WM		
Wednesday 18 <sup>th</sup> June 2025						
4.	18/06/2025	All Councillors	Speed Bumps, (Yellow Bollards) to be put in place as carparks to avoid people parking in the wrong spots in town. E.g. in front of Bob's shop.	WM	15/07/2025 bollards were part of main roads project, we will source alternative solution.	
5.	18/06/2025		3D crossing in front of the school needs to be updated.	CEO	15/07/2025 sent to Workcamp	
Friday 23 <sup>rd</sup> May 2025						
6.	23/05/2025	All Councillors	Industrial Estate plans to be brought to Council meeting re: re-align of washdown bay.	DCS – Gather Info	15/07/2025 Met with various consulting firms to finalise the survey planning.	X

			(Bring the whole package for Councillors to review.)			
7.	23/05/2025	All Councillors	Residential Estate back planning. Road corridor. Liaise with Tony and Gideon the road access points. (Bring the whole package for Councillors to review.)	<b>DWO DCS – Gather Info</b>	15/07/2025 Met with various consulting firms to finalise the survey planning.	
8.	23/05/2025	Cllr Woodhouse	Media and Communication Policy to be reviewed and re-worked	<b>CEO – To action</b>	15/07/2025 in progress	
<b>Wednesday 23<sup>rd</sup> April 2025</b>						
9.	23/04/2025	Councillor Sam Beauchamp	CPL Shed to be painted with heat resistance paint	<b>DWO</b>	15/07/2025 included in 2025/26 budget.	
10.	23/04/2025		Aerodrome, Business Case, Budget request for 1 million dollars	<b>DWO, DCS, CEO</b>	<b>11/09/2025 – Jasko preliminary report advised not required.</b> 23/04/2025 - To investigate with RAPAD/COWS for the 2025/2026 Budget.	
11.	23/04/2025		Water, Business Case, Budget request for \$750,000	<b>DWO, DCS, CEO</b>	<b>11/09/2025 – contact being made with cleaning Diver, to speak to Council about Reservoir options.</b> 23/04/2025 - To investigate with RAPAD/COWS for the 2025/2026 Budget.	
12.	23/04/2025		Corporate Plan Study, Plan for Boulia to 2032, 1 million dollars – Business Plan	<b>DCS, CEO</b>	15/07/2025 Yet to be actioned.	
13.	23/04/2025		Residential Estate Exec Housing, GK3 Project manage, EOI on costing market exercise	<b>CEO, DWO, DCS</b>	15/07/2025 Met with various consulting firms to finalise the survey planning. 12/05/2025 underway. 23/04/2025 - CEO to raise at RAPAD / COWS meeting	

					Amended State Assessment and Referral Agency (SARA) application has been completed. SGA have completed the DTM for the subdivision to inform the design documentation.	
14.	23/04/2025		Banks supporting Western Regions for loans	<b>CEO</b>	15/07/2025 has been raised in meetings including WQAC as part of LHAP with Greg Hoffman. 23/04/2025 - CEO to raise at RAPAD / COWS meeting	
15.	23/04/2025		Eazyjacks (or brand similar) to be placed in all Council Vehicles to assist when tires need to be changed.	<b>DWO, DCS</b>	23/04/2025 - DWO to investigate eazyjacks for all vehicles and to liaise with DCS for budget purposes	
16.	23/04/2025		A letter to be sent to QLD Housing about overgrown yards, and car bodies – QLD Housing to advise tenants they need to clean up their yards or Council will do it and send QLD Housing the invoice for works done.	<b>Exec Assist, CEO</b>	15/07/2025 Sent 03/06/2025 – EA waiting for approval from CEO to send. 02/05/2025 – EA sent letter to CEO 23/04/2025 – EA to write letter and send to CEO for approval to send	
<b>Friday 28<sup>th</sup> March 2025</b>						
17.	28/03/2025		Review of possible relocation for Wash Down Bay	<b>Action – DCS (budget), DWO, RUS</b>	15/07/2025 At this time, it will not be moved, due to number of extenuating factors to be considered.	<b>X</b>
18.	28/03/2025	Councillor Jan Norton	Community Garden Support – Council to contribute \$5500 + GST, per annum. Work Camp is to assist with this.	<b>Action – DWO, Work Camp</b>	14/04/2025 budget inclusion 25/26 done. 28/03/2025 – DWO to update monthly on the progress.	

19.	28/03/2025	Councillor Jan Norton	Annual LGAQ Meeting Agenda Item / motion. Rural and Remote fuel, groceries, liveability advocate for a subsidy.	<b>Action – CEO, Exec Assist</b>	<b>15/09/2025 - Council resolved at August general meeting the motions for LGAQ conference.</b> <b>Has been actioned with LGAQ</b>	
20.	28/03/2025		Water Leak (House on Herbert Street)	<b>Action – CEO, Exec Assist, DWO</b>	01/04/2025 – Letter sent to customer 28/03/2025 – CEO to issue a letter to Owner to get fixed, DWO to liaise with owner.	<b>X</b>
21.	28/03/2025		Racecourse Committee Reserve/ Strategic Planning. <ul style="list-style-type: none"> <li>Review of toilet block / temporary mobile toilets</li> <li>Playground</li> <li>Kitchen</li> <li>600m Mark on track</li> </ul>	<b>Action – ECDM, DWO, RUS, FM (budget)</b>	15/07/2025 Review of Committee setup being considered. 1/05/2025 – Site inspection arranged to confirm scoping of works. 28/03/2025 – ECDM to liaise with DWO / WM / RUS about improvements and investigate possible outcomes. ERGON have completed main supply electrical works including new poles and pole mounted transformer.	
<b>Friday 21<sup>st</sup> February 2025</b>						
22.	21/02/2025		Pitta Pitta Bush Tucker Signs - Councillor Woodhouse suggested the Pitta Pitta Bush Tucker signs at the Burke River need replacing.	<b>Action - ECDM</b>	10/08/2025 It has not been possible to access the original design and wording. Seek Councils guidance on the theme and character of signage that could link to wider visitor themes and participation of the Pitta Pitta. 26/03/2025 Signs have been inspected and efforts are being made to identify the original signage text.	
23.	21/02/2025		Pallet Racks in CPL Shed - Councillor Beauchamp suggested Pallet Racks or a similar option be investigated and purchased to be placed in the CPL Shed for more storage.	<b>Action – WMgr</b>	<b>15/09/2025 - DWO is reviewing all Council storage requirements for appropriate racking solutions</b> 26/03/2025 WIP	

Friday 24 <sup>th</sup> January 2025						
24.	24/01/2025	Cllr Beauchamp	Hazard Signage for Local Land Owners - Councillor Beauchamp suggested that Council establish a process with Land Owners to supply them with temporary signage to display on roads with hazards until Council is able to be on site.	Action - DWO	18/2/2025 Pricing up the activity, so that appropriate budget can be allocated to order items, then get this delivered to Landowners.	
25.	24/01/2025	Cllr Neilson	Potential Social Media Growth Opportunity - Councillor Neilson suggested Council engages in other social media avenues to boost our online presence and spread more knowledge about Bouliia Shire.	Action – ECDM/DCS	10/08/2025 Linking to Action 10 propose to arrange a workshop with Councillors to address both best practice and local opportunities.  06/05/2025 – Importance of growth in this area has been noted. Staff are reviewing training opportunities that can better utilise the potential of social media across the Council's responsibilities.  10/3/2025 Media webinar that staff were hoping to attend is not free as initially anticipated. Costings for potential courses sent to ECDM/DCS for consideration  13/2/2025 Media webinar to be attended to by 3 staff members.	
26.	24/01/2025	Cllr Norton	Softfall at Splash Park - Councillor Norton raised that the softfall at the splash park is a Work Place Health and Safety issue and needs to be replaced as soon as practical.	Action - DWO	<b>15/09/2025 - Acting DWO has inspected Sports centre with CEO and Pool Lessee with a view to scheduling maintenance and replacement schedules.</b>  18/2/2025 DWO to discuss options with Vendors and find appropriate solution	
27.	24/01/2025	2025/01.4	(Re Artwork from the Outdoor Billboard Gallery) 2. That the Billboard locations be Coorabulka truck pull off, Donohue Highway truck pull off and Burke River truck pull off.	Action – DWO/WMgr	15/07/25 – Signs are at the depot; however do not have frames or posts.  28/03/2025 – Signage was delivered by mayor, and Willie unloaded them at the depot.  18/2/2025 Will be Installed before the start of the Tourist season.	

Friday 12 <sup>th</sup> December 2024						
28.	12/12/2024	2024/12.13	<p>1. That Council endorse the letter to Minister Tony Perrett for the review of the new interpretation of the Native Title Act 1993.</p> <p>2. That the letter be submitted to RAPAD for their review and submission to Minister Tony Perrett on behalf of the RAPAD group of Councils.</p> <p>3. That RAPAD group of Councils calls on the new State Government to review the implementation of the policy position of the previous government requiring an Indigenous Land Use Agreement be negotiated prior to the renewal of quarry permits.</p>	<p><b>Action – Mayor</b></p> <p><b>Initial Action-CEO</b></p>  <p>Letter to Hon Tony Perrett- Sales Permit</p>	<p>14/4/2025 Mayor – has met with Minister Perrett.</p> <p>22/1/2025 Invitation to meet with Minister recd – Rick to align this with his visit to Brisbane in March.</p> <p>17/12/2024 CEO-Letter sent to Minister Perrett, cc'd to Hon A Leahy, Mr Sean Dillon</p> <p>17/12/2024 CEO- Letter sent to RAPAD. Advice received back that the matter would be included in the board documents for 20<sup>th</sup> December RAPAD meeting.</p>	
29.	12/12/2024	Cllr Julie Woodhouse	Pool Surrounds - cement area around the public swimming pool is now very slippery and a hazard since the resin has been applied.	<b>Action - ECDM</b>	<p><b>15/09/2025 - Pool deck has been painted with non slip paint</b></p> <p>10/08/2025 As part of the recent maintenance works at the Pool non-slip paint has been applied to all surrounding areas.</p> <p>1/5/2025 Additional painting of pool surround commissioned.</p> <p>22/1/2025 signs to be installed</p>	
Friday 29 <sup>th</sup> November 2024						
30.	29/11/2024	2024/11.20	That Council resolves to undertake a review of the Boulia Shire Local Laws.	<b>DCS – Action</b>	15/07/2025 Teams meeting being organised post Staff / Councillor workshop 26 <sup>th</sup> Sept 2025.	

					<p>12/05/2025 Awaiting workshop date to be set by consulting expert.</p> <p>17/04/2025 Message left for consultant.</p> <p>10/3/2025 Workshop had to be cancelled due to unforeseen circumstances. Await possible new date when available.</p> <p>12/02/2025 Workshop re-scheduled 24<sup>th</sup> February 2025.</p> <p>20/1/2025 Workshop being held in February 25.</p> <p>10/12/2024 In progress</p>	
Friday 27 <sup>th</sup> September 2024						
31.	27/09/2024	Mayor Rick Britton	Roof Painter – painting houses/buildings with heat resistant paint – possibly trial a few places and yearly get done. Review western wall on a house on Herbert St to be painted in heat resistant paint.	<b>MPC – Action</b>	<p>18/8/2025 – Seeking other quotes RE Procurement Policy</p> <p>15/07/2025 In 2025/26 budget, prioritisation of housing in progress, carried over a couple of years.</p> <p>12/05/2025 received quote for housing, requested quote for other identified buildings.</p> <p>22/1/2025 Quote to be requested from painter and included in budget deliberations.</p> <p>10/4/2025 – Contact details yet to be provided (MPC)</p>	
Friday 23 <sup>rd</sup> August 2024						
32.	23/08/2024	Suggestions made by K. Mc Kelvie (during Deputation to Council)	Improvements to be made to Council's social media platforms (more engagement) and encourage Google Reviews (Refer also to Item 18)	<b>Media - Action</b> <b>ECDM - oversight</b>	<p>11/08/2025 It is proposed to arrange a workshop with Councillors to address both best practice and local opportunities.</p> <p>10/3/2025 Media webinar that staff were hoping to attend is not free as initially anticipated. Costings for potential courses sent to ECDM/DCS for consideration</p> <p>13/2/2025 Three staff to attend media training in March.</p> <p>26/11/2024 Approaches to improve social media opportunities are being investigated.</p>	
33.	23/8/2024	Suggestions made by K. Mc	Consider turning the dog park on the corner	<b>ECDM - oversight</b>	11/08/2025: Cr Beauchamp is scheduling an inspection to include measuring the land.	



		Kelvie (during Deputation to Council)	of Herbert and Hamilton Street into a desert botanical garden.		The dog park and amenities are used by community and visitors. A desert botanical garden may benefit from an alternate setting. 23/04/2025 – Councillor Sam Beauchamp and Kim McKelvie to measure the gardens.	
34.	23/08/2024	Cllr Neilson	Investigate possibility of using solar road markers	<b>W/Mgr- Action DWO-oversight</b>	15/07/25 They are not TMR approved so can not use on state roads. They cost between \$80 to \$130 each to buy and we could only use them on shire roads if we choose so. 26/11/2024 WIP	
28 <sup>th</sup> June 2024						
35.	28/06/2024	Cllr Norton	Footpath on Herbert Street where the old pool site used to be (next to Desert Sands Motel/corner of Herbert and Hamilton Street) - needs repair, is getting worse	<b>W/Mgr- Action DWO -oversight Budget-TIDS/TMR</b>	15/07/25: Awaiting on direction as told to hold until grant has been approved. 15/07/2025 Grant approved. 24/03/2025: Awaiting feedback on Active Transport Grant Application 10/03/2025 Awaiting outcome from funding body. 26/11/2024 Awaiting outcome on the Active Transport from TMR.	
Wednesday 24 <sup>th</sup> April 2024						
36.	24/4/2024		Investigations to be made about rating categories for wildlife reserves (currently zoned as nature reserves)	<b>DCS - investigate</b>	15/07/2025 To date found no council that rates wildlife reserves. 12/05/2025 awaiting information from other parties. 14/04/2025 further discussions underway. 13/2/2025 Have been unable to find any other Local Council that are charging a rating category like this. 20/01/2025 investigating for possible inclusion in 25-26 budget. 10/6/2024 To be investigated.	
37.	24/04/2024	2024/04.3	2. That a future budget allocation be considered in the 2025-2030 budget for Councillor and	<b>DCS - Budget</b>	12/05/2025 added to training budget for Councillors as an ongoing course.	

			Management attendance at future Australian Institute of Company Directors AICD (or like) training.		<p>14/04/2025 Next course is 28 July – 1 Aug 2025, Brisbane, cost is \$8,370/person + GST.</p> <p>14/04/2025 Included in new budget for 25-26.</p> <p>20/01/2025 Included in training budget for 25/26 budget.</p> <p>8/11/2024 LGAQ have advised training for 24-28 February 2025 in Brisbane, \$8,280 per person, awaiting Councillor interest to attend, budget review will be done accordingly.</p>	
Friday 19 <sup>th</sup> January 2024						
38.	19/1/24	2024/01.20	<p>Tender: T2023-24.5 Sale of lots L404/B2671 and L405/B2671 Mulligan Street, Boulia (closed)</p> <p>(b) A survey for an access easement across the rear of lots L404/B2671 and L405/B2671 (to Council's requirements) be undertaken and registered by Boulia Shire Council.</p>	<p><b>DWO – primary</b></p> <p><b>DCS-Public Trustee</b></p> <p><b>Budget - Land Dev</b></p>	<p>15/07/2025 awaiting further information on actions we can take.</p> <p>14/4/2025 – seeking further advice.</p> <p>13/2/2025 – it appears easement registration cannot proceed until someone can sign the deceased owners consent.</p> <p>22/1/25 Update; no sale enquiry recd.</p> <p>(b)Easement Survey completed and amended to be 8m wide for lots 402-405.</p> <p>Lot 405 on B2671 (block 40)– BSC owned</p> <p>Lot 404 on B2671 (block 34)-Elliott owned (decd)</p> <p>Lot 403 on B2671 (block 30)-BSC owned</p> <p>Lot 402 on B2671 (block 26)-BSC owned</p> <p>8/11/2024 Public Trustee is working on this file to sort last ownership issue.</p>	
39.	19/01/2024		Wash Down Bay   Council requested fees for charging to use the washdown bay-payment options to be investigated.	<p><b>WMgr - action</b></p> <p><b>Budget - Gen Res</b></p>	<p>15/07/25 Discussed with DWO and this is no longer required as councillors do not want to set up a charge system</p> <p>26/11/2024 Investigated with Winton Shire, they use a coin operated system \$1/15min slot.</p>	
40.	19/01/2024		QRA- Betterment-BSC to review Longreach Channel on the Donohue Hwy with the installation	<p><b>DWO - primary</b></p> <p><b>GBA - design</b></p>	<p>15/07/2025 Discussion had with GBA Stuart and CWO.</p> <p>15/4/2025 Discussion had with TMR.</p>	

			of culverts. This channel goes under water before the Georgina River crossing.	<b>Budget - subject to grant funding</b>	24/03/2025 : DWO Identifying potential partners who can carry out 3 tasks within the FRMP3 Grant made available to Boulia 26/11/2024 Project earmarked to commence post current flood season. 10/10/2024 Bridge Study has been approved by QRA.	
41.	19/01/2024		<p>Town Water supply   BSC to investigate and advise on:</p> <ol style="list-style-type: none"> <li>1. Installation of a third water-storage tank.</li> <li>2. Cyclone separating system for debris.</li> <li>3. Modular filtration system (and Treatment Officer on a retainer basis). Dual water supply? To reduce treated water usage?</li> <li>4. Water filters for each residence and business in the township.</li> </ol> <p>Investigate Council getting robotic cleaner to run 6 monthly in ground reservoirs (once old tank relined).</p>	<b>DWO - primary Budget - ?</b>	<p>15/07/2025 Discussion with Contractors to previous works undertaken.</p> <p>3/04/2025 Discussion with DRMDWV, application being done for additional water supply as stage 1.</p> <p>24/03/2025: Round table discussion booked between BSC &amp; DRMDWV for 3/April</p> <p>22/1/2025 Full business case to be completed on options ready to be a shelf ready project for future funding.</p> <p>26/11/2024 Need political support to get this over the line.</p> <p>15/10/2024 LGGSP Funding application unsuccessful. Mayoral letters sent to Federal and State Water Ministers to request consideration for funding assistance.</p>	
<b>Friday 18<sup>th</sup> August 2023</b>						
42.	18/08/2023		Shade for Robinson Park – Concept brief to be completed	<b>W4Q-5 DWO-delivery ECDM-oversight Budget – W4Q</b>	<p>15/07/2025 Request for a design and construction of 2 shade structures, one for Skate Park, one for Play equipment.</p> <p>28/04/2025 – Solar on roof to be investigated</p> <p>24/03/2025: Project engagement has commenced</p> <p>26/11/2024 Earmarked to commence in Q3 of FY25.</p> <p>8/11/2024 Allocation of funds made through W4Q round 5. \$520,00 – handed to DWO for project.</p>	

Friday 21 <sup>st</sup> April 2023						
43.	21/04/2023		<p>Cars to be removed from Urandangi after flood event.</p> <p><i>Ronnie to arrange this asap.</i></p>	<p><b>RUS - action</b></p> <p><b>WMgr - oversight</b></p> <p><b>Budget – Gen Res</b></p>	<p>24/03/2025: Cars from Urandangi Township have been removed and it's all consolidated in the Tip for now.</p> <p>13/2/2025 Once costs are known, they will be included in the 25/26 operational budget.</p> <p>26/11/2024 Significant costs to make this happen, investigating various alternatives.</p>	

COUNCILLOR INFORMATION REQUESTS BETWEEN MEETINGS				
NUMBER	DATE	Staff Member	PROJECT   ISSUE:	RESPONSE
	19/06/2020	<b>ECDM/WMgr</b>	<b>BRANDING/TOURISM</b>   Cllr Britton: Consider coloured directional signage (e.g., on street signs) to help show where things are within the town 17/08/20 Signage design to stand out and be broader width	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – <b>review of Corporate Plan for 2025-2030</b> 31/10/23: Signs quite expensive, subject to funding?
	26/02/2021	<b>WMgr</b>	<b>TOURISM/LIVEABILITY</b>   Cllr Edgar – water at the Rodeo Grounds, consider installing automated sprinkling system	15/2/2024: To be reviewed during the 'visioning' project - new Council - March 2024 – <b>review of Corporate Plan for 2025-2030</b>
	17/08/2020	<b>WMgr</b>	<b>TOURISM</b>   Cllr Edgar: Consider possibility of installing a walking track from the Sports Centre (Burke River Bridge -suggested) to the Rodeo Grounds Stakeholders: Pitta Pitta, Ventia, Workcamp	<b>Review of Corporate Plan in 2025-2030</b> 15/2/2024 Pitta Pitta land compensation case will impact this and also the freehold land which intersects land between the Burke River Bridge and the Racecourse. 13/6/2023: Possible legacy project through Ventia (NBN) could get this off the ground. Discussions commenced. 24/11/22: idea for a bird hide along trail maybe eligible for funding from enviro grant in 2023. Depot working on costings for gravel, guideposts/labour, and plant. Indigenous story signs to be developed with locals.
	22/09/2023	<b>Cllrs</b>	<b>LIVEABILITY - FUTURE PLANNING</b>   Councillor Neilson suggested that boarding type accommodation be considering in Council's future planning.	17/6/2024 Council has received development application for private boarding - currently being advertised. <b>review of Corporate Plan 2025-2030</b> 15/2/2024: This is an option which needs to be considered by private individuals/organisations.
	22/09/2023	<b>DWO</b>	<b>ECONOMIC DEVELOPMENT - HEAVY DUTY TRUCK BAYS AND MOBILE TOWERS</b>   Councillor Britton suggested future consideration be given to heavy duty truck bays and mobile towers between Boulia and the Northern Territory.	<b>17/12/2024 Submission completed for the Mobile Blackspot funding round.</b>

	21/10/2022	<b>WMgr</b>	<b>LIVEABILITY</b>   Cr Norton: Can we put in a 40km speed sign for Road Trains only – talk to TMR about this for the main street	10/11/2022: The request has been sent to TMR. Awaiting road inspection by TMR.
	23/05/2025	<b>Cllr Beauchamp</b>	<b>Drone Park</b>   Cllr Beauchamp has requested a Drone Park be installed for residents to be able to comfortably fly their registered drones.	